

Minutes of the Parent Forum held at Richmond Academy Wednesday 29th June 2022

Item No.	Item	Minutes	Action Points	Action by Who
	Meeting opened at 2pm - Present:	Helen Every (HT) Stuart Kemsley (SK) (PSA) - minute taker Invites sent to: Mrs Farr, Mr Tomkins, Mrs Skinner, Miss Beaven		
1.	Welcome	HT – We have received 12 responses to the questionnaire and those responding were from a good range of families in the school from Nursery right through to year 6.		
2.	Apologies for absence	No apologies received		
3.	Minutes of previous Meeting	HT provided the feedback to the board		
4.	Matters Arising from previous meeting	In relation to supporting attendance, it was agreed that we do various things such as termly Newsletter, weekly assemblies with rewards, check in by class teacher if children are absent, first day calling for all absences and home visits if we are unable to make contact with parents when children are not in school. We reward those with 100% attendance and those with improved attendance each term. The Jubilee Summer Fayre was a massive success and all who attended had a wonderful time.		
5.	Stranger Danger and other community safety issues	PHSE curriculum covers a range of safety matters and for any parents who wish to know more they can be found on the school website under curriculum PHSE.		
6.	Year 6 Leavers Arrangements	All of the arrangements have been made and shared with the Year 6 families. There will be a leavers' assembly and a BBQ with a Disco.		

Minutes of Meeting of Parent Forums of The Stour Academy Trust

7.	Board Question: What are your opinions on the Trust Educational Vision we introduced this year?	The responses to this question were overwhelmingly positive. It is really good to hear that Richmond families have really embraced our vision of learning and are happy with the great work that the Trust is doing to further improve learning methods for children at Richmond.		
8.	How can we publicise how well Richmond is doing?	We share all details of successes through WEDUC and at present, 83% of all parents have signed up and are using WEDUC.	How can we celebrate more individual success- HT to ask staff how the profile of this can be raised	HT
9.	Summer Fair	The school had a very successful Jubilee Summer Fayre in June that was well attended; thank you to everyone.		
10.	Prize Winner	The Draw was made for the £10 Amazon gift voucher and the winner was Mrs J Bellinger	PSA to contact parent to collect voucher	PSA
10.	Date of next meeting	September 2022	Advertise to all parents	PSA