Minutes



Date: 19th September 2019

Attendees: Lucy Owen (LO), Gill Platt (GP), Andy Fisher (AF), Katherine Patterson (KP),

Mark Hawtin (MH), Angelina Wilding (AW), Sarah Matthews (SM), Vicky Michaels (VM),

Rachel Rosevear (RR), Carolyn Meachem (CM), Samantha Iannarelli (SI), Janet Williams (JW),

Louise Samways (LS), Jacqui Jenkins (JJ) and Kunjan Sembhi (KS).

Apologies: Jenny Jenkins (JKJ), David James (DJ), Jessica Jeffery (JSJ)

Visitors: Nadine Titheradge

AGM:		Actions /Updates:	Owner:
1.	All matters closed in AGM previous minutes.	Closed	
2.	Look back on 2018-2019 Achievements, discussion, issues raised and addressed; Traffic/parking, setting of classes – mixed abilities, trial of new secondary parents' evening and implementing, Parent pay feedback, impact of Social media and Cyberbullying, behaviour and achievement points, school uniform, communication and website survey, Ofsted, mental health, Year 9 options process, Internet security talks, Year 11 awayday at Barclaycard, GCSE options, Work experience, new school photographer, staffing levels, stolen bikes and bike security and ongoing school repairs.		
3.	Constitution: Need to amend numbers 7 and 13 to Board of Trustees instead of Governing body.	Amend constitution and update copy on website.	LO
4.	Gill was nominated to carry on as secretary which was seconded, Lucy was nominated to stand as Chair again and this was seconded.		
To of	enda item 1 - Review previous minutes check with the uniform shop about the lack of variation sizes. The polo shirts are a new supplier so hopefully the ality is good!	AF said he will speak to the uniform shop about the variations and flexibility in the variety of sizes.	AF
Item about parking asking parents to be considerate to be included in next newsletter.		AF/DJ	

Parent Pay - no update as DJ was not at the meeting.	Update to be provided at next meeting.	DJ/AF
School website - A company has been appointed to build a new website. This will hopefully make all the school comms come into one place for parents. In the meantime, the old website is being tidied up before being rebuilt on the new website. Once the new website is live any new content/changes will be managed in-house. It was asked if PV members could see the new website before it goes live.	throughout the new website build.	AF
Currently when comms messages go out, they are via different portals, it is the aim that this will be more streamlined with the new website is in place. It is also the aim that comms will go out more often; every two weeks. This will enable the length of newsletters to be reduced. As usual there have been a number of slanderous messages especially on social media, the main perpetrators of slanderous messages have been spoken too. School are trying to portray a more positive image.	next meeting.	DJ/AF
It was raised about the Home school agreement, is there info in there about the behaviour that is expected from Parents and pupils if they go to CCS. This is in the Prospectus which is currently being revamped and will be readdressed as part of this review.		
For new Yr7 parents there isn't much info and it's confusing. Clearer comms explaining systems and how the thumb print works etc. Reinstate 'information session' next year where all important information can be explained to parents before the children start.	can be explained to parents before the	DJ/AF
Bikes/Gates - The new Fence and gates have gone up; they are unlocked at the beginning and end of the day. There have been no issues now with bikes being stolen.		
Is school uniform being adhered too? Guidelines have been sent out and generally they are being adhered too.	Closed	
Agenda Item 2 – Issues with online top-up finger print		
Catering academy (CA) have been adding £2.40 on every child's card that is in Year 7 by mistake. It should be just the children that get free school meals. Down to CA to resolve this error.		
Agenda Item 3 – Insights Academic reports		
It was asked should children see the reports before the parents? It is normal for this to happen nowadays, mainly because of GDPR.		

