



**Brunswick House**  
Primary School

**BRUNSWICK HOUSE PRIMARY SCHOOL**  
**PARENT FORUM**  
**2020 - 2021**



**Brunswick House**  
Primary School

Parent Body Notes – 30<sup>th</sup> September 2020

Attendees: Mrs Skinner, Headteacher \* Miss Fullager, Deputy Head \* Miss Steward, Deputy Head \* Mrs Norman, Administrative Assistant \* Mrs Misy, RS \* Mrs Barcroft, Yr.1 \* Mrs Pardoe, 2U \* Mrs Bourne Yr.3 \* Mrs Wilks, 4W \* Mrs Bruce, 5H \* Mrs Cant, Yr.6  
Apologies for Absences: Mrs Acott 2U, Miss Pribelski 4B

**Meeting started: 2.22pm**

<b>Introductions</b>	All Parent Body reps introduced themselves and stated which year or class they will be representing.
<b>Welcome from Mrs Skinner</b>	<ol style="list-style-type: none"> <li>Mrs Skinner explained the purpose of the meeting</li> <li>Went through the ground rules and reaffirmed that the purpose of the Parent Body is to help enhance the children’s experiences whilst at school.</li> </ol>
<b>Questions?</b>	None raised.
<b>Agenda Examples</b>	Agenda examples were discussed. It was reiterated about the types of agenda items relevant for meetings. Items that are of a personal nature, (i.e. about a specific child or teacher), are to be redirected to a phase leader. ** Encourage all parents to email you via the parent body with an issue that they would like raised, as opposed to raising it with you in person on the school premises.
<b>Questions?</b>	<p>Do Parent Body Reps tend to receive a lot of emails?</p> <ul style="list-style-type: none"> <li>It varies – some receive none at all from meeting to meeting, but it is common for requests and issues to vary from year group to year group.</li> </ul> <p>** please see below for full list of Phase leaders.</p>
<b>Communication</b>	<p>Parents will be invited to email questions and potential agenda items from Monday 12<sup>th</sup> October – Friday 16<sup>th</sup> October for our first meeting on the 21<sup>st</sup> October.</p> <p>Please email Mrs Norman your parent items by Monday 19<sup>th</sup> October at the latest in order for the agenda to be set and sent to you on Tuesday 20<sup>th</sup> October. Please send to <a href="mailto:office@brunswick-house.kent.sch.uk">office@brunswick-house.kent.sch.uk</a>. <b>Please entitle all emails: <u>Parent Body Agenda Items.</u></b></p>
<b>Date of next meeting</b>	<b>Wednesday 21<sup>st</sup> October 2.15pm.</b>

*Respect*

*Teamwork*

*Empathy*

*Self-Belief*

*Honesty*





**Brunswick House**  
Primary School

**BRUNSWICK HOUSE PRIMARY SCHOOL**  
**PARENT FORUM**  
**2020 - 2021**



**Brunswick House**  
Primary School

List of Phase Leaders:

**Early Years Foundation Stage**

Miss Lemon – Foundation Stage Leader

[FSleader@brunswick-house.kent.sch.uk](mailto:FSleader@brunswick-house.kent.sch.uk)

**Key Stage 1**

Mr S Feniche – KS1 Leader

[KS1leader@brunswick-house.kent.sch.uk](mailto:KS1leader@brunswick-house.kent.sch.uk)

**Lower Key Stage 2**

Mrs Hawks – LKS1 Leader

[LKS2leader@brunswick-house.kent.sch.uk](mailto:LKS2leader@brunswick-house.kent.sch.uk)

**Upper Key Stage 2**

Miss H Zigler – UKS2 Leader

[UKS2leader@brunswick-house.kent.sch.uk](mailto:UKS2leader@brunswick-house.kent.sch.uk)

Thankyou once again for attending the meeting. I look forward to seeing you all on the 21<sup>st</sup> October.

Kind regards

Mrs Skinner  
Headteacher

*Respect*

*Teamwork*

*Empathy*

*Self-Belief*

*Honesty*

