

Minutes of the Parent Forum held at Richmond Academy Wednesday 14th October 2020

Item No.	Item	Minutes	Action Points	Action by Who
	Meeting opened at 1pm - Present:	Helen Evemy (HT), Miss Fisher, Miss Skinner, Mrs Farr, Mr Tomkins and Mrs Collins Stuart Kemsley (SK) (PSA) - minute taker		
1.	Welcome	HT welcomed those in attendance and thanked them for coming along to the meeting		
2.	Apologies for absence	1 received but invites sent to 4 additional members		
3.	Minutes of Previous Meeting			
4.	Matters Arising from previous minutes	This is the first meeting of the year.		
5.	Introduction	HT introduced the agenda and invited each attendee to introduce themselves and also sharing the year group and class which they are representing. This was then followed up with slides and HT describing the purpose of the Parent Forum. HT explained as well that if the new members who have not been able to attend this meeting are of the same classes as those in attendance, then we may need to have a vote to ensure that we do not have more than 1 parent representing a class.	HT to monitor attendance and numbers	HT
6.	Role of the PSA	PSA spoke of the different aspects of the PSA role within the school and parents were asked if they thought that the role of the PSA was as described or if they thought that it was something different. Parents agreed that their understanding was as PSA said.		
7	Promoting School	There was a discussion on what the school has been doing to promote in a positive manner in the local area, this included the success of the Rising 4's of last year and the current steps taken to advertise this year's Rising 4's. Also discussed was the Trailblazers and how difficult	Order a new 'A' board for advertising events	PSA

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		it has been to get people to participate in the Workshops. PSA felt that this was because of the virtual aspect rather than the face to face. Mrs Farr suggested more advertising via a weekly board with HT and PSA agreeing that the 'A' board has been effective in the past.		
		Members of the Forum were asked to get the name of Richmond 'out there' and are going to have an allocation of the Rising 4 leaflet to distribute.	Leaflets to be given to Parent Forum Members	HT
8.	Social Media	Advertising via social media was discussed and parents advised that there is a 'positive' group on facebook and HT asked the parents to speak about the positivity of the school and advertise the rising 4's on there.	Parents to use Social Media to promote the school	Parent Forum Members
9.	School Clubs	HT explained that next term there will be 'class clubs' after school. There will be clubs running for every year group. These are going to be fun academic clubs, writing and Maths etc. for children to be able to share time with the friends. Parents felt that this was positive as their children had missed after school clubs.		
10.	Rising 4s Virtual	HT explained to the parents how the rising 4s is working this year with the virtual sessions and then an activity is completed at home with parents, such as making rice crispy cakes with ingredients provided by the school.		
11.	Any Other Business	<ul style="list-style-type: none"> No Other business 		
12.	Date of Next Meeting	18 November 1pm		