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Dinnington First School, Sycamore Avenue,  
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**Meeting run by Mr R Donnelly (Deputy Head)**

**Meeting was open to all parents and carers**

**Agenda Items:**

1. Introductions
2. What is a parent forum?
3. Aims of the parent forum
4. What can't be done at a parent forum?
5. **Dinnington Website:**
  - a. **Who's used it recently?**
  - b. **Why have we used it?**
  - c. **What works?**
  - d. **What is missing / could be better?**
6. **Next Steps: Moving forward with the website**
7. Ideas for the next forum





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## 1. Introductions

Mr Donnelly introduced himself and shared some basic information about himself.

## 2. What is a parent forum?

Parent forum clearly defined as 'a relaxed environment for parents to become involved and help the school shape current initiatives'.

## 3. Aims of the parent forum

Aims defined as follows:

- Work together to improve the education provided for our children
- Share information, ideas, knowledge and skills
- Meet in a mutually supportive environment
- Further improve communications between parent/carers and school (including staff & governors)

## 4. What can't be done at a parent forum?

Mr Donnelly explained that while all views and ideas would be listened to and considered, no decisions could be made at a Parent Forum. Instead ideas would be fed back to the Senior Leadership Team where decisions and actions could be finalised.

Mr Donnelly also explained that discussion of concerns or complaints involving individual children, families or members of staff was not permitted. These issues should be raised with the school in line with communication policies.





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## 5. Dinnington Website:

### a. Who's used it recently?

A brief show of hands suggested that most people looked at the website, but further discussion highlighted that this was in preparation for the Parent Forum.

### b. Why have we used it?

Parents used the site when considering joining the school. Some parents used it to find forms that needed completing. Some parents looked for curriculum information.

### c. What works?

The general feeling was that there was lots of good stuff on the website, but that the menu layout and design was not intuitive and hindered regular use.

- Parents liked the colour design as it was in line with the school branding
- Parents liked that there was curriculum information on the website
- Parents liked that there was access to forms that needed completing
- Parents liked the links to local clubs

### d. What is missing / could be better?

- The menu designs were not intuitive to use, and there were probably too many menu options
- Contact information was out of date
- Staff names could be accompanied by a brief bio so that parents and pupils knew staff better. This could potentially help with transition arrangements and when joining the school.
- There could be more support and information for parents to enable them to work with their children at home. For example links to sites where maths drills can be found, or links to videos that could reinforce what has been covered in class.
- Parents would like Year group or class areas where relevant information is easily accessed
- Parents would like subject areas where information is easily accessed
- It would be useful if there were more forms available on the website to avoid having to come to the school office





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- The calendar on the website is not functional. This is a real miss as parents would use this to keep up to date with what is happening at school.
- Parents would like some better information about what clubs and activities are available in the local area. For example, which football clubs do Dinnington children play for? How do you join Gosforth squash club?
- Parents didn't know about all of the curriculum information on the website eg planned trips for the whole year. Therefore, if significant useful updates are made it would be good to be pointed in the right directions.
- Social media links don't work. (This was discussed, and it was explained that this was currently out of our control)
- It would be good to have an area for Parents and Friends so that others knew of all the lovely experiences they have helped bring to the school.
- Pictures do not do the school justice – they are out of date and really don't sell all of the amazing things we do.
- Could there be an area specifically sharing details about the clubs and 'enrichment' activities school offers as this sets us apart from many other schools.
- Could there be a 'Pupil' section with links to all the programs and useful games they use.

## 6. Next Steps: Moving forward with the website (Actions)

- Mr Donnelly will produce minutes of the meeting to be shared with Dinnington leadership team, governors and parents.
- An action plan for the website development will be produced based around staff, pupil, governor and parent feedback and needs.
- Mr Donnelly will look at improving the website calendar in the short term while the rest of the website is being developed.
- Website to remain an item on the agenda for the next parent forum.
- Mr Donnelly to share a date for the next forum (December 2024)





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## 7. Ideas for the next forum

Mr Donnelly asked if anyone had any ideas for the next forum. The general consensus was that parents felt school should pick the agenda item so that it is relevant to our development plan and then parents would share their thoughts and ideas at the forums.

Meeting finished at 5.50pm.

Mr Donnelly thanked everyone for their invaluable support.

Kind regards

Mrs Ash

