

Parent Voice Minutes 16 October 2018

Attended: H McVicar- (HMV), R Swann (9), A Kennan (9), J Yates (12), D Carter (8, 12), N Jordan (11, 13), R Botham (13), J McClair (13), M Godber, (13), J Godber (13), J Rhodes (7, 9), V Newton (7), D Hulbert.

Apologies: David Williams (DWI), M Lockwood (9), R Vernon (9), E Mougou (9,12), S Jordan (11, 13), N Twigg, E Jackson, I McCormick, D Plummer, C Cahill, A Van Hoorebeek, Mr & Mrs Payton, A Phillips.

Agenda item	Item raised	Discussion point	Action required	Outcome (to date)
Matters arising	1. Bus Services	<ul style="list-style-type: none"> • Parent Voice asked if weekly/ monthly passes could remain on the school agenda as this continues to be a positive service that parents would appreciate being offered. • HMV explained that the capacity to offer this service in the short term remains an issue but the school will continue to look at alternative options. 	<ul style="list-style-type: none"> • HMV to feedback any updates at the next meeting. 	
	2. Communication	<ul style="list-style-type: none"> • Parent Voice asked if the school had considered the idea of having a communication working party to look at the main areas of communication requiring development. • Concerns raised about website calendar. HMV explained that the school were aware of this issue and it would be resolved by the end of the week. • Parent Voice asked if the school could support the phone calendar updates again this year. • Parents asked if term dates and INSET days could be set as a heading for easy access on the website. • New website reviewed by some parents and good feedback about the quality of information provided. Parents felt that we should promote the new website more via twitter (i.e. screenshots of key parts of site) and with students. • Parents asked how we would ensure the website remained up to date re: news etc. HMV explained that SLT had discussed this week systems to resolve this issue. • Parent Voice questioned the purpose of the Parent SIMS lite app- what is the purpose and who should we contact if we are unable to access? HMV explained this app allows parents to update personal/contact details for their child to reduce risk of data loss via forms (GDPR). SIMS manager Cathie Nadin would support any parents unable to access. 	<ul style="list-style-type: none"> • R Swann (Parent Governor) to work with HMV to look at communication development for the future. • HMV to follow up website calendar issues and seek further guidance about the phone calendar updates. • HMV to raise issues with SLT and IT team. • HMV to inform SIMs manager of parents issues re: SIMs lite app. 	<ul style="list-style-type: none"> • Website calendar updated and issues resolved. Fri 19 Oct 2018. • Term dates and INSET days stated on website separate to whole school calendar Fri 19 Oct 2018.

	3. Parents evening planning	<ul style="list-style-type: none"> Some concerns raised again about the timing of form tutor parents evenings on the calendar and the lack of time for any issues to be actioned at the end of the year, particularly where staff changes occur. HMV explained that feedback had been considered and action was taken to improve follow up to any issues raised. The school will continue to review these evenings to improve efficiency. Parent Voice asked if the school would consider looking at rooming for parents evening. More space is required for parents waiting for teachers. This is a fairly stressful experience particularly where staff have multiple classes. Could the sports hall be used or teaching classes? 	<ul style="list-style-type: none"> HMV to look at solutions with the SLT. 	<ul style="list-style-type: none"> Rooming evaluated for parents evenings and changes made for Y7 parents evening to reduce congestion in key areas. Further evaluation made for next parents evening. Parents evening seating plan sent out in advance of the event to allow parents to plan visit.
General School Issues raised	1. School priorities for 2018-19	<ul style="list-style-type: none"> HMV provided an overview of the school priorities for 2018-19 and action the school was taking to support implementation. <ul style="list-style-type: none"> Improving attendance Developing a positive culture in school Feedback Use of individual data Provision 	<ul style="list-style-type: none"> SLT to provide parents with an update on the priorities and changes made in writing after half term 	<ul style="list-style-type: none"> Letter sent out regarding the changes to the assessment and feedback policy.
	2. Streaming/banding of students and communication with parents	<ul style="list-style-type: none"> Parent Voice asked what the school policy was to inform parents of any setting changes in school. Concerns about lack of communication with home and reliance of students to understand change and convey message to parent. HMV explained that the school policy is for departments to contact home in writing should any changes be made so parents were informed and could help explain changes to their children. Parent Voice asked if this could be done in advance of the change, where possible. 	<ul style="list-style-type: none"> HMV to discuss at SLT and remind HoD of school policy. 	
	3. Rewards	<ul style="list-style-type: none"> Parents asked how the new reward system was working. HMV explained that uptake was positive and quick reward seemed to be working and allowing staff to reward behaviours other than just those seen in class. HMV will feedback after first celebrating success week. Parents concerned that student interest may waiver if insufficient prizes available to warrant high number of reward cards collected by students. HMV explained how the celebrating success week would work but would discuss concerns with SLT. 	<ul style="list-style-type: none"> HMV to discuss rewards at SLT. HMV to raise vivo concern at SLT. 	<ul style="list-style-type: none"> Rewards system will continue to be evaluated with students, staff and parents.

