



OLD TOWN INFANT SCHOOL & NURSERY

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Headteacher: Mr Douglas Gubbins BA (Hons), PGCE, NPQH



7th October 2022

Old Town Infant School and Nursery Parent Focus Group

Dear Parents/Carers,

As a school we continually strive to make improvements to ensure that Old Town is the very best it can be. We also understand the importance of taking on board the views of all of our stakeholders: staff, governors, parents, children and neighbours.

This year we would like to introduce an Old Town Parent Focus Group (PFG). The PFG would be a body of parents with representation from each class here at Old Town. The PFG would provide a forum for parents to put forward their views to the Headteacher and the Governing Body of the school, focusing on a variety of different issues and school based themes. The PFG would be a more accessible way to support parent's involvement with school improvement.

Already a considerable amount of thought has taken place with regard to how the PFG would work here at Old Town. Our Parent Governor (Mrs Amy Bishop) and I have created the following objectives that underpin the core purpose of the PFG.

The Parent Focus Group works in partnership with the school to:

1. Create a welcoming school which is inclusive for all parents promoting partnership between the school, its pupils and all its parents.
2. Develop and engage in activities which support the education and welfare of the pupils.
3. Identify and represent the views of parents on matters affecting the education and welfare of the pupils.
4. To serve as a communication link between the Headteacher, the Governing Body and the parent community.
5. Feedback what is going well and also identifying areas that could be improved.
6. Ensure that the Headteacher receives constructive and practical suggestions that will enhance the quality of education offered to all the children in the school inclusively.
7. To seek parent's views on particular issues as requested by the Headteacher.
8. To make decisions on behalf of parents on organisational issues where it is not practical, desirable or appropriate to hold a wider parent consultation.
9. To provide an objective sounding board for the Headteacher to discuss school matters and gain a feel for parental views.
10. To assist in aspects of policy formulation where appropriate. The views expressed may be used later by staff and governors when drawing up school policies.
11. To give the Headteacher a forum within which to explain school policies and procedures. This may be in response to queries from parents.

The PFG is in no way related to our PTA – the latter is a separate group with a completely different purpose.

Equally, certain topics will not be addressed by the Parent Focus Group and should be referred directly by individual parents to the class teacher in the first instance or a member of the school leadership team. This includes matters associated with:

1. Existing school policies and procedures.
2. Issues relating to individual children or staff.
3. Individual concerns or complaints.

It is our plan to meet on a half termly basis starting from Autumn Term 2. Each meeting will last an hour and will have a clear theme. The theme will be agreed in advance – **with our first theme being the PFG Terms of Reference and also whole school communication**. We will aim for meetings to take place at a convenient time for the class parent representatives - I'm sure we can also manage a tea/coffee and biscuit at each meeting 😊.

In terms of membership, the PFG will be open to all parents and carers who have a child currently attending Old Town Infant School and Nursery. Each class will have a maximum of two representatives.

Each meeting will be made up of the following membership:

- One/two volunteer parent representatives from each class.
- Link parent governor – who will also chair each meeting.
- The Headteacher and one member of teaching staff.
- Other members of staff who will be invited to the meeting as appropriate.

If the above sounds exciting/interesting to you, and if you would like to be considered to be a class representative, we would be delighted to hear from you. Please could any interested parents contact our Parent Governor, Mrs Amy Bishop directly. Her email is Amy.bishop@coastalpartnership.co.uk. Interested parties should make themselves known by Friday 20th October 2022.

This is an exciting new venture in terms of our school improvement. If you do have any further questions please don't hesitate to contact us.

With best wishes,

Doug

Mr Doug Gubbins
Headteacher

Amy

Mrs Amy Bishop
Governor

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