



Friends of Bohunt General Meeting
23rd January 2024
5-6pm

Meeting Minutes

Thank you all for attending the first meeting of Friends of Bohunt. Please see below the minutes from the meeting along with further action points.

Attendees: Ms Ayling(GAL) - Headteacher, Ms Slater-Beadell (ASL) - Communications Officer, Jen Smith - Parent, Yr 11, Gillian Richardson - Parent, Yr 7, Jodie Smith - Parent, Yr 8, Rachel Ford - Parent, Yr 8

Apologies: Danielle Jackson - Parent, Yr 7, Candis Da Rocha - Parent, Yr 10, Jennifer Collins - Parent, Yr 9, Karen Webb - Parent, Yr 8

Agenda:

- **Welcome from Headteacher** - Ms Ayling welcomed everyone for taking the time out of their busy schedules to attend the first of what we hope to be a regular meeting of Friends of Bohunt Horsham.

After introductions from all members of the group, clarity was given around the purpose of the group and the differences between your traditional primary school PTA and what we would like to create as an All-through school.

It was agreed that fundamentally primary school PTAs are very much about involvement and fundraising and many are set up as charities to support this effectively however for Bohunt Horsham it is more about support and providing those within our community a forum to bring thoughts and ideas so we can collectively ensure that we continue to be school that families, students and staff are proud to be a part of.

As we are part of a trust we are in a privileged position to have a team of people within our support staff that are employed to lead activities such as school fundraising fairs, discos and other activities that traditionally a PTA would be responsible for. We would however look to Friends of Bohunt to support these activities where possible whether it be advertising them via their network of families, social media or the wider community.

- **The relaunch and purpose of the group** - This group was formally called Parent Reference Group however it was felt that a new group could benefit from a new name. The original purpose of the PRG was circulated and it was agreed that as Friends of Bohunt we would continue to act as an independent body, supporting the school in the:
 - effective home-school communication, providing families with an additional channel to communicate back to the school with any queries or suggestions.
 - fundraising and marketing activities of the school where appropriate
 - input into the future direction of the school

It was suggested that there could be confusion around the type of group we are setting up which could drive a reluctance to get involved. A suggestion after the meeting was that the group is referred to as Friends of Bohunt Forum, or something similar. - further discussion at the next meeting.

- **New Chair and Vice Chair responsibilities** - roles were discussed and nomination forms were circulated and a request was made for parties to go away and consider themselves and others as suitable candidates.

Friends of Bohunt will be run by a Chair and Vice Chair appointed from the group. The Chair and Vice Chair will nominate themselves at the start of each academic year and will be elected by a voting process. The Chair and Vice Chair will work in collaboration with Bohunt Horsham to create an agenda for each meeting.

The responsibilities of the Chair and Vice Chair: to source the venue, chair the meetings, delegate the minute taking, circulation of the minutes and produce an agenda. To meet with Ms Ayling (Headteacher) and feedback the results of the meetings and to support in the production of the resulting 'You Said, We Did' document for publication.

These roles are one-year posts.

- **Regularity of meetings** - It was agreed that meetings should be held half-termly and that a representative of the school will only attend meetings if specifically requested. It was however agreed that it would be a nice idea for the school to have a short slot at the beginning of each meeting to present on an area of interest to families. Catering, Clubs and Extra-curricular trips activities were among those mentioned. It was felt that by having these we would possibly attract more attendees especially if a subject is of particular interest. Timings were discussed and it was felt that whilst on occasions a more social setting would be good, that meetings that involved school should be held at school but a 5pm start may pose a problem and a 530pm start may be better. It was reminded that we needed to be mindful of who we would be asking to stay late and ensuring facilities were available to lock the building up past 6pm if this would be a regular occurrence. Tuesdays seemed to be the most preferable day for meetings.

- **Channels of communication** - the previous group had their own email address which was manned by the vice chair and chair. This helped field queries. It was also suggested that a Whatsapp group be created for the group however wider school whatsapp groups were a concern.
- **Official and unofficial social media pages** - Social media as a form of communication was discussed and it was asked that the Friends of Bohunt group support the school in our review of the current year group structure of multiple Facebook pages. Whilst the school understands the benefit they can have, the more pages we have the more open to miscommunication we are across the school. We are an All-through school and we are keen that inclusivity is represented where possible.

It was discussed the possibility of continuing with creating a Friends of Bohunt Facebook page which would be provided to new parents to join therefore eventually meaning the individual year group pages would be superseded and we will then end up with the Official school site and the Friends of Bohunt site. Further discussion around the subject of social media is required.

A reminder of the original agreed social media codes of conduct is below:

- Act as an advocate for the school community
- Remain kind and courteous at all times
- No hate speech or bullying
- Respect the privacy of Bohunt students and its Staff - do not name anyone
- No promotions or spam
- Specific issues must be referred to the school, not discussed in the

- **Actions** -
 - To set the next 3 dates and secure school speakers for each meeting - ASL
 - Thoughts and further discussions to secure a Chair by the end of the term. - ALL
 - Anyone willing to nominate themselves for the role of chair to complete the attached form and return it to comms@bohunthorsham.com