

AGENDA ITEM	ACTION	WHO	BY WHEN
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Minutes of meeting between	Parents Forum	And Ian Tomkins	
Date: 4 th October 2011		Cc: All parents present; Ms S. Denning; Mr C. Purvis; Mrs G. Aldrich	

Matters arising	<ul style="list-style-type: none"> • Independent Learning – a full review is currently being carried out by Mrs Hatchard as part of the School Improvement Plan. a SIP objective. A report will be presented to the Parents Forum when complete • Marking of IL – a booklet is being produced by Mr Swift (new Assistant Headteacher) to explain how each subject responds to IL and classwork. To be presented to Parents Forum at next meeting. 	FHD	Dec 2011
		ITS	Nov 1 st 2011

AGENDA ITEM	ACTION	WHO	BY WHEN
Purpose of Parents Forum	<p>How we move forward with the Parents Forum in order to achieve our aims:</p> <ul style="list-style-type: none"> • SchoolComms with subject (& explanation) • Profile/invitation on website and dates (nb "all welcome") • Parents Forum rep. at Y7 evening – Beth Mulligan 4.00 – 5.30pm; Lorna Smith 5.00 – 6.30pm; Tracey Elston 5.30 – 7pm; Helen Leahy 6.00 – 7.00pm. Badges to be provided and email to confirm. • Minutes on website – liaise with Laura Ward • Feedback to Parents Forum on developments • Formal structure to meetings • Newsletter article after each meeting and website – Parents Forum to decide who to take responsibility • Tutor note on Y7 evening • Representation from Governing Body to attend (some) meetings – liaise with Clerk • Extension Nos. on contact list – to be discussed at SLT • Parents Forum tab on website/PF inbox? – liaise with Laura Ward • Two alternate nights for meetings – Mondays/Tuesdays • Refreshments will be provided <p>Possible Future Topics:</p> <ul style="list-style-type: none"> • Inclusion <ul style="list-style-type: none"> ▪ Special Educational Needs / behaviour ▪ Gifted & Talented • Pupil tracking (CRR) • Pupil Voice (Hugh & PSLT) • Presentations by staff on topics – inc. on departments "How Forest works" • Academy status • Careers • Use of diaries 	<p>ITS</p> <p>ITS</p> <p>ITS</p> <p>ITS</p> <p>ITS</p> <p>ITS</p> <p>SCVD</p> <p>ITS</p> <p>ITS</p>	<p>Before each meeting</p> <p>20/10/11</p> <p>21/10/11</p> <p>1/11/11</p> <p>21/10/11</p> <p>Before each meeting</p> <p>21/10/11</p>

AGENDA ITEM	ACTION	WHO	BY WHEN
Dates for rest of term	Agreed dates for rest of term: Tuesday 1 st November 2011 Monday 12 th December 2011 Put onto website.	ITS/LWD	21/11/11