

Eastwood Park Academy Trust (EPAT)

EPAT

Believe Succeed Together

Stakeholder Engagement Policy Statement

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1.0 Definition

'*Stakeholder engagement*' is the process by which the Trust will seek to meaningfully involve and communicate effectively with its stakeholders e.g. parents, staff, pupils, local community, business community, agencies, professional bodies, other MATs etc.

Under the Governance and Leadership section of the [DfE Trust Quality Descriptions \(April 2023\)](#), stakeholder engagement is described in the following way:

Theme	Board	CEO	Both
Engagement	<ul style="list-style-type: none">Oversees strategic relationships with external stakeholders.	<ul style="list-style-type: none">Communicates trust's strategy, plans and achievements to stakeholders.	<ul style="list-style-type: none">Involve parents, schools, communities and, where appropriate, dioceses and other religious authorities so that decision-making is supported by meaningful engagement.

2.0 Communication

2.1 Website

The websites of the constituent academies will be reviewed at least annually to ensure they are simple to navigate; content is accessible and up-to-date; and published information is compliant with the requirements of the DfE.

2.2 Social Media

The constituent academies will use an official school social media platform account to allow for timely engagement and sharing of information. The Trust will look at how this could be developed further.

2.3 Contact

The websites of the constituent academies will have a clearly identifiable and accessible section entitled 'Contact Us' with details of the range of means by which stakeholders can contact and communicate with the academy.

2.4 News and Correspondence

Correspondence (letters) will be e-mailed to parents using an appropriate software package and generally restricted to one page in length.

Newsletters will be e-mailed to parents on a half-termly basis.

The websites of the constituent academies will have a clearly identifiable and accessible section entitled 'News' to allow stakeholders to access all correspondence sent during the academic year.

2.5 School Events

Parents and pupils will be invited to school events and encouraged to attend to support pupils and the constituent academy. A record of school events will be reported in the half-termly newsletter.

2.6 Reporting

Parents and pupils will be e-mailed attendance reports each half-term and attainment and progress reports twice a year. From September 2023, the constituent academies will explore the functionality in a SIMs software package – [School Gateway](#) – which gives access to a range of school-based data through an application (app) and also allows parents to access other tools which further facilitate engagement e.g. ability to update contact details etc.

2.7 Parent Consultation Evenings

At each constituent academy, at least one parent consultation evening will be organised for each year group per academic year. In advance of the evening, parents will be provided with information relating to their child's attainment and progress.

Since 2020, parent consultation evenings have been a mix between in-person and virtual/remote. Where a decision is made for a particular type, the constituent academy will seek the views/preferences of stakeholders and explain the outcome and rationale of the decision.

2.8 Complaints

The Trust has a [Complaints Policy](#) which is reviewed and updated annually. Complaints will be monitored on a half-termly basis against a set of agreed KPIs.

3.0 Meaningful Involvement

3.1 Governing Board

3.1.1 Local Governing Body

In line with paragraph 101A of the Trust's [Articles of Association](#), the Local Governing Body (LGB) of each constituent academy will have at least two Parent Governors to ensure the parental community is adequately represented. Recruitment of other governors will be based on the outcome of a needs assessment and will aim to be diverse and represent a variety of different backgrounds and skill sets.

3.2 Parents

3.2.1 Parent-Teacher Association (PTA)

Each constituent academy will endeavour to form an active and vibrant PTA to help raise money and strengthen the sense of community within the school.

3.2.2 Volunteers

Each constituent academy, in line with Trust's Recruitment Policy, will explore the use of volunteers, particularly in supporting pupils' learning.

3.2.3 Surveys

The Trust is committed to undertaking at least one annual survey for parents based on an Ofsted template. This will be conducted in the Summer Term to inform planning for the following academic year.

Where appropriate, parents will be asked to complete surveys to provide feedback on policies and initiatives that have been introduced and how they can be improved further.

3.3 Staff

3.3.1 Staff Meetings and INSET

SLT meetings/briefings will take place every day from 8.00 a.m.

Whole school and departmental meetings and INSET are diarised in the school calendar to allow for regular and formalised communication.

3.3.2 Working Parties

Where new initiatives, strategies, policies are planned to be introduced, working parties will be established to help guide and inform the process and outcome.

3.3.3 Surveys

The Trust is committed to undertaking at least one annual survey for staff based on an Ofsted template. This will be conducted in the Summer Term to inform planning for the following academic year.

Where appropriate, staff will be asked to complete surveys to provide feedback on policies and initiatives that have been introduced and how they can be improved further. Such surveys are likely to be conducted alongside a working party.

3.4 Pupils

3.4.1 Student Leadership Team and Student/Pupil Voice

Each constituent academy will have elected individuals and committees that constitute the 'Student/Pupil Voice'. This body will meet at least termly to discuss school improvement and report directly to the Student Leadership Team (StLT). The StLT will be invited to attend a LGB meeting to feedback on its work.

3.4.2 Enrichment

Pupils will be encouraged to partake in a range of enrichment activities to strengthen the sense of community within the constituent academy.

3.4.3 Surveys

The Trust is committed to undertaking at least one annual survey for pupils based on an Ofsted template. This will be conducted in the Summer Term to inform planning for the following academic year.

Where appropriate, pupils will be asked to complete surveys to provide feedback on policies and initiatives that have been introduced and how they can be improved further. Such surveys are likely to be organised through the Student/Pupil Voice.

3.5 Local Community and Businesses

In line with the Lettings Policy, each constituent academy will look to explore ways in which their facilities can support the needs of the local community.

Where relevant and appropriate, local community groups and businesses will be invited to a constituent academy to inform and support particular aspects of the curriculum.

3.6 Local Authority

Leaders of the constituent academies will attend local organised meetings by the Local Authority to foster a more cohesive and coordinated working relationship between the Trust and the Local Authority.

3.7 MATs and SATs

Leaders of the constituent academies will attend local organised meetings to develop a more cohesive and coordinated working relationship between local schools and trusts.

3.8 DfE and National Projects

The constituent academies have historically contributed to DfE projects and initiatives and will continue to do so where such projects arise and/or they are invited to contribute.