

ACTION MINUTES

TITLE OF MEETING	Parent Voice Group
DATE OF MEETING:	15/06/2017
VENUE OF MEETING:	Y3 Classroom, Chandlers Ridge Academy
ATTENDEES:	Attendees: Mrs Lidgard (Chair); Mrs Turner (Business Manager/Minutes), Mrs Hayton (Y1&5), Mr Hayton (Y1&5); Mrs Youll (Y5), Mrs Dilworth (Y2), Miss Fordy (Y1&5), Miss Dolby (Y5); Mr Rahman (Y3)

No.	Discussion Point/Agenda Item	Actions captured	Actions captured	Status	Owner	Action Timescale
1	Terms of Reference	Mrs Lidgard welcomed everyone to the meeting and highlighted wish that from September 2017 there would be one representative from each year group to form the Parent Voice Group, inviting and tabling suggestions from all parents for discussion at the meeting			LL	
2	Terms of Reference	The Terms of Reference document was handed out, this explained remit of the group and how it differed from Directors and the complaints procedure.	The Terms of reference are to be published on the website		JT	23 rd June 2017
3	Terms of Reference	Mrs Lidgard explained that some suggestions and questions had been emailed directly to her and she had replied to individuals where they were not appropriate to be discussed at the meeting.	Suggestions to be made one week in advance of the PVG meetings via the school website		ALL	23 rd June 2017
4	Suggestions from Parents	Mrs Lidgard did respond to a concern from a number of parents attending the meeting regarding the number of leavers this academic year. Mrs Lidgard confirmed that there have been 14 leavers in this academic year and 12 in-year admissions. This is not unusual in a school year. There have been a variety of reasons for leavers, one family cited	The school roll is monitored by the Board of Directors and does not fall under the remit of this group.			



Chandlers Ridge Academy

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		Ofsted, the majority being relocation within or out of the area.				
5	Suggestions from Parents	Suggestions from parents have been around Reading Records, Homework, School Dinners and Uniform. These will be discussed fully at the next meeting.	Meeting scheduled for Thursday 29 th June, agenda to be circulated by email to attendees and		All	23 rd June 2017
6	Suggestions from Parents	Mrs Dilworth asked if there was a lockdown procedure for Chandlers Ridge following what had happened at Nunthorpe Primary. Mrs Lidgard confirmed there is an emergency plan in place.				
7	Suggestions from Parents	Mr Hayton and Mr Rahman suggested that an additional group could meet to discuss how the school could be more innovative, and how the school might access funding from business owners in the school community, local and national businesses.	An additional meeting to be organised outside PVG to explore opportunities further.		JT	23 rd June 2017
8	Suggestions from Parents	Mr Hayton suggested that Directors should feedback to parents on a regular basis and that more parent Directors should be encouraged.	Membership will be raised at the next Board of Directors meeting on Thursday 22 nd June		JT/LL	22 nd June 2017
No.		Decisions captured			Owner	Timescale
1						
2						
3						
Date & Time of Next Meeting						
6pm Thursday 29 th June 2017						