**Minutes from meeting for ‘Engaging Families Award’ (EFA) Action Team**

**Date and time:** Thursday 11th February 2016 at 8:45am

**Introductions:**

Humira-School Liaison Officer

Emily- EFA co-ordinator

Thasleem- parent

Shazia- parent

Fahim- parent

Nasreen- parent

Nooralam- parent

Nusrat- parent

**Apologies from Sophie Chambers and Liz Bentley**

We reviewed volunteer checklist, discussing its purpose and how it can be improved. We discussed how the checklist could be made into a policy to give greater clarity and explanation to volunteers. We agreed for Emily to re-write a draft version to be looked at again at the next meeting.

We reviewed the Home/School agreement, discussing its purpose and how it can be improved. It was agreed that Emily would speak to Mrs Shepherd about how we can change it in terms of our expectations that a child signs a contract.

We discussed the parent questionnaire that will be given out on parents evening. We agreed to review the results in our next meeting.

**Next meeting:** Thursday 3rd March 2016 at 8:45am