

Children, Families and Communities

Minutes

Date: 15 May 2013

Present	In attendance	Apologies
Martin Finn Zahid Malik (Chair) Gillian Reeve Michael Situ Isabelle Spordis Eileen Wray	Jenny Turner	Ross Orton

1. Policies

It was agreed that the policies that were the responsibility of the CFC committee would be reviewed by individuals who would bring any issues to the next meeting for discussion. They would be agreed by the committee unless any particular points needed to be brought to the attention of the Full Governing Body (FGB).

Action: The policies were assigned to the following people:

Safeguarding Children Policy (incl Allegations of abuse against staff	MS
Home-school agreement	MS
Parent governor elections	MS
Complaints	IS
Register of pupils	EW
Behaviour and Discipline, and Governors' Statement on	EW
Pupil Discipline (incl anti-bullying)	EW
Single equality policy (incl race, gender, equal opps, accessibility)	EW
Compliance with information to be published online	JT
Link Governor protocol review	MS

2. Terms of Reference

Terms of reference for the CFC Committee were agreed.

Action: Terms of reference for other committees to be checked for quorum numbers to ensure they are the same across committees. **ZM**

Action: Terms of Reference to be presented to next FGB meeting for ratification **ZM**

3. Research with Pupils and Parents

Pupil Survey

Issues from previous surveys included the complexity of the analysis, the time taken to complete the analysis and difficulty of responding to the issues raised from simple matters to complicated ones. It was agreed that surveys are important but a simpler process was needed.

ZM presented a paper proposing a survey question method using the Net Promoter Score to include a simple question marked on a 1-10 scale followed by a related open-ended question (or two). Fast response to issues raised was a key part of the model.

EW presented a question/method that had been used in school about learning in the classroom and had worked well.

It was agreed that either one or two questions per term could be surveyed by this method or the NPS approach. This would need buy-in from staff. The questions could be run for the year group or key stage and be analysed by class, year group or key stage (exact form to be agreed and discussed). It was agreed that ease of administration was critical.

Action: EW to discuss with staff and SMT **EW**

Action: ZM to present ideas behind surveys to staff at staff meeting **ZM**

Action: ZM to see if it could be done easily via IT lessons and investigate using technology to gather the responses simply **ZM**

Parents' survey

The previous questionnaire to parents had included a large number of closed questions and further open ones. ZM proposed asking questions using the NPS model. The possibility was discussed of sending this via SMS with a link to an online survey. A critical part of the NPS model was the 'closing the loop' i.e. responding within 48 hours, ideally to individuals where there was a problem. This was seen as problematic if there were a large number of responses to follow up given that it was suggested members of the SMT need to do the responses. It was thought that if the questions/s was on a specific issue, the results and response could be sent to all parents very shortly after via the newsletter or website.

Action: ZM to look at whether there is feasible SMS technology to make this approach practical **ZM**

4. Report to parents

The report to parents that has been sent for the past three years was considered to be effective, impressive and useful. However, it is also very time-consuming to produce and was not cheap. An online version would probably not take a lot less time to compile and design.

The alternative that was agreed was a meeting of parents (as many as possible), staff, and governors for 10 July to include:

- A theme of creativity at DKH for the meeting
- A presentation from the School Council (EW to ask what theme they want)
- Brief talks from the headteacher, chair of governors and chairs of committees explaining some of the key issues and achievements for the schools and FGB.
- Displays of work from all classes and Children's Centre
- Food and drink provided by the school

- Slide shows (on repeat) showing photos and key statistics for school achievements
- Governors to be present and badged to roam take questions from parents
- A letter to follow to be sent with the newsletter and available online outlining some of the key issues raised at the meeting.

Action: A meeting needed for SLT and chairs of committees (LE, EW, WC, ZM, SF, AR, ZM, and M) to plan. Proposed 12 June. Other staff need inviting. ZM

5. Homophobia

EW reported that she had been on a course about challenging homophobic bullying. She had returned with lots of ideas to share with staff and pupils.

6. Next meeting

18 Sept 6.30 in the school library.