

Minutes of the Parent Forum held at Richmond Academy Wednesday 12th January 2022

Item No.	Item	Minutes	Action Points	Action by Who
	Meeting opened at 2pm - Present:	Helen Every (HT) Mrs Skinner Stuart Kemsley (SK) (PSA) - minute taker Invites sent to: Mrs Farr, Miss Beaven, Mr Tomkins, Mrs Skinner and Miss Fisher		
1.	Welcome	HT – We have received 6 responses to the Parent Forum Questionnaire. This is a much lower number than the norm. When the questionnaire was sent out one parent advised that they could not access it. The questionnaire was then sent out again but no further comments were received and Mrs Skinner was able to access the new version. PSA will take some questionnaires to Coffee Mornings to ask parents who attend to complete them. Class Teachers will be asked encourage parents to engage with the questionnaires and use of QR codes to make the questionnaire more accessible.	HT to make a competition amongst teachers for the next and subsequent meetings- prize for the class with the most responses!	HT
2.	Apologies for absence	Mr Tomkins advised that he would be working and would not finish until 2pm		
3.	Minutes of Previous Meeting	HT confirmed that the PHSE notes were completed for the Newsletter. Letter from Board for the previous meeting will be sent out this time. Mrs Skinner has provided details of the Scouts contact to HT and will share the details of the Author as soon as she has them. PSA is to discuss with new office staff adding dates of events on WEDUC	Letter from the Board to be sent WEDUC notices	HT PSA
4.	Matters Arising from previous meeting	None		
5.	Board item: How do you know your child making	Although only a small number of parents completed the questionnaire, the responses were positive. The responses included various answers, such as School Reports, speaking to the CT, Tapestry and One Note Responses recognised the methods used by the school to communicate.	HT to feedback to the Board	HT

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	good progress/not making progress?			
6.	Board item: What is Schools and parents role in enabling children to be safe users online?	Internet security is recognised as being very important with the children now using iPads for their school work and being given more opportunities to complete independent learning. The school Wi-Fi ensures that there are many safety nets to stop children access sites that are not suitable. However, the need for parents to monitor off site is crucial as filters at home will be very different. Children have signed safe user agreements and the school are making spot checks on individual iPads to ensure children are keeping safe. The question was raised if all parents are aware of their own safety blocks on their home Wi-Fi.	Internet safety leaflet	PSA
7.	Board item: Do you have any concerns about your child/ren bringing a school iPad home (KS2)?	There were no concerns raised by any parents.		
8.	Do you feel you have enough notice when payments are needed for trips etc? How could we improve this?	It was agreed that this will be carried forward to the next questionnaire due to the low number of responses on the questionnaire.	Carry forward to next agenda	HT/PSA
9.	Items for the next agenda	Review of school vision, point 8 above and question from the board.	PSA to publish minutes of the meeting	PSA
10.	Date of next Meeting	16 March 2pm		