

# MINUTES OF THE PARENT COUNCIL MEETING

## TUESDAY 16TH SEPTEMBER 2014

### Apologies:

Jane Gribi, Carrie Agger, Alison Shaw, Angela Middlemass, Martin Bennett

### Present:

Barry Teague, Patrick Nightingale, Michelle Hollyoak, Deborah Bavister, Sandra Donnachie, Vicky Read, Helen Norris

1. All members introduced themselves and explained their reasoning for being part of the Parent Council. The main areas mentioned were uniform, homework, school trips and the practicalities of student life.
2. The role of the forum.

Helen distributed the College Improvement Plan and explained that she saw the PC members as critical friends who support the vision of the school and who can reflect on how we may improve. Furthermore, OFSTED guidance says that inspectors will consider how effectively the school engages with and promotes the confidence of parents, including how well the school gather, understands and responds to the views of parents.

We agreed:

- a) We would like to bring specific topics to the meeting and then discuss.
  - b) We would like to initiate change with a 'solution' based approach.
  - c) We want to create a group that is creative and is there to find the answers to questions that parents in general may be unclear about e.g. how to use Parent Pay.
3. Attracting more parents to the forum.

Historically, why don't people want to get involved?

- Is it confidence?
- Is school itself a barrier?
- Could we consider off site venues e.g. the pub?
- We don't have a captive audience.

Solutions:

- a) Have specific topics covered at the meeting that will attract more people.
- b) Advertise on College website showing what we have already achieved.
- c) Have a Parent Council section on the website.
- d) Put dates of the next meeting in an obvious place on the website.
- e) Possibly SMS as well as a generic email.
- f) Put the answers to the questions raised on the PC section on the website.
- g) Give out flyers at the Open Evening (7<sup>th</sup> October) – *Barry to hand out*. Helen to create and liaise with PC members about suitability. Flyers questions based, in 'basic speak'.

#### 4. Agenda for next meeting.

We agreed on 'communication' as the theme. We would like a member of the College staff to deliver a short slot (2/3 minutes) on each item on:

- |                       |   |                          |
|-----------------------|---|--------------------------|
| a) Parent Pay         | } | focussing on the methods |
| b) Behaviour Watch    |   |                          |
| c) Phone you directly |   |                          |
| d) Safeguarding       |   |                          |
| e) Email              |   |                          |
| f) Website            |   |                          |

Further items for the agenda to be emailed to Angela Shaw before 4th November 2014.

#### AOB

1. Do we know how many people are using Parent Pay? *Vicky Read to find out.*
2. Update of website – Deborah Bavister asked if we could have a designated responsible person.
3. School induction plan should have information about Behaviour Watch for parents. Can we make it crystal clear and update for all parents? The system does work; can we feedback to parents?
4. Communication – can parents have direct access to staff emails?
  - Is the first point of contact tutor or subject teacher?
  - It would be nice for form tutors to email parents at the beginning of the year by way of introduction and for future liaison.
5. Car parking – ample space to park but people still parking in front of the bus bays. Ask SLT to move them on.
6. Website – Helen Norris to find out the plan for this.
7. What have we done already? See separate sheet.

Meeting closed 7.05 p.m.

#### **Parent Council – What have we done already?**

1. Cardigans introduced in spring 2014.
2. School skirts with embroidered SHSCC logo introduced two years ago.
3. Improved quality of school sweatshirt supplier.
4. More consistency with Behaviour Watch. Is it monitored robustly?