

Parent Body Agenda

5th February 2024

Attendees:	Mrs Skinner – Headteacher, Miss Fullagar – Deputy Head, Mrs Whitehead – Note taker, Miss Browne-Scotney Class Rep, Miss Gladman – Arundel Class Rep, Miss Rumney – Windsor Class Rep, Miss Foshier – Upnor Class Rep, Mrs Uwhokori – Walmer Class Rep, Mrs Melo Lyons – Hever Class Rep, Mrs Acott – Deal Class Rep, Mrs Bourne – Dover Class Rep	
Apologies:	Mrs Bingham – Leeds Class Rep, Mrs Best – Bodiam Class Rep	
Class Reps to be Appointed:	Allington, Lullingstone, Tonbridge and Rochester	
Items on Agenda	Discussed	Actions
Introductions	Introductions were made to the group.	
Ground Rules SDP Priorities Redirecting Queries	<p>Headteacher went through the ground rules with the reps as to what is expected in their role.</p> <p>The focus of the Parent Body group is to talk about items that directly relate to the school's development plan (SDP).</p> <p>A contact list for the school was given to the reps as an aid to assisting them in redirecting queries, that may come to them that are perhaps not appropriate of the parent body meetings.</p> <p>Parents would be given a window of time to let their class reps know of agenda items they wish to have discussed at the upcoming meetings. A contact email will be set up for each class rep.</p>	<p>A copy of the SDP to be sent to all parents of the school via parentmail. Highlighting the four areas that Ofsted focus on.</p> <p>Mrs Whitehead to email out to all parents these contact email addresses in due course.</p>
Recruiting other parent body reps		
Email addresses to set up the class email	Email contact addresses to taken from the reps in order to set up school email accounts to be used solely for the parent body.	Mrs Whitehead to contact IT support to set up email addresses for the reps.
Date of Next Meeting	Monday 18 th March 2.20pm	4 th -8 th March will be the opportunity for all parents to contact their class reps to let them know what things they wish to be discussed at the meeting on the 18 th March. Deadline is set so that the agenda for the meeting can be set in preparation.