



Woodberry Down Community Primary School

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Executive Headteacher: Mrs Michelle Thomas

Headteacher: Mr Derek Hewie

Thursday 9th November 2017

Dear Parents and Carers

Re Parent Council

We need

YOU!



It is with delight that I write to give you information regarding our first ever Woodberry Down Parents' Council meeting which took place on Wednesday 1st November.

As this was our first meeting, we met to discuss;

1. The purpose of the group
2. How we would recruit members and ensure there was representation from across the school
3. How you could communicate with Parent Representatives
4. How we will create agendas in advance of meetings
5. How often we will meet and dates of future meetings

We agreed that the main purposes of the group were to;

- ***enable parents to meet, share ideas and feed back to school***
- ***give parents a voice and enable them to contribute to school decision making***
- ***help develop a partnership between parents and school***
- ***consult parents and advise school leadership of parents' views***
- ***give the school opportunities to share new initiatives and key priorities with parents.***

In regards to recruitment, we agreed that we hoped to have at least one representative on the group from the three classes in each year group. At the meeting we had representatives from Reception and Year 1 and we have willing parents from Year 2 and Year 3. We identified the need to recruit parents to join the group from Key Stage 2. If you are interested, please do let me know, or alternatively, send an email to **woodberry.parents.council@gmail.com**. We also agreed that **Darren Letford** (Y1 Parent) would act as Chairperson and that **Aiden Selsick** (Reception Parent) would act as Vice-Chairperson.

So that you aware of our representatives and who to speak to about bringing items to the agenda, we will create a poster displaying their photographs and will advertise the email address above. These will be displayed in the noticeboard at the main school gate. The agenda will then be created by the chairperson, in agreement with myself during the week prior to the next meeting.

We set a date for the next meeting. This is due to go ahead at 9.00am on Thursday 11th January, here at Woodberry Down. If you are keen to join the group and become a parent member, please do come along on the day. We agreed to meet once each half term, therefore meeting six times during each school year. Meetings should last no longer than 90 minutes. All minutes of meetings will be displayed on the school website, in the Parent Council section.

The chairperson, Darren Letford, has kindly created the logo below to use in communications and as a form of advertising the group. Please look out for the logo in upcoming letters and communications.



Our brilliant staff are fully aware of the council and the need to recruit parent members. If you have questions about the forum, please feel free to discuss this with them.

In the meantime, please do look out for a poster showing the group members and feel free to share comments or suggestions for agenda items to the email address overleaf.

If you have any questions, please do approach me.

Kind Regards

Derek Hewie
Headteacher