



Bilton Church of England Junior

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Head Teacher – Mrs A Norton

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6.11.17

Present: Alex Norton (Head teacher), Kate Webb (Deputy Headteacher) Suzanne Hodgson (Home School support) Sarah Vigus (5JE), Julie Monk (6AL), Lynsey Smith(6KC), Karen Farmer (6CC), Pam Davey (4BR), Nicola Beauchamp(4AT), Jessica Delaney (4DB), Emma Pearce (3ED), Claire Brinkley (SEND), Vicky Shaw (5JB), Blanka Gal (5SS)

Apologies: Jing Ho (3SV)

Minutes:

1. Group welcomed and introduced each other.
2. Mrs Norton gave an explanation of her vision for Parent partnership Forum being a group of like-minded parents who want the school to go from strength to strength and she thanked them for supporting school.
3. Ground rules set in terms of confidentiality and not bringing personal issues around own child/class teacher to this forum. If other parents do wish to speak to PPF members about personal issues they can be directed back to school.
ACTION – Mrs Norton to send out of office statement for emails.
4. Emails details given out.
5. Previous PPF Reps shared previous agenda items that had been discussed to answer question about the sorts of issues that may be brought to meetings to discuss.
6. Mrs Webb introduced and explained the SEND document which was what we offer as a school to children and to parents of children who have Special Educational Needs and Disabilities. PPF Looked at SEND document for parent consultation. Parents gave important comments related to document.
ACTION- Mrs Webb to sort an Acronyms page to go alongside document so parents knew the meanings of abbreviations such as SEND, EHCP etc
ACTION – Mrs Webb add a short introduction to document explaining its purpose.
7. A parent shared how helpful it was to have been shared High School open day/evening events in school Bulletin.
ACTION – Mrs Norton to speak to School Business Manager and ask that dates continue to be displayed in bulletin when we know them.
8. A parent shared how it would be helpful for Wildclub (Before and Afterschool Care) to be given a supply of medical forms for giving medicine during school day.
ACTION – Mrs Webb to discuss with office and Wildclub.
9. A parent asked if there was anyway of Yr 3 parents to access the school bulletin without having to sign up having given all their email details to the office.
ACTION – Mrs Norton to look into this for next year so parents can feel fully involved from the beginning of the year.
10. A parent mentioned that the text system was a really great idea and was thankful for reminder texts. Great when reminders of important letters given out. They felt it would be good if this happened each time an important letter came out.

ACTION – Mrs Norton to remind office of the need to do this each time.

11. A parent asked if all letters could be emailed although there was a thought that this might breach data protection if children were named.

ACTION – Mrs Norton to investigate emailing letters. She also agreed to look into letters being available on the website and will talk with Site Manager.

12. A Parent asked if Parents could be reminded to stand away from path so children can exit more easily at the end of the day.

ACTION – Mrs Norton to politely remind parents to do this and send regular texts.

13. Parking discussed in terms of alternative areas to park, children being used to monitor parking and assemblies to discuss Parking with Children.

ACTION – PPF to meet specifically with parking as lead agenda item in Spring term.

Dates were not discussed at the meeting but subsequently a date of Monday 22.1.18 at 7.p.m.