

**Selworthy School
Parent Carer Forum
Meeting Minutes**

Date:	04.02.25	
Focus:	Communication	
Staff Attending:	Holly Phillips - Headteacher Sarah Godbeer - Deputy Headteacher Louisa Jessop - Head of the Cove SLT	
Parent Carer Attending:	See attached attendee list	
Agenda	Notes	Actions SLT use
Welcome - purpose of forum and todays focus		
Newsletter	<ul style="list-style-type: none"> • Add on wider community links. • Visibility of all learners and their experiences. • Celebrate more of what is happening in the classroom and across the school. • Add other agency information. • Dates may have been passed so can the newsletter have future dates and not past dates. • Add links so they are clickable links. • Extra resources - what can be accessed outside in the community. • Each newsletter have a class represented (focus). • School council to have a voice. 	
WOW events	<ul style="list-style-type: none"> • Spring 2 will see the first event hosted at Hazelbrook. 	

	<ul style="list-style-type: none"> • WOW events - supports parents for cuppa and chat. • Support network with agencies. • Think about slightly different experiences to avoid the amount of busyness - support learners feeling less confined and learners are able to enjoy the experience rather than overwhelmed. 	
Sign of the week	<ul style="list-style-type: none"> • Sign language classes for parents once a week - funding would be needed. • The sign of the week is appreciated - add link of what the video might look like. 	
Website	<ul style="list-style-type: none"> • Link on the website to see recent newsletter. • Celebrate WOW events on the website. • Link to support signing - video and symbol. • Page of pictures with staff and names and roles and class. • School calendar • Remove and add new calendar. • Class pages - share what the class is doing - $\frac{1}{2}$ termly. • Links to outside agencies. • Class email hard to find. • Parent tab links to resources to support parents. 	
Social media - Facebook/Twitter/Instagram	<ul style="list-style-type: none"> • School changed to buffer to upload things. • Improve through creating a system of 'what and when' so consistency in what is added to the page. • Ensure link is on website. • Create a timetable of what and when i.e Sign of the week Monday, Wellbeing Wednesday. • Send reminders. 	

	<ul style="list-style-type: none"> • ##### - will come in and help review our current system. 	
Class email	<ul style="list-style-type: none"> • Used occasionally. • Check the teachers are looking at the email regularly. 	
Home school diaries	<ul style="list-style-type: none"> • Most communication through diary. • Write in every day - very useful. • Add more information on what the learner has done that day. • If a parent doesn't write in the diary it doesn't mean they don't value what is written. • Focus on adding more to the diaries of children who get the bus as there is not direct links to the parent. • Bullet point comment. • Seizure diary of what has happened during the day. • Intimate care is important so the parent knows if the learner has been to the toilet. • List of what parent wants to know checklist - toileting, eating, seizures, 	
Evidence for learning	<ul style="list-style-type: none"> • Evidence has dropped off this year. • Can there be a setting to turn off a parent comments so the other parent cannot see it. • Is there a specific upload day so a parent / carer knows when to look? • Parents have uploaded but no comment has been given back. 	
General communication i.e Arbor	<ul style="list-style-type: none"> • Not easy to navigate. • Meals and bookings - hard to see how much is being spent. • Possible hold an event to ensure parent / carers are registered and know how to use the app efficiently. 	
OAB	<ul style="list-style-type: none"> • Use a teams link to enable others to join. 	

	<ul style="list-style-type: none"> • How can I access clubs which are based in school - after school/weekends? • Holiday clubs (Ellen Tinkham - how do they run holiday club). • TOG - funding for holiday clubs. • Youtube channel with learners showing how to do the signing. • Network for parents with various agencies to get advice and ask advice - wider information. • Family folder of information of how and what for a send parent - share somerset parent forum. • Site specific coffee morning. • Parent help groups so they don't feel alone. • Share when SEND openings are for specific places i.e ibounce. • Wise up workshops - link for parents. • After school club and breakfast club can be promoted on website and social media. 	
Next forum ideas	<ul style="list-style-type: none"> • Non shared and happy for staff to decide. • Half termly meetings early summer 1 for the next meeting. 	