

Minutes



Date: March 5th 2020

Attendees: Lucy Owen (LO), Andy Fisher (AF), Katherine Patterson (KP), Angelina Wilding (AW), Louise Samways (LS), Jenni Jenkins (JJ), Vicky Michaels (VM), Rachel Rosevear (RR), Mark Hawtin (MH), Jacqui Jenkins (JJ), Carolyn Meachem (CM), Samantha Lannarelli (SL).

Apologies David James (DJ), Gilly Platt (GP), Jessica Jeffery (JJ), Kunjan Sembi (KS), Janet Williams (JW), Sarah Matthews (SM), Joy Jones (JoyJ).

Agenda Item 1:	Actions /Updates:	Owner:
<p>Minutes from previous meetings reviewed</p>		
<p>Uniform Sticking with the same supplier but waiting to hear if there's more sizes</p>	<p>Ongoing</p>	<p>AF</p>
<p>Parent Pay No answers yet for secondary pupils to use parent pay for school dinners. Combination of Catering academy, Mitie and County Council is a hard nut to crack!</p>	<p>Annual fee/contract up for renewal. Waiting to see proposal and if Parent Pay is included.</p>	
<p>Comms We are awaiting DJ to sign off the final elements of the new website.</p>	<p>PV to review what works/doesn't work from the previous website</p>	<p>AF</p>
<p>School Trips</p> <ul style="list-style-type: none"> Reviewing processes regarding the co-ordination and organisation of secondary school trips to ensure they don't clash with parents' evenings or other essential activities. Ongoing difficulties experienced when parents are not making financial contributions towards trips and there is a real risk that they will be cancelled if sufficient funds aren't provided. There may be some confusion as to parental understanding of what 'voluntary contributions' means. 		<p>AF</p>
<p>Girl's toilets Doors have been removed externally to the main toilet area. This has stopped the issue where girls were congregating in large groups there, making some feel uncomfortable.</p>	<p>Request an open letter from the chair of governors to give parents more information with the aim of increasing contributions and students continuing to have additional learning experiences through trips.</p>	<p>LS</p>

<p>Agenda Item 2: Ofsted</p> <p>Overall ‘good’ grading with an outstanding early years provision. It was an intensive inspection with a focus on the curriculum. The school received feedback in addition to what was provided in the report and have clear aims to work towards achieving an outstanding result at the next inspection. This includes the all through primary/secondary project, high performance learning (HPL) award and the development of assessment processes.</p> <p>Only 7% of parents responded to the Ofsted survey, which was disappointing and therefore not a balanced viewpoint. Lack of time to complete the survey may have been a significant factor in this.</p> <p>Key stage 3 – staff to be supported to set students greater challenges in order to improve progression.</p> <p>Plan to review PHSE provision, with dedicated weekly time for this rather than during tutor groups.</p> <p>English and PE were highlighted by the inspection team as being particularly successful and effective.</p> <p>The outcome of the assessment is likely to have a positive impact on recruitment.</p>	<p>Explore how to improve feedback from parents during inspection times and improve communication with parents generally.</p>	
<p>Agenda Item 3: Coronavirus</p> <p>Parents found the email from DJ particularly helpful and reassuring.</p> <p>Mitie are responsible for supplying soap across the school. A staff rota has been organised (daily) to ensure that soap dispensers are full at all times.</p> <p>Students have been provided with information as to good handwashing procedures etc. and are being reassured in an attempt to reduce unnecessary anxiety.</p> <p>There is a new cleaning management who have had a positive impact so far.</p>	<p>CCS is following guidance from DFE and NHS. An action plan is being prepared in the event of school closure which will include the setting of homework for each subject.</p>	

<p>Agenda Item 4 High performance learning (HPL) update</p> <p>Work continues with ongoing supervision and support for teachers within lessons.</p> <p>Trips to schools who have already achieved the award have been organised by the senior leadership team in order to enhance their learning of the process and see how it works in practice.</p> <p>The focus of achievement points are specifically on learning rather than behaviour now. Some parents have noticed that their children have received less points since the changes have been introduced which could impact negatively on students motivation.</p> <p>Smart spots in the primary phase have been adapted to include HPL elements.</p>	<p>Updates given at future meetings</p> <p>Teachers to be encouraged to award more achievement points where appropriate</p>	<p>AF</p> <p>AF</p>
<p>Agenda item 5</p> <p>Board of Trustees Update (LS)</p> <ul style="list-style-type: none"> • Involved in the Ofsted process, interacting with the inspectors and continuing to focus on how to move the school from good to outstanding. • Reviewing school projects – HPL/all through school • Reviewing 6th form entry requirements/subjects etc. • Lots of positive communication on Facebook noted • Reviewing admissions policy for primary phase • Seeking training on reviewing statistics/data • Focus on modern foreign languages 		
<p>Agenda item 6 Canteen food</p> <p>Complaint from PV parent discussed which AF had spoken to Mitie about. Mitie would like students to complain to the canteen staff when there are any issues. It was recognised by AF that many students would lack the confidence to do so. Therefore students have been advised to inform a member of staff who will support them to make their complaint.</p>	<p>It was suggested that the school parliament/environment council may be able to organise a survey to get feedback from students on the provision of school meals.</p> <p>Update at next meeting regarding tender for this contract.</p>	<p>AF</p>
<p>Agenda item 7 Parking</p> <p>Improvements noted following on from changes to the morning drop off procedure.</p> <p>Parents have recently had communication about parking in blue badge holder spaces.</p>		

<p>AOB</p> <p>Positive feedback from the 6th form open evening.</p> <p>Thanks given to year 11 teachers who are working hard to provide additional revision classes.</p> <p>Discussion about an issue where a child did not receive confirmation that they had a place on the Duke of Edinburgh award.</p> <p>Positive feedback from the Barclaycard away day. The students listened to fantastic presentations, with motivational speakers. In particular the Q & A session with apprentices was well received.</p> <p>Concerns regarding the impact of the parents evening concertina days. AF analysed the impact of this on the Key Stage 3 curriculum and found that CCS continues to perform excellently in terms of student curriculum time in comparison to other schools.</p>	<p>AF to discuss this with Mr French</p>	<p>AF</p>
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Next meeting: Thursday 30th April at 7pm, E7 – 6th Form Centre