


## Parent voice Group Meeting Minutes

	<p style="text-align: center;"><b>Paternoster School Parent Voice Group Meeting 1</b>  <b>5th May 2022 9.15 – 11.00am</b></p>
Items	OUTCOMES/ACTIONS/DATES
<p><b>Attendees:</b> AF, SS, Philippa, Jade, Sally, Kyla, Beth, Sharon  <b>Apologies:</b> Laura T, Laura H, Roxy, Rachel</p>	
<b>Welcome and Introductions</b>	<p>The meeting began with a tour of the school so that parents could see the changes made to the school environment in the past two years. AF welcomed the group to the meeting, introductions were made. AF explained that it had been a long-standing plan to begin a Parent Voice group, but it had unfortunately been postponed due to the pandemic.</p>
<b>Terms of Reference and meeting frequency</b>	<p>The terms of reference were shared with the parents present and discussed. All documentation from the meetings will be posted on the school's website. One change was made to the frequency of the meetings, increasing from 3 to 4 per academic year. A minimum of 2 parents at each meeting with HT and FSW is required for a meeting to go ahead.</p>
<b>Purpose of group</b>	<p>The document outlining the purpose of the group was shared and discussed with parents. Parents agreed to their names and email addresses being placed on the school's website so that other parents can contact them to share views, offer suggestions. Representation from each class is sought. Chestnut and Maple classes are not yet represented so HT will ask these parents directly. Parents will act as representatives for their class groups, and pass information on to them.</p>
<b>Communications pathways – feedback and discussion</b>	<p>Effective methods of communication between school and home were discussed. It was agreed that the variety of methods used by the school reach most parents (newsletters, letters, Parentmail, Facebook, website). Some parents felt that communication with classes could be improved regarding child specific activities and publishing and informing them of class events. HT to feed this back to staff at Briefing on Monday. New Covid school plan and Breakfast Club restarting in September were discussed. Parents also requested to meet class staff as they have been unable to do this since the pandemic. An opportunity for this to take place will be on 26<sup>th</sup> May at the Jubilee Street party to which all parents are invited.</p>
<b>Areas for consultation from school</b>	
<b>Questions/areas raised from class representatives</b>	<p>Opportunity for a KS4 parents to meet with class teachers to understand more about transition to college and travel training. <b>Action: HT to arrange with SB.</b>  Curriculum and assessment - <b>Action: SB and JL to talk to the PVG on June 14<sup>th</sup></b>  Play scheme: parents shared their concerns about the lack of provision in Cirencester during the 6-week summer holidays. SS to investigate funding and what's available.</p>
<b>Feedback on first PVG</b>	<p>Collect feedback at next PVG meeting, 14<sup>th</sup> June 2022 @9.30am</p>
<b>Date and time of next meeting</b>	<p>14<sup>th</sup> June 2022 @9.30am</p>
<b>Next meeting agenda items:</b>	<p>Curriculum and assessment: SB and JL</p>
<p><b>Items for our next Agenda</b>  We will ask for further agenda items nearer the time (including follow up from this one)</p>	