

Minutes for DKH: Children's Families & Community (CFC)

Meeting date: 30th April 2014 at 6.30pm

Members of CFC: Zahid Malik (Chair), Eileen Wray, Isabelle Sporidis, Martin Finn,

Visitor: Wayne Cooper

Apologies: Michael Situ, Patrick Pierre Powell

1. January's minutes were reviewed and it was noted that all actions had been carried out. An INSET day was run on creating community links which, together with the skills audit, will be discussed at the next parent curriculum meeting September.
2. The parent feedback SMS survey was discussed:
 - a) We should have link on the survey to let parents know that the survey is not anonymous and about confidentiality.
 - b) We should also enable SMS receipt of responses [**ACTION ZM**]
 - c) [**ACTION ZM/WC**] ZM will draft a summary report of feedback which WC will incorporate into a report back to parents. Report will include items such as:
 - Average score received, number of people responding etc.
 - Broad themes
 - Commentary from WC on the feedback.
 - Whole school actions arising: individuals being contacted by WC re any concerns, governors will be given anonymised feedback for information and monitoring.
 - Future intentions: run surveys half-termly, make SMS receipt possible as well
 - d) WC also noted that the pupil questionnaire will be run next week.
3. The committee discussed the audit of parent skills that may be utilised for DKH and agreed we will use the SMS feedback system in September to build up a parents skills log
4. Safeguarding Policy: The designated names were changed and approved at the meeting.
5. Home school agreement: WC presented the draft agreement and the committee approved the draft. It was agreed that the agreement would be adopted after review by staff and put up on the school website as soon possible [**ACTION WC**]
6. Review of actions from last term's parent meeting:
 - a) [**ACTION: EW**] to talk to Ross Orton to give options for best way to carry out email communication with parents.
 - b) The school is reviewing whether Fronter is still fit for purpose.
 - c) [**ACTION: JT**] to talk to web designer about enabling email alerts for the weekly newsletter on the website.
 - d) The committee noted the following communication methods with parents:
 - Parent curriculum day (beginning of the academic year)
 - Curriculum newsletter (termly)
 - Parent Forum (half-termly)
 - Headteacher's newsletter (weekly)
 - Website (especially calendar)
 - SMS (as required)
 - Fronter (as required)
 - Email (working towards)
 - Homework diary (working towards)
 - School reports (annual)
 - Parents evenings, termly
 - Governor termly report

- Annual governors' report meeting (summer exhibition) to parents.
7. Development of a communications strategy for DKH:
 - a) **[ACTION ZM]** Committee decided to SMS parents and ask for their email addresses in September 2014.
 - b) **[ACTION IS]** will draft an initial strategy to be reviewed at next meeting.
 8. Website: It was noted that Bonnie South is about to start taking charge of the website and another admin person will also be trained on the website.
 9. Complaints Procedure: ZM has emailed this to WC for review.
 10. **[ACTION ZM]** It was agreed that ZM would organise Year 6 exit interviews for July 2014.
 11. Annual Summer Exhibition: the committee discussed this years event. It will be on Wednesday 9th July at 6.30pm.
 - a) **[ACTION EW]** EW will discuss with school council and make arrangements.
 12. **Next meetings: 24th Sept 2014, 28th Jan 2015, 29th April 2015**