

ALEXANDRA PRIMARY SCHOOL PARENT COUNCIL FORUM  
INAUGURAL MEETING MINUTES  
23rd October, 2020, 1:30 - 2:30pm, Held on Google Meet

**Attendees:**

Amy Lenderyou, Camille Taylor-Medhurst, Claire Jackson, Eileen McGowan, Jane Fidler, Jemma Best, Jennifer Eggleston, Lindsay Maclean, Mayra Ruiz-Castro, Nick Kennedy, Pegah Samaei, Rachel Stewart and Sarah Porter (Founding Parent Council Members), Robert Waiting (Headteacher), Rose Peacock (Deputy Headteacher), Michelle Sutton (Communications Manager), Clare Mizra (PSA Co-Chair,) , Elinor Olisa Barikor (Parent Governor)

**Apologies:**

Zoe Van Den Bosch (PSA Co-Chair), Alex Annett, Chika Harrison, Chloé Scott, Jehad Majid and Kerry Brady.

## MINUTES

### 1) Welcome

1.1 The founding members were welcomed by Robert Waiting & Elinor Olisa Barikor

### 2) Purpose and Remit, Terms of Reference

2.1 Robert Waiting explained his hopes and ambitions for the Parent Council to be a valuable new initiative connecting the school and giving parents a forum and voice.

2.2 It was agreed that the Council will be about empowering, celebrating and improving our school

2.3 Eileen McGowan commented that the role of Council members was about raising parents areas of interest or concerns as well as signposting parents to the most appropriate forum

### 3) Logistics

3.1 The council will be made up initially of the Founding Members and from these members the roles of Chair, Vice Chair and Secretary will be chosen

3.2 Elinor Olisa Barikor asked that anyone willing to take on the role of:

- Chair
- Vice Chair
- Secretary

can express interest via email to Elinor. A definition of each of the [roles of each can be found here](#).

3.3 The Year Group representation was discussed. Chloé Scott was added as having a child in Hoglets.  
Gathering of information

### 3.4 Communication

- An official email address will be created for parents to contact the council (Michelle Sutton to advise)
- Page and form on the Alexandra School website
- Physical form in school office and way to submit confidentially via the school office
- Ensure we communicate who the members of the Council are to all parents so they know who to talk to face to face
- A Google Drive will be created (Michelle Sutton to advise)

3.5 Robert Waiting to share a summary of the recent Parent Survey to allow the council to identify issues to discuss initially as a council

## **4) Issues of interest and concern to parents**

4.1 The Council discussed how they will gather the views and opinions of parents and agreed to consider for the next meeting

4.2 Amy Lenderyou discussed the importance of the council representing all parents and ensuring that digital barriers were recognised and removed for parents.

4.3 Jemma Best suggested that the council ask parents if anyone has experience or expertise in designing, sharing and collating data to ensure we ask the correct questions.

4.4 Rachel Stewart raised a GDPR compliant communication tool she is investigating called

4.5 No initial interests or concerns were raised

## **5) Next Meeting Date**

Date for next meeting will be agreed by Doodle Poll to be distributed by Elinor Olisa Barikor

## **6) AOB**

Robert Waiting and Elinor Olisa Barikor thanked everyone for attending and the meeting was closed.