

Rhodes Avenue School Communications Committee Minutes

Date: Monday 7th October 2019

Time: 6:30pm

Present: Deborah Smith, Adrian Hall, Katy Jackson, Helen Walsh, Fiona Doyle

1. Apologies – Lucy Freestone, Sophie Papworth
Minutes from last meeting agreed.

2. Matters arising/ points for action from last meeting

The mental health and wellbeing focus was in last week's newsletter and was also raised at the last FGB. There has been a write up of the NGA Awards and all the tweets have been saved by Adrian.

3. Terms of Reference 2019/2020

Deborah asked for clarity on the comms objectives and the ways of achieving them. Training, skills/learning and development was included in the Comms committee as link governor role has gone. This fits with Comms better than any other group.

Amendments to the remit section:

- "To support the CPD of governors"
- "To monitor and evaluate the impact of school to school support and networking"
- Amendment to point 2 "...the SDP, self-evaluation practice and Vision"

4. Website update/review

Deborah to check with each chair that they are happy with the description of each committee on the website. Minor amendments need to be made, including parents' eve description – Deborah to liaise with Maria to update.

All governors need to send updated personal profiles.

Adrian explained changes to website to make it more accessible to parents, eg. moving homework link to top right hand side. Adrian shared an overview of Google analytics to show which pages were being visited/ frequency. Pleased to report that all year groups have similar amount of hits compared to last year where very few pages were being visited.

School tours happen weekly and are led by Adrian for an hour on a Thursday. 12 people max in tour. Adrian leading the tour is the best form of PR for the school and allows him to share the school's vision with prospective parents.

School to school support – Stamford Hill support is ongoing which is good CPD for the lead practitioners. Adrian appointed as Lead Improvement Partner for HEP working with three local schools. Also continuing work with NLE. This is communicated to parents via a mention

in the newsletter. Further promotion of school to school support wouldn't necessarily be in the best interests of the schools being supported.

5. Governors' Annual Report

The annual report needs some changes made to it as it is a rather long document and perhaps not as parent friendly as it could be. Deborah suggested it could be more pictorial. Adrian suggested someone to meet with Maria who could put a survey monkey together to ask for feedback. Katy and Helen volunteered to coordinate the report. Deborah thanked Katie and Helen. Deadline to be set for end of November.

Potential changes to annual report:

- Link governor introductions and reports
- Word limit for each committee chair
- Intro from Katy and Helen as new in coming chairs
- Alison stepping down - to be handled sensitively in terms of impact on staff and parents

Staff are mostly unaware that Alison is stepping down. Adrian to write a letter to the community to announce her stepping down and to thank her for her achievements. Adrian to liaise with Alison about timing etc. Before half term ideally so Helen and Katy, the new chairs, are able to introduce themselves at Parents' evening.

Deborah to request governors to attend Parents' evening.

Adrian to let parents know that governors will be at Parents' eve – this could be included in the bookings email.

Discussion was had over the questions governors might want to ask parents in terms of gathering feedback. There also might need to be a stock response for any questions about Alison/Chair. There was also a discussion about sports and what parents might mention.

6. Website data/analysis

See point 4. Adrian recommended that someone from the Comms committee should do a website audit. The Key has an audit template.

7. Policies

Online Safety and Use of Social Media policies to be updated on the website. Emel is the online Safety leader as part of her Safeguarding remit. Complaints policy to be sent around in advance of next meeting – Adrian.

Katy and Helen to review the Code of Conduct that Governors are required to sign.

8. Skills Audit

Helen and Katy undertake a GB skills audit as part of their training as chairs and will send round the audit for Governors to complete. They will use the NGA template and will analyse and share results at FGB.

9. AOB

Mike and Alison goodbyes/thanks - Send flowers to Mike and invite back for Carol service. Governors to meet 45 mins before the start of the carol service to have a mince pie in the staff room with Mike and Alison.

10. Date of next meeting: Monday 18th Nov at 6:30pm.

Minutes by Fiona Doyle

Signed

Dated