

**Parent's Forum Meeting**  
Wednesday 18<sup>th</sup> October 5pm via Teams

**1) Welcome**

Present:

Andy Christoforou (ACH) – Head teacher	Kate Richardson
Cheryl Greyson (CG) – Chair of Parent's Forum	Kate Smith
Charlotte Downing (CD) - Governor	Alison Gaillard
Michelle Lynch (ML) - Governor	Eve Kamau
Katie Dodsley – Clerk	Keith Kamau
Sam Moore (SM) – Head of Sixth Form	Catherine Lilley
Sarah Noble (SN) – Assistant Headteacher	Sarah Whalley
Stephanie Smithson-Ingrey (SSI) – English	Deborah Archer
Fi Lane (FL) – Y7 RSL	

Introductions were made. Thanks were noted to all for attending. CG noted that she is coming to the end of her term of office as a governor and CD and ML are shadowing her to continue with the good work of the Parent's Forum.

**2) Minutes of the meeting held on 27<sup>th</sup> June 2023**

Minutes were agreed as an accurate record of the meeting.

**a) Any matters arising not covered by the agenda**

- Late bus on a Monday – SN reported that the school pays for the late buses and there is not the demand for more than one bus on a Monday. There are two buses on Tuesdays, Wednesdays and Thursdays as they are busier days. There was an issue with the late bus not stopping at the correct locations and SN has spoken to the bus company to ensure this doesn't happen again. SN asked that any issues are reported to her.
- Bus behaviour - Staff go on to the buses at the end of the day and if there is any poor behaviour reported, warnings and bans are put in place and sanctions issued. The school would like to introduce bus prefects when possible. There was a survey carried out at the end of last year and most students were happy, but behaviour and opinions can fluctuate.

**3) Sixth Form Changes – S Moore**

SM reported that the Sixth Form has been newly launched as the Ramsey Gatehouse Sixth Form. The Sixth Form areas have been refurbished and the provision signposted around school. SM displayed some photos of the new provision. The areas are modern and fresh and are used more now than in the last 2 years. Students are eager to use the areas and work collaboratively, in a nice environment. The students still have their own café and toilets. ACH agreed that the provision has been transformed.

A parent raised that their child has said that there is not enough seating at times. SM responded that more seating has been ordered.

It was asked if the open evening will talk about future expansions. SM responded that there will be mention of aspirations but no concrete plans.

A parent raised that their child has said that it is disruptive to have students in lower years put in their classes when they are removed from their own class for misbehaving. SM responded that she has not heard of this issue and will talk to the behaviour team to make sure disruption is minimised. **Action:** review if this is still happening at the next meeting.

It was asked how those students who couldn't have their choice of subjects have settled. SM noted that there has not been a lot of changes but some students dropped from four to three

subjects. There has been 'day in the life of a sixth former' days and this will help next year's students make better decisions.

It was asked if students can work from home and SM noted that the new Sixth Form is going for a more flexible approach and students can do some work at home and come and go as they wish. The expectation is that students attend timetabled lessons and tutor time. Some will go off site, but it seems that now the facilities are nicer, this happens less.

It was asked if students have access to use technology. It was noted that there are 12 PCs in booths and a laptop trolley. It is hoped that the provision will be increased, but many students use their own devices.

*[SM left the meeting at 5.20pm]*

#### **4) School Library – S Smithson-Ingrey**

It is exciting that a classroom is being used as a library this year which will be run by the English department, opening at lunch and breaks. There will be a process for checking books in and out and the room will eventually be furnished to encourage reading for pleasure and have some newer books. Some support for this will be sought for fiction and nonfiction sections.

It was suggested that the Tesco blue token scheme is applied for or parents and companies asked for contributions. It was noted that students are doing a book drive and raising money. A student has asked if they can be a librarian and it was discussed that this is a great idea and a library duty could be introduced similar to the office duty students carry out. **Action:** SSI to arrange and advertise in the newsletter after half term. It was suggested that donations of books can be dropped off when there are uniform sales.