Agenda item 4 – Year 7 timetable		
The question was raised about the timetable and the percentage of time allocated for different subjects. There is more time allocated to EBacc subjects. If you followed all the recommendations, then it would add up to over 60 hours a week timetabled time. School must fit in extra subjects like music. Sadly, there isn't enough time for creative subjects, but they are trying to fit them in as best they can.		
At GCSE all subjects have the same %.		
Excellent feedback was given about GCSE and A Level timetabling. There are no pathways and school accommodate all the subjects offered even if there are only a few students doing the subject.		
Agenda Item 5 – SLT top priorities		
The senior leadership team were asked 'What are your three top priorities or focus areas for 2019/2020?'	Update on findings	AF/KP
Andy Fisher said they had each been given 3 areas to look at. He is looking at Learning to learn, advance cognitive learning analysis, covering all elements, ensuring that the learning is creative and rigorous.		
Katherine Patterson is developing a truly all through school, i.e. curriculum progression of history from primary through to secondary. There are all through staff meetings discussing progression. Primary lessons are using secondary science labs for practical lessons.		
There is more unity amongst the staff		
Gary is looking at the Assessment of learning. Assessing what is important.		
All the staff are doing a 10-week assessment online, the latest practise for best ways to teach. There is formative, summative and diagnostic assessment across the school.		
Agenda Item 6 – PV and objectives		
Discuss strategic issues that can help the school. Use PV as a soundboard i.e. topics on Website, SRE, options process, communication etc.	Lucy will consult with AF before every PV meeting to decide if any topics/pre-read required to use PV sessions more effectively.	LO/AF

AOB		
Ofsted update: It must be before June 2020. They will get 24 hours' notice, DJ will have a 3-hour consultation one day, then a 1.5-hour consultation later in the day. It will be a 2-day inspection. The focus is on curriculum, teachers and the children, and is it all joined up They are looking for greater consistency; AF has written the school SEF. All the figures are good, pupil premium is above the national average, Attainment is good, manners and behaviour of pupils is impressive. One of the teachers recently told SLT that it has been a lovely start to the year, the best in 10 years!	Ofsted update at next meeting	DJ/AF
Board of Trustees update: An update given by Louise Samways representing the trustees. They had a meeting discussing the budget, and any impact Brexit would make. The results were good against the last 4 years. 6 th form numbers are down as lots went elsewhere but some are trickling back as they are not happy where they are studying, maybe the grass isn't so green on the other side after all! Exam results: The results were good. The press was invited in but for some reason chose not to publish the results and photos which is annoying as it put school in a bad light. • 76% - got 4+ English and Maths • 54% - got 5+ which is a strong pass At A-level some results were slightly lower, but some subjects got great results. i.e. ICT and DT	Provide another update at next meeting	LS
Parking: David is proposing that the school buses are parked around the back, then parents will be able to drop off children in the bus layby that will be a designated drop off area, then drive straight off. Maybe PV can get involved and ask parents or anyone else that can help, to walk the children into school. Maybe we can approach parents to ask if anyone would be willing to help.	AF to draft proposal and review at next meeting.	AF/DJ
End of year reports: These are all figures and not a written report. It was asked if this could contain more information, or be explained more. How can the reports be more consistent? Assessments are being done 3 times a year as 6 was too often and results could not be shown easily. There is a red alert, but this can be misleading as sometimes the children have worked well but not performed well when it was an assessment. This can be upsetting or not motivating for them. Where children haven't achieved as well as they'd like there should be a pupil feedback session to help them.	Maybe reassess the way of reporting or give more feedback to parents.	DJ/AF

Quite a lot of PV members would prefer something more written than just figures.		
Schemes of learning: These need to be published on the website so they're available	Include on website	AF
Mental Health: A question was asked if there was mental health support for students who may be worried. There are assemblies about it and they know who to talk too. One girl wrote a dark poem, the pupil was fine however, Mrs Blaize (Safeguarding) went to chat to her just in-case. Very proactive.		
Results day:		
There was positive feedback about results day from a Year 12 pupil. When he came in for the results is was a very organised process, it was all very clear. The 6 th form team put in a lot of effort the previous day after they had received the results, there were 3 pathways, red, amber, green, and the students were allocated a pathway and lessons according to the results.		
PA: Aimee Hogan is the new PA to DJ.		

Date of next meeting to be confirmed.