



●Collaborative Parental Engagement Strategy Team: Meeting 1

Minutes of meetings: 19 /09/2019      Period 1      Home Economics Room 6

Present: A. Byrne, K. Smith, S. Igoe, P. Kuligowski, E. Cooke, L. Divers

Apoogies: G. Nolan, M. Sanguigni, C. Charlick

Agenda Item	Discussion & Action	Person(s) Responsible	Deadline
1. Introductions	<p>●All members of the group introduced themselves to one another.</p> <p>● Meet the team video-personal introduction of staff to parents/carers via Twitter, text, link on school website and App. Each member of staff to write a short piece.</p> <p>-Name -Department -what strength you bring to the team in your role &amp;why you want to be involved in parental engagement and family learning.</p> <p>The main purpose of the introductions is to help the parents understand they are the primary educators of their children and as a school we are willing to help support them in this role from an educational perspective. Whole video 30-40 seconds max.</p>	<p>All</p> <p>P.K –filming L.D- editing</p>	<p>N/A</p> <p>TBC</p>
2. Looking forward- individual roles	With every task we undertake the ethos is to maximise each team member’s strengths in order to have successful end results that improve outcomes for all with minimal extra work load.	All	On-going
3. The Parental Engagement Calendar	Distributed to the team and discussed plan and vision for the academic session	All	On-going
4. Games Night: 13/11/19	S1 and S2 parent engagement event:		
-Advertising for pupils	Catch pupil attention in a modern contemporary way-large A1 colour posters, T.V in fuel zone, banner on school rails, local newspaper advertising. Possibly advertise in local shops and church bulletin to make community link. Continual liaison between staff involved.	S.I /L.D/AD C.C TBC	Start ASAP Complete by 11/10/19
-Advertising- parents	Design formal invitations to be posted to parent’s home address with RSVP.	P.K/ L.D G.N TBC	Start ASAP Complete by 11/10/19
-How to be inclusive EAL Families	To be translated by Madalin – discussed with K. Cooper	L.D	Start ASAP Complete by 11/10/19

<p>-Assembling games/set up hall -Smaller children -Food/ refreshments</p> <p>-Educational twist/ other topics to address with families during the event</p>	<p>All aspects of hospitality on the night of event to be undertaken by S4 leadership team who will host the families.</p> <p>See P.T Curriculum allocated to you as discussed to find age and stage appropriate games for Level 3 &amp; 4 BGE</p> <p>G. Nolan -Drama L. Divers- Business/Sciences/Social K. Smith- Technical/English S. Igoe – P.E E. Cooke- Maths &amp; Numeracy C. Charlick- Computing M. Sanguigni- Modern Languages P. Kuligowski- Art&amp; Music</p>	<p>A.D</p> <p>All</p>	<p>Start ASAP Complete by 11/10/19</p> <p>27/07/19</p>
<p>5. Next steps: -Whole school policy</p> <p>-Whole school homework &amp; Parent guide to helping at home.</p>	<p>L.D to attend first parent council then feedback parent’s views to design the document for a whole school policy. Strong family image that is associated with our Strategy Team and easily identifies family learning and parental engagement. Use the largest family in the school for image</p> <p>When all departmental/ TLC leader input returns are made each member of the group will be a ‘critical friend’ for their own subject to check imagery and tasks.</p> <p>Family learning and engagement: Homework task for S1, S2 and S3. Work this through digital learning where families do free community tasks together. L Divers produced homework sheet. See across for timescales. A Byrne suggested a showcase of the best 30 in each year group in February.</p>	<p>All</p> <p>All</p>	<p>TBC</p> <p>On-going throughout the year. Draft date for issue to families S1- wk. beg 7/10/19 S2- wk. beg 6/01/20 S3- wk. beg 16/03/20</p>
<p>6. AOCB</p>			
<p>7. Next meeting (possible date &amp; period suits Monday ??)</p>	<p>Week beginning 21/10/19 Check timetable printed from Seemis is accurate and return to L.D pigeon hole in staff room with any amendments</p>	<p>All</p>	<p>ASAP</p>