



# PARENT COUNCIL AGENDA AND MEETING NOTES

Initial meeting	Monday 27 June 2022
Autumn Term 1	Monday 10 October 2022
<b>Autumn Term 2</b>	<b>Monday 5 December 2022</b>
Spring Term 1	Monday 30 January 2023
Spring Term 2	Monday 20 March 2023
Summer Term 1	Monday 15 May 2023
Summer Term 2	Monday 3 July 2023

Monday 05/12/2022	<b>Attendees:</b> (MQU) Michelle Quayle (TLA Community Champion) (JBA) James Barratt SLT Maria INDRAWATI - parent	<b>Invited:</b> All parents
Times	Arrive from 5:00pm to 5:30pm	Meeting from 5:15pm to 6:30pm

Point	Description	Notes	Action
1	Welcome and refreshments	Tea, coffee, biscuits cakes	
2	Introductions		
2	Constitution	Read through the Parent Council Constitution for new members	New members Maria INDRAWATI
3	Code of Conduct	Read through the Parent Council Code of Conduct. Signed and dated 2 copies. One retained by school. Completed by Parents represent current Y1, Y3 and Y8	New members

4	Review of Communication  Letters, emails, texts, classcharts	Mixed response between website being confusing or easy to navigate. Difficulties with classcharts, not able to change password if it locks Text and emails received OK. Social media – not always able to check. Calendar of events to be updated more frequently.	MQU to send out parent voice survey around communications – before February half term
5	Review of Community Space	Noted that the school has a remit to support the local community with use of space, criticism that school selects events to be held.  This is a work in progress – more details at the next meeting.	MQU to update at next meeting progress with local community events, notice board, web developer so that all is in one place.
6	Review of Parking issues	TLA has two carparks that are used for staff and visitors. Unable to provide parking for parents at drop off / pick up due to restricted space.	If anyone would like to discuss further email <a href="mailto:info@tla.rklt.co.uk">info@tla.rklt.co.uk</a> to book an appointment with SLT.
7	Review of Bullying	TLA has the report It Sort It campaign. All staff have forms available for students to report a matter – either of being bullied or witnessing someone else being bullied. The forms are passed directly to the pastoral advocates. Information is on the school website: <a href="https://www.templelearningacademy.org/for-parentscarers/report-it-sort-it/">https://www.templelearningacademy.org/for-parentscarers/report-it-sort-it/</a>	If there is a particular issue you wish to discuss please contact <a href="mailto:info@tla.rklt.co.uk">info@tla.rklt.co.uk</a> to book an appointment with SLT.  JBA to look into alternative paper reporting / worry box type way of students to report incidents or concerns.
8	Review of homework	Homework should be set weekly and noted on classcharts	MQU to raise with SLT.

8	SAT and GCSE results	To be discussed at next meeting with Deputy Head in attendance.	
9	Setting Agenda for Jan 2023 meeting	<ul style="list-style-type: none"> <li>- GCSE / SATS</li> <li>- Review Communications</li> <li>- Review Community space / Events</li> <li>- Feedback around parents evening (survey to be sent in December)</li> <li>- Diary of events</li> </ul>	
10	AOB		
11	Next meeting	Monday 30 <sup>th</sup> January – 5:30pm	