

## Minutes of Pixmore Parent Forum of Tuesday 12<sup>th</sup> November 2014

### Present:

Kath West	- Co-Vice Chair of Governors / Chair of School Improvement Committee / SEND Linked Governor (Minutes)
Sue Willans	- SENCo
Charlie Schooling	- Parent
Tracy Coates	- Parent
Louise Seilus	- Parent
Khadeza Hare	- Parent
Clare Sheldon	- Parent
Louise Briggs-Davies	- Parent
Anita Frempong-Osei	- Parent
Tina Welbourn	- Parent

**Apologies:** No apologies – this meeting was held following an open invitation in the most recent school newsletter and Parent mail

**Minutes of Previous Meeting of 24<sup>th</sup> September** – Agreed with no comments. SW reminded parents that the minutes are available to view on the school website.

### Matters Arising from Previous Minutes

#### Reporting to parents:

SW shared reporting arrangements with parents based on parent views from the last two forums as detailed below:

#### Autumn Term:

Meet the teacher for new parents and parent's evenings  
Discussion Form – new format

#### Spring Term:

Long report format (all subjects covered)  
Parents' evenings (Tuesday 24<sup>th</sup> March (early), Thursday 26<sup>th</sup> March (late))

#### Summer Term:

Short report format  
Parents' evenings - Tuesday 7<sup>th</sup> July (4-6p.m.), Thursday 9<sup>th</sup> July (4-7p.m.)

- In addition, parents of children with special needs will be invited for meetings to review progress half termly, either with the class teacher and/or the SENCo. Letters will be sent to parents individually for this purpose.

- We continue to adopt an open door policy and encourage parents to come into school, or telephone, to discuss any concerns. This includes celebrating anything they have done that they wish to share with us.

#### **Report formats were shared and comments invited:**

- Clear format and it is good that there is room for personal comments and what parents can do to help their child at home.
- Parents like the new style Autumn summary as it is clear and informative and allows for both personal comments and how parents can help their child at home.
- Parents like the idea of a longer meet the teacher evening in the Autumn Term.
- Parents were unsure if their child/ren are allowed to attend parent's evening with them. SW said that children can attend but that some parents prefer them not to be there. There was a general discussion regarding this point and it was agreed that this decision should be down to individual parents although it was also agreed that children can become very stressed about parents' evenings and that they should be involved in knowing how they are getting on in school.
- One parent suggested that teachers should share reports with the children before they have sight of it and that they should be allowed to comment on what their teacher has said about them.

**Action:** SW said she would discuss this with staff.

- It was agreed that all parents' evenings should be accessible to all parents but that they shouldn't feel uncomfortable if they don't attend all three.
- The new online system for making appointments worked well and parents feel this should continue.

**Action:** Comments to be shared with staff.

#### **New draft SEN Policy:**

SW shared the draft SEND policy and explained that it has been based on discussions with parents at previous forums and individual conversation, and through information received via course attended and NASEN. The new guidelines were briefly outlined, together with an explanation of how we identify SEN and that it is a fluid process whereby children can be put on the SEN register and taken off, according to how well they respond the support, within a short space of time, or longer in some cases.

The format reflects advice in the new Code of Practice for SEND 0-25 (June 2014) and takes account of the unique context of our school and the families we support.

The key questions asked were:

- **Does the policy reflect their experience of how Pixmore supports children with special educational needs and their families?**
- **Is the document clear and easy to follow?**

Parents were invited to take a copy of the draft away with them and to annotate if they feel anything needs changing or if there are any queries over the accuracy of the information presented. One parent commented that, although their child doesn't currently have any special needs, it is comforting to know that the policy exists and have a better understanding of the processes which lead to identification and monitoring of additional needs. Another felt that the paper copy could be produced on different coloured paper as it will be easier to read.

**Action:** SW to contact parents who attended to invite their comments on the draft policy before presenting it to the Governing Body and Staff. Pupils will also be consulted via questionnaire to gain their views regarding the support they receive in school. SW noted the comment about using coloured paper when requested, as well as having a few coloured copies available. Results to inform final policy.

### **Visions and Values Statements:**

SW explained that the purpose of the statements is to show what we value at Pixmore as a unique learning environment, as well as sharing our aims as succinctly as possible. The statements need to be as clear and easy to understand as possible to make them accessible for the children as well as the adults.

The revised statements had been created through consultation with children, staff and governors and parents were given the opportunity to comment on the statements. Parents felt that the statements are clear and say a lot about what Pixmore stands for without being too wordy. They felt it was good to see the words 'safe' and 'happy' included as these are important for good learning to happen.

**Action:** SW to speak to the school council about talking to their classes and teachers about the statements to ensure that everyone understands what they mean.

**Next Parent Forum date:** Tuesday 9<sup>th</sup> December 2014 7-8.30p.m. Main themes: School Travel Plan and home learning