

Parental Engagement Person (PEP) Meeting (EYFS & KS1)

Wednesday 22nd November 2:45pm-3:15pm

Attendees

Ellie Linton (EL)- Communications & Marketing Manager

Sarah Greenway (SG)- Parental Links SIP Lead

James Cooke- PEP for Nursery

Hannah Larsen Fletcher- PEP for FS2FW

Sophie McKenzie James- PEP for FS2NG

Judith Foxton- PEP for 1HC

Asma Khan- PEP for 2SH

Dianna Taylor- PEP for 2LT

Minutes

1. PEPs were asked to introduce themselves and say how many children they have at the school and in which yeargroup(s).
2. SG reminded PEPs of what the role entails- promoting inclusion and encouraging other parents in their child's class to come to school events, as opposed to voicing concerns. Any concerns are to go to inbox@oswaldroad.manchester.sch.uk.
3. EL went through upcoming events that parents have been invited to:
 - Evening Parent Forum- Wednesday 29th November 6.00pm
 - PTA Winter Fair- Saturday 2nd December 11.00am
 - Christmas Performances (week commencing 4th December)
 - Parent Forum (working with parents/carers)- Thursday 7th December 9.00am
 - PHSE Parent Workshop- Wednesday 13th December 2.15pm
4. EL reminded parents of the Mental Health Policy Focus group on Monday 11th December at 2:30pm. PEPs were chosen to take part in this focus group as they are a representation of the whole school in terms of year groups etc. If any PEPs are unable to attend the focus group, but would still like to give their input on the policy, please let Ellie know and we will send you a copy to read.
5. EL & SG asked parents for their ideas on how the school can improve communication with parents that speak English as an additional language. Suggestions included:
 - Simplification of letters and key messages so that they are easier to read for those parents that are not confident in reading in English
 - Could make PTA events more diverse in terms of the type of event (ie. Not just a winter/summer fair and a quiz night)
 - Could approach specific EAL parents to see if they'd like to get involved, or have an idea for an event they can envisage having a good turnout in terms of EAL parent attendance

- Could do a visual/audio communication for key messages, for those that struggle to read English
 - Contacting other schools to see if they have any suggestions that we have not already tried/thought of
6. SG asked PEPs if they would mind having their photo taken to be included in The Hoot. This way all parents in the class would know who their representative is. All PEPs present agreed to having their photo taken at a later date (EL to email out and arrange).
 7. PEPs gave their ideas on how we could increase general attendance at school events. Suggestions included:
 - Holding a crèche for parent workshops/forums (would be interesting to see if lack of crèche at this term's parents evening stopped anybody from attending)
 - Could change name of parent forums to attract people to come along even if they don't have a specific question or query. Eg. 'open door evening' or 'meet the headteacher'
 - One parent suggested holding an online forum in the evening so that parents could engage in the conversation from home
 8. SG reminded PEPs that the parent Facebook groups are a good place to plan parent social events. Parents encouraged to hold social events that are inclusive of all parents by not having alcohol and including children in the event. PEPs asked to think about planning a social event for the parents in their year group at some point this academic year. PEPs gave ideas of the sorts of events that worked well in the past (eg. meal at Jasmine, picnic in the park).
 9. If parents do organise a social event for parents they can email the details to Ellie to send out by email to all parents in the class/year group. Flyers can also be made if needed.