



Waltham St Lawrence Primary School

Link Forum Meeting

Minutes

DATE: 20th October 2015
TIME: 2.00pm – 3.00pm
VENUE: Headteacher's Office
MINUTES: Mrs Ellerton

Present: Li Juan Ellerton (Headteacher)
Zoe Cabbage (Representative Teacher)
Absent (Representative Governor)
Tristi Justice, Katrina Sell, Nicola Buekers, Jo Wynn (Class Representatives)

Introduction

Attendees were introduced each other. LJE confirmed that we intend to hold Link Forum meetings every term (six times per year). The Headteacher and Class Representatives will be invited to all meetings, and we will ensure that there is always a Teacher and Governor in attendance. The purpose of the meetings will be to ensure a close working relationship between parents and the school. The meetings are not intended to be decision making forums – but to open up deeper discussion around challenges and opportunities. Discussion topics will vary. Everyone was very happy about the terms of reference.

Class Representatives for 2015-16 are as follows:

Owls - **Vacancies**
Robins - Kate Murphy & Katrina Sell
Skylarks - Jo Grimmett & Tristi Justice
Red Kites - Nicola Buekers & Jo Wynn
Kestrels - Nicola Goodman & **Vacancy**

Due to siblings the current reps can cover

Review Action from last meeting:

Thin Ice Bok works well.

Coffee Morning with HT at 2.30pm

Some parents cannot access Newsletter via hyperlink – look into this problem - paperless to save paper and money. Will ask CM or PH and get it sorted.

Good variety of clubs already, it is personal, it depends on the weather etc. overall you are happy

Happy with the current targets, if any parents need to speak with teachers, then they should make appointment with the class teacher.

Review of how we can further improve communications with parents on pupil behaviour and progress:

Nothing you have heard about from other parents, parents seem to be happy. Teachers will come to talk to parents if there are any concerns .

Children are involved in Parents Evenings /Meetings , this is good as they will be more responsible for their own learning.

Annual Report to reflect the New National curriculum using Assessment without Levels – what parent would like to be included in the Report:

Parents are very happy with the current format which has enough details and the comments about the whole child. There is no need for change for the sake of it.

You can never please everyone.

AOB:

Activities Payment Scheme:

Less than half have paid but a reminder to be sent to parent to pay by the deadline and by instalment.

Coffee Morning on Wednesday 11th November 2015 WLSA related to recruit class representatives and events for fundraising

How often can a fundraiser take place – once a year per class or more than once if wanted.

Date of next meeting: Tuesday 24th November at 2.00-3.00pm

Dates of Link forum Meetings:

Term 1 – Tuesday 20th October

Term 2 – Tuesday 24th November

Term 3 - TBC

Term 4

Term 5

Term 6