

# Minutes of the Parents' Forum Meeting

**Date: 17 March 2026**

**Time: 17:30**

**Location: Ysgol Dyffryn Conwy**

## **1. Welcome and Review of Previous Records**

The Headteacher welcomed everyone to the meeting. It was confirmed that all the action points from the 21 October 2025 meeting had been completed and that the relevant changes were now in place.

### **Main Discussion Points:**

- The progress on the priorities (Respect, Attendance, Pedagogy and YDC Team) was reviewed.
- It was confirmed that email contact details for key staff had been shared through the Circular.
- Personal comments from class tutors and a presentation from the Headteacher are now part of the format of the school reports.

## **2. Interim School Report January 2026 (ESTYN)**

### **Main Discussion Points:**

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- The format of the interim report which is in the form of a letter explaining the findings was discussed.
- It was noted that the letter had been shared widely through the Sharing Circular and the school's social media. The letter is also on Estyn's official website.

### **Action Points:**

- Collect any further feedback from parents and governors on the content of the letter

## **3. Changes to the Full Reports**

### **Main Discussion Points:**

- Parents' views were sought on the amendments to the full reports, specifically the personal comments section at the beginning.
- Parents expressed that the new structure felt more personal and reflected the pupil's achievements as an individual.

### **Action Points:**

- Continue to monitor the quality of the personal comments to ensure consistency across each school year.

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#### 4. Communication: Email address for Progress Leaders

##### Main Discussion Points:

- The parents were reminded that the email addresses of the Progress Leaders now appear in every newsletter in order to facilitate communication.

##### Action Points:

- Ensure that this contact list is updated immediately if there are any changes in staffing.

#### 5. 'Sharing' Newsletter

##### Main Discussion Points:

- The content of the latest 'Sharing' newsletter was discussed.
- Parents were encouraged to continue sending success stories from outside the school to be included in the regular newsletter

##### Action Points:

- Create a specific section in the next Share newsletter for parent forum minutes and promote the forum.

#### 6. Food Provision

##### Main Discussion Points:

- There was a discussion about the school food provision.
- It was agreed that it would be beneficial for parents and pupils to see what is on offer.

##### Action Points:

- Contact Sodexo to arrange for pictures of examples of the school food to be displayed in the school and on the website/social media.

#### 7. Encourage Attendance at the Parents' Forum

##### Main Discussion Points:

- It was discussed how to get more parents to attend the meetings.
- It was agreed to trial a new format for the next meeting.

Action Points:

- Hold three meetings on 12/05/2026: one at 10:00am, one at 3:30pm, and one at 6:00pm to suit different timetables.
- Offer tea/coffee and biscuits at each session to create a welcoming atmosphere.
- Promote this date widely through Class Charts, social media, email and the newsletter.

Date of next meeting: 12 May 2026 (Three time options).