



Tea and Topics - Processes and People

Meeting Logistics

Tea and Topic meetings will be held once every term, starting on Tuesday February, 28th 2024. The full list of dates will be shared, when available, as part of Sally's "key dates" update.

Once the date has been agreed, a sign up link will be issued via school email. Meeting attendees will be capped at a maximum of eight, including teachers, to keep the sessions manageable.

All parents will have the chance to put forward specific issues they'd like discussed, under the main topic, which will form an agenda. This request will come via social groups.

These sessions will initially start after drop-off, and be an informal meeting, so please bring a tea or coffee. Depending on teacher availability and feedback, we may review meeting times, and will be looking at using Zoom for parents who may not be able to attend in-person.

Roles and Responsibilities - Topic Focus

We know that many parents are particularly passionate about certain elements of school life, and some have experience working in the topic areas, and/or knowledge that can provide new thinking, ideas and solutions.

Meeting attendees should, ideally, have a keen interest or knowledge in the termly topic, with a "Topic Chair" designed to keep the meeting focussed on this key subject. By discussing different topics each term, we hope to get a broad range of parents across school, contributing to these discussions. Parents will be invited to take up the Chair or participant role each term.

Roles continued.....



Topic Chair (rolling parent chair)

- Draft and circulate agenda
- Host fair, inclusive meeting, focussing participants on ideas, new thinking
- Complete prioritisation grid, circulate. Ensure follow-up of actions as agreed
- Liaise with Sally/School Council to get childrens' views on topics

Parent Attendees

- Ensure familiarity with agenda, meeting rules
- Contribute in a positive manner
- Provide new thinking, ideas to resource/funding challenges
- Represent whole school, not personal interests

Teacher Attendees

- Give perspective on school life
- Explain barriers/opportunities
- Clarity over working together better
- Provide relevant updates from Head/Governors

Children/School Council

- Develop in-class mechanism to harness pupil ideas on key topics
- Present back to Tea and Topics meeting/Topic Champion
- Feedback to class and action any ideas following Tea and Topics meeting

Tea & Topic Comms

- Manage tea&topics email address/suggestion boxes
- Support Topic Champion with agenda, priority grid and sharing with school
- Align brand/sessions with school ethos and identity
- Liaise with school on meeting logistics/stakeholder involvement
- Annual topics survey

Whole School

- Where an item has been agreed for action, a suggestion box will be placed in the school office for further contribution/volunteers