

## **TGS PC and School - Joint Communications Group**

Following discussion at the Joint Communications Group meeting on Friday 31st October was agreed that a list of Aims and Objectives be drawn up and that these should be adopted by all parties (TGS and TGS PC alike). This way parents and members of the wider community will find a standardised approach when contacting TGS or the Parent Council.

The the following points were agreed and these may be added to or amended in the future should it be required.

### **Aims and objectives:**

**The following were agreed as the Aims and Objectives of the TGS Joint Communications Group:**

- I. To work in partnership to promote the positive image of The Gordon Schools in the wider community.**
- II. To communicate efficiently and effectively with parents, staff, pupils and the wider community.**
- III. To respond to communications in a timely fashion. Email messages to be responded to within 48 hours wherever practicable.**
- IV. Actions arising from meetings to be completed within agreed timescales.**
- V. To meet on a regular basis - every 2 months unless circumstances dictate that additional meetings may be required.**