It was asked if there will be E resources as a part of the library provision. There is limited space for pcs.

It was asked what initiatives the school uses to encourage reading. SSI noted that there is a lot of encouragement to read and fun activities are put in place. There will be a competition around the time that the library opens (mid November) which will hopefully encourage students to use it.

It was discussed that Sixth Formers should be told that the school is looking for book donations as they are likely to clearing out and they would have some older books.

It was agreed that the Parent's Forum would donate £250 for new books as this is an excellent provision.

*[SSI left the meeting at 5.26pm]*

#### **5) Window Into the School – A Christoforou**

Parents tend to be more involved in primary schools and the school is looking for ideas to offer opportunities for parents to get to know the school and its procedures. There have been some much liked videos made and put on social media, such as 'day in the life of a sixth former', and the offer needs expanding.

It was suggested that there is a series of short videos showing processes of the school day, such as first thing, lesson, break time, queues etc as these would be useful for parents to see and be more in touch with the school. This would also be useful for new Y6s and new parents.

It was asked if there are any OOPs around photography that can support with making videos.

There currently are no photography clubs.

There was a comment on the survey about the link between parents, in general, being less since Covid, videos could improve this. Covid resulted in good communications from the school and the videos could be put in newsletters to make them more interactive and modern.

Videos could cover regular issues that arise such as homework and toilets. SN noted that it is a good idea to cover the toilets to encourage the correct use of them and any projects to improve collective student behaviour are positive. There is a long term plan to improve the toilet areas.

#### **6) Year 7 Transition and Settling In – F Lane *[joined the meeting at 5.35pm]***

- Y7s have amazed staff with how well they have settled in. There were some early issues with computer log ins and the process will be reviewed for next year so that the information is available to new Y7s on their first day.
- It was noted that some parents don't know how the Edulink and Teams apps work. It was noted that videos could be created on how to log in and use the apps so that parents can support their children.
- There was a question from the survey asking where parents can go to if they need help with funding for uniform. There is Pupil Premium and funding through Miss Lane or the Welfare team.
- It was noted that having a supply of ties available would be useful.
- There was a reward with donuts, the reward will be cookies next time to give more choice.
- It was asked if the current Y7 is the biggest year in the school. Last year's Y7 was bigger.
- A parent noted that they have a child in Y7 and their experience has been extremely positive. If there are any issues they are quickly sorted out and communications are positive.
- Some Y7s helped at the open evening and were outstanding.

#### **7) Fundraising and Finance Update**

The school uniform sales are going well with a wide variety of people using the provision. T Hill will keep the uniform shop running.

ACH will ask staff for ideas of what Parent's Forum funds could be used for.

CG and other uniform shop helpers have gone through the unclaimed lost property, returned anything that was named or washed anything unnamed for selling. It is important that clothing is labelled and there is a provision to buy clothing labels online where the Parent's Forum receive a donation. ACH will add this to the newsletter.

#### **8) Items for the next Agenda**

- G Gerrard-Cook - update on wellbeing garden.
- J Davey - plans for enrichment next year.
- SN noted that she is working towards a bullying award and would like the Parent's Forum to review the policy as a part of the action plan.

#### **9) AOB**

A parent noted that they feel that interactions with teachers could be better and online parent's evenings means there are no in person interactions. It was discussed that parent's evenings remain online as they work well and engagement and attendance is better. The school does try and have open events so that there are in person interactions with staff. It was noted by a parent that it is hard to choose six teachers to see on parent's evening and it makes it feel like more importance is given to some subjects. ACH noted that in person parent's evenings had restrictions on numbers and there was a lot of waiting time. Six is a fair number and staff are happy to take emails and questions. A parent noted that it is hard to choose which six teachers to choose in options year when a child does not know which subject to take. It was noted that there is an in person Y8 options event where students and parents can talk to staff.

Thanks were noted to all for attending and were asked to encourage more to attend to maintain the good work and support.

#### **9) Date of the Next Meeting:**

TBC

The meeting closed at 5.55pm.