



MINUTES OF PARENT FORUM COMMITTEE MEETING

Thursday 23rd January 2020 6.00 p.m. – 7.00 p.m.

Present: Alison Whitehead / Joanne Broughton / Joanne Roberts / Janet Laidlaw / Caroline Price

Apologies: Julie Berry

Distribution: School Office / School Website / Parent Forum Facebook Group

1. Welcome & Apologies

2. Review of Winter Fair

- a. **What went well.** It was agreed that overall the Winter Fair was a great success and thanks were extended to all who helped organise and all who attended. In particular, the take up of external stalls was really pleasing, the raffle was a success and attendance from members of the wider community was a highlight.
- b. **What didn't go well.** All agreed that it would have been useful for organisers and also attendees to have a map of stalls ahead of the event. The event began to wind down after 7pm, but had a finish time of 8pm. The external food van was a little expensive. The tombola and raffle stalls were very popular but as they were sited next to each other, it was a bit hectic in that corner. The raffle draw could have been better organised. Promotion of the event was effective, but could have been co-ordinated better by one person.
- c. **Improvements for next time.** A floor plan will be organised so all stallholders know where they are situated ahead of the evening. An earlier finish time (7.30pm) will be considered for the next event. Consider in-house catering at the next event as this will provide better value for money for attendees. Popular stalls, especially those involving raffle tickets, will be separated to avoid overcrowding. Promotion of the next event will be co-ordinated by one person, including the management of the Facebook event page.

3. 2020 Plans

- a. Continued Parent Forum presence at School Events. Next event is the Year 9 Parents evening on 12th March. Parent Forum table/book sale will be manned by JB and JR.
- b. Launch of Parent Voice events in 2020. The first Parent Voice event will take place on Wednesday 5th February at 6pm.
 - i. CP to inform all parents by letter / text message of forthcoming Parent Voice events.
 - ii. JB to put together a survey for parents to make suggestions of which topics they would like to see discussed at the February Parent Voice event.
 - iii. AW to look into feasibility of having a message service within the Parent Forum Facebook group for members to privately message any issues or concerns.

- iv. AW/JB/JR/JL will attend the February Parent Voice event. **We need other parent forum committee members to volunteer too if possible.**
- v. Parent Forum Voice events will be attended only by parents. All feedback will be given to the school under the umbrella of the 'Parent Forum' – no names will be used. The set up of the event will be informal with small groups to discuss different topics. There will also be feedback forms available at the event if parents would prefer to give their opinions this way.
- c. Summer Fair
 - i. Date of the Summer Fair TBC
 - ii. Weather permitting, this will be held in the main hall and also outside
 - iii. The organising committee will start planning with immediate effect – if anyone would like to join the Summer Fair Organising Committee then please let us know. The more volunteers, the more money we will raise!
 - iv. There will be a Retro Fair theme, with traditional games and entertainment. If anyone has any contacts or ideas please let us know. Email: joanne.broughton@aol.com
- 4. **Committee Constitution**
 - a. The Parent Forum Committee Constitution was agreed (copy attached).
 - b. Position of **Chairperson – Alison Whitehead** was proposed by Joanne Broughton and seconded by Caroline Price.
 - c. Position of **Secretary – Joanne Roberts** was proposed by Joanne Broughton and seconded by Alison Whitehead.
 - d. Position of Treasurer – unallocated – this will be covered by the School Finance Team if a Parent Forum Committee member is not appointed.
 - e. Position of **Social Media Co-Ordinator – Joanne Broughton** was proposed by Alison Whitehead and seconded by Joanne Roberts.
 - f. All positions will be reset and put up for re-election at the Annual General Meeting which will take place on 30th April 2020.
- 5. **Any other business**
 - a. Nothing to raise
- 6. **Dates of forthcoming Committee meetings (ALL WELCOME)**
 - a. Thursday 5th March at 6.15pm
 - b. Thursday 2nd April at 7pm
 - c. Thursday 30th April at 6.15pm (AGM followed by Committee meeting)