**Parent Committee Minutes**

**27th November 2016**

cc Ahmed Almukhaini, Natasha Chapman, Shiloh Harmitt, Dalia Mahmoud,

Rebecca Rowley, Reham Shawky

**Minutes**

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| Agenda Item |
| 1) Welcome and introductions from the Principal.  Andrew Thomas (Principal) welcomed and thanked parents for attending this first Parents Committee meeting. Andrew Thomas introduced himself to the committee members and spoke about his intentions towards the school. Caroline Reader was introduced as the Clerk for the meetings, please advise Caroline on any requirements for the meetings. Layout and structure of meetings was discussed. |
| 2) Terms of reference.  All committee members were handed the documents which outlines the Terms of reference.  If any member requires a replacement at any time please ask Caroline.  Roles and responsibilities gone through with the committee. |
| 3) Presentations and Information by Chair/Vice Chair applicants.  Shiloh Harmitt stood for the position of Chair and gave an introduction and background history of himself to the committee.  Rebecca Rowley stood for the position of Vice Chair and was given an introduction by Andrew Thomas and her. |
| 4) Votes cast by Committee Members.  Shiloh Harmitt was elected as Chair.  Rebecca Rowley was elected as Vice Chair. |
| 5) Update of Library and VLC and tour of provision.  Andrew Thomas explained all about the new Library and what the school has achieved since he has become Principal to the committee, and members were able to see the facilities as meeting was held in the Library. A tour of the new ICT suite was given and provision was explained.  Information regarding the new Administration building was given to the committee and explained what the current Administration building will be used as a new Arabic and Islamic Centre when completed. |
| 6) A.O.B  Minutes to go to Shiloh for approval and then distribute to committee members.  All the committee will be provided with security badges which must be worn when on site. Please can you email Caroline a photo of yourself.  Safeguarding training will be provided by Andrew at the next meeting. |