

Parent forum agenda

Date and time: 20/10/2025

Attendees: Martin Armstrong, Charlotte Morris, Charlotte Wright, Charlotte Penn, Will Penn, Naomi Phillips

What to discuss

TOPIC TO DISCUSS	TIME
Terms of reference	5 minutes
Website, Newsletter, Class Dojo	35 minutes
Engage more reception and Year 4 parents	5 minutes
Helping learning at home	25 minutes

Agreed actions

ACTION	BY WHOM
Continue to provide parents with access to Class Dojo (weekly), Newsletter (weekly) and website. Events – clarity on those that parents can access and as much notice as possible Look into the possibility of changing the day the newsletter goes out Develop the format to make it easier to access information	Head Teacher – Cathy Dunleavy Deputy Head teacher – Naomi Phillips Member of the admin team TBC
Refresh website considering clarity, consistency, simplicity, keeping information current and ease of navigation	Head Teacher – Cathy Dunleavy Deputy Head – Naomi Phillips Member of the admin team TBC Primary Site (website providers)
Develop: phonics, reading, book bands and maths – support at home; may be through signposting to resources, workshops, videos, phonics books Small maths book to go home for ‘workings out’ to share in class to reduce misconceptions	Subject Leads and/or Class teachers KS2
Review homework provision at present, explore a more child initiated theme for homework activities to increase equity for all. All provision needs to be explained clearly, e.g. accompanied with a letter.	SLT (Senior Leadership Team) with class teacher consultation

Date of next meeting: 15.12.2025

