

Minutes of the Parent Forum held at Richmond Academy Wednesday 24th November 2021

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 17 responses to the Parent Forum Questionnaire. This is up by 3 from the previous questionnaire.		
2.	Apologies for absence	Mr Tomkins was unable to attend due to a medical appointment.		
3.	Minutes of Previous Meeting	Most actions have been actioned, HT to ensure that PHSE details are included on the Newsletter from Term 3 onwards	Check Newsletters for PHSE Unit details	HT
4.	Matters Arising from previous meeting	None		
5.	Letter from the Board	A letter by the board addressed to the parents thanking them for their suggestions and confirming some of their ideas have been implemented was shared with the PF member. HT has decided that it would be better to share such letters with the PF members with the agenda so that they have time to digest the contents before the meetings.	HT/PSA to share Board letters with Agenda HT to email letter to those parents who have requested it	HT/PSA
6.	Professional visitors to school. Who		Miss Skinner to contact Scouts and a local Author	AMS

Minutes of Meeting of Parent Forums of The Stour Academy Trust

	would like to see visit children?		PSA to contact Oasis and Lifeguards	PSA
7.	What, if anything, would encourage more parents to attend the meetings? Is Completing a questionnaire a good option to get views heard?	There was a mixed response in the questionnaire to this; from parents wanting to see changes happen first, to parents liking the questionnaire as they can complete it in their own time and others who cannot attend a physical meeting due to work commitments. It was noted that the dates of the meetings are not always well publicised, and it was agreed that they will be added to the WEDUC Events Calendar.	Ensure Dates are added to the WEDUC Events Calendar HT to seek clarification from forms responses where intent is unclear	PSA HT
8.	Items for the next agenda	Item from the Board – Mid-Year feedback on ‘The Vision’ from the view of Richmond parents Play Equipment for the year 5 & 6 playground (equipment has already been ordered and is due to arrive soon) Length of Notice given to parents for the payment of trips etc. Educational Courses for Parents held at Richmond		
9.	Date of Next Meeting	Wednesday 12 January 2pm	PSA to publish minutes of the meeting	PSA