		<ul style="list-style-type: none"> Parent Voice raised concerns that vivo had sent emails to students this week asking them to follow a link to convert outstanding vivo into a voucher which could be spent at vivo class. Link did not work but may have caused confusion with students. 		
	4. Early entry for English literature	<ul style="list-style-type: none"> Parent Voice asked for feedback on the early entry for English literature in Y10. Would the school be repeating this for 2018-19 cohort and would parents/ students be informed so they could decide whether or not they wanted to be entered. HMV explained that outcomes were mixed and whilst it was beneficial for a small cohort the school did not believe it would be beneficial to all students to enter early this year. 		
Teaching and learning issues raised	1. Exercise books	<ul style="list-style-type: none"> Parent voice raised concerns that students rarely brought their exercise books home and this created some issues particularly where parents were trying to create independence for revision. 	<ul style="list-style-type: none"> HMV to discuss concerns raised with staff. 	
	2. Show my homework	<ul style="list-style-type: none"> Concerns raised about quality assurance, particularly in Science and History. Homework set for incorrect classes. Students given test earlier than date stated on SMHW. Teacher not placing resource on SMHW. 	<ul style="list-style-type: none"> HMV to discuss concerns with HoD. 	<ul style="list-style-type: none"> Concerns raised with relevant HoD for discussion with staff.
	3. Concerns about change of staffing at KS5	<ul style="list-style-type: none"> A number of parents raised concerns about a change of staffing at KS5 following retirement of staff last year and maternity cover. HMV reassured parents that the staffing in place was of a high quality and experienced appointments were made at leadership level. Student unrest always occurs where staffing changes are made but HMV assured that these concerns would be investigated and monitored. 	<ul style="list-style-type: none"> HMV to continue to QA TLA in school. HMV to discuss concerns with relevant HoD and SLT. HMV to reassure students and discuss concerns as they arise. 	
Extra-Curricular issues raised	1. Geography Club	<ul style="list-style-type: none"> Parent Voice asked if Geography Club would be reinstated. HMV explained that the department had undergone staffing changes this term but would ask what the future plans for the club were. Some students were concerned that this break in attendance may affect continuity of service for school colours. HMV explained that this would not be the case. 	<ul style="list-style-type: none"> HMV to speak to Geography department re Club opportunities. 	<ul style="list-style-type: none"> The Geography club has been running for half a term. It runs every Monday in 177.

AOB	1. Y6 transition work	<ul style="list-style-type: none"> Parent voice raised concern that the transition work set by both English and Maths in Y6/7 had not been acknowledged or feedback given. English work had been taken in but no feedback given. Maths work not taken in as yet. 	<ul style="list-style-type: none"> HMV to raise concern with HoS for Y7 and HoD Eng/Ma. 	<ul style="list-style-type: none"> Transition work to be evaluated re: purpose and impact.
	2. Post 16 issues	<ul style="list-style-type: none"> Parents asked what provision would be made for those students unable to attend open evening due to clash with English trip. Parents asked for particular advice to be given on those subjects only on offer post 16. HMV explained that all Y11 students were currently being interviewed by a member of the SLT or extended SLT. Students unable to attend would be spoken to by NCO to determine what they would like further advice/guidance on. Parents are still welcome to attend. Parent Voice raised that students had been asked by the IT team to clear storage from their personal drives in school. Some students had cleared all storage with exception of work required from Y11 and was still being asked to delete this. HMV explained that our storage in school was not infinite but unaware of requests made to students. Parents raised that students had been asking about broken microwave in common room. 	<ul style="list-style-type: none"> HMV to speak to RJG (Head of post 16) re: concerns raised. HMV to discuss specific issues raised with RJG and IT team. 	<ul style="list-style-type: none"> Additional assembly by Head of post 16 and provision made for Y11 students unable to attend open evening due to trip.
	3. SENCO support	<ul style="list-style-type: none"> Parent asked for support accessing SENCO following change of roles re specific query. 	<ul style="list-style-type: none"> HMV asked SENCO to contact parent direct. 	<ul style="list-style-type: none"> SENCO contacted parent Thurs 18 Oct 2018.