

## Brunswick House Primary School

**Parent Body: 16<sup>th</sup> October 2018**

<b>Attendees:</b>	Kara Acott, Leida Melo Lyons, Timothy Price, Ian Bagnall, Justine Bruce, Rachael Cant, Cheryl McDowall, Michelle Humphrey, Charlie Goosen, Mrs Skinner: Headteacher, Mr ware: Deputy Headteacher, Julie Martin: Family Liaison Officer, Christina Whitehead – PA. Apologies: Laura Dillon
<b>Introductions</b>	Introductions were made.
<b>Ground Rules</b>	<p>Parent body ground rules were read and discussed to advise parents of expectations. All parents ask to sign this. Discussion around confidentiality and individual cases not to be discussed at parent forum meetings.</p> <p><b>Action:</b> To provide Mrs Dillon a copy to read and sign</p>
<b>Communication</b>	<p>Emails – To continue to use the emails set up last year for the individual classes so that the school adheres to GDPR regulations. Our IT support will set up year group emails for year 3, 4 and 6</p> <p>Redirecting Queries from other parents: A contact list was given of the KS leaders, Family Liaison, SENCO and Senior Leadership team, in order for class representatives to redirect queries where necessary.</p>
<b>Timescales for Email Communication</b>	<p>Receiving email ideas from your class parents: Ahead of a parent body meeting, parents would have a one-week window to contact their representative to pass on any whole school issues they feel they would like to raise. A discussion was held around the time of this and whether it should be for longer. It was agreed that the school did not want the role of class rep to be too onerous and also in terms of turning agenda items around, it was suggested that one week was a sufficient amount of time for parents. If any agenda items were emailed outside of these timescales, then representatives could put those suggestions forward at the next parent body meeting, they would need to respond to the parent to let them know this.</p> <p>Emails for class reps will remain the same as last year, apart from Year 3, 4 and 6. Emails are:-</p> <p>Mrs Scott: <a href="mailto:farep@brunswick-house.kent.sch.uk">farep@brunswick-house.kent.sch.uk</a>  Mrs Melo Lyons: <a href="mailto:fsrep@brunswick-house.kent.sch.uk">fsrep@brunswick-house.kent.sch.uk</a>  Mr Price: <a href="mailto:larep@brunswick-house.kent.sch.uk">larep@brunswick-house.kent.sch.uk</a>  Mrs Dillon: <a href="mailto:lwrep@brunswick-house.kent.sch.uk">lwrep@brunswick-house.kent.sch.uk</a>  Mr Bagnall: <a href="mailto:2lrep@brunswick-house.kent.sch.uk">2lrep@brunswick-house.kent.sch.uk</a>  Mrs Rosewell: <a href="mailto:2urep@brunswick-house.kent.sch.uk">2urep@brunswick-house.kent.sch.uk</a>  Mrs Bruce: <a href="mailto:yr3rep@brunswick-house.kent.sch.uk">yr3rep@brunswick-house.kent.sch.uk</a>  Mrs Cant: <a href="mailto:Yr4rep@brunswick-house.kent.sch.uk">Yr4rep@brunswick-house.kent.sch.uk</a>  Mrs Humphrey: <a href="mailto:5drep@brunswick-house.kent.sch.uk">5drep@brunswick-house.kent.sch.uk</a>  Mrs McDowall: <a href="mailto:5hrep@brunswick-house.kent.sch.uk">5hrep@brunswick-house.kent.sch.uk</a>  Mr Goosen: <a href="mailto:Yr6rep@brunswick-house.kent.sch.uk">Yr6rep@brunswick-house.kent.sch.uk</a></p>
<b>Recognising your representative.</b>	All reps were in agreement to have their photo taken and displayed in the outer foyer reception area to help with communicating with all parents.
<b>What are whole school issues?</b>	<p>Examples of whole school issues that the parent body have dealt with before are as follows:-</p> <ul style="list-style-type: none"> <li>Phonics</li> <li>Homework</li> <li>Fund raising for school projects eg: Adventure playground</li> <li>Ofsted actions: spelling, writing, presentation, supporting children with special needs</li> <li>Sporting opportunities</li> <li>Supporting Athletics at home</li> </ul>
<b>Future meeting Dates</b>	<p>4<sup>th</sup> December  12<sup>th</sup> February  26<sup>th</sup> March  14<sup>th</sup> May  9<sup>th</sup> July  <b>All at 2pm.</b></p>