



# KINGSWOOD SECONDARY ACADEMY

Parent Forum Minutes  
10<sup>th</sup> December 2013

Present: Scott Hudson (Principal)  
Jon Lawson (Assistant Principal)

Parent	Child in Year
Maggie Carr	7
Stacey Hill	7
Rosetta Tickner	11
Elly Henderson	8
Nichola Farley	7 & 11

## PREVIOUS MEETING

- The Parent Forum was responsible for the installation of a footpath on the Danesholme Road and the provision of the lights and crossing points on Gainsborough Road outside the school.
- The Parent Forum meeting time has now been changed to 6pm.
- Use of mobile technology – *JL/SH clarified with students.*
- Students are allowed to carry coats between lessons.
- An extra 100 lockers were put in at Oct half-term (now have 500). These extra 100 are now in use too; we are currently looking at where to locate more and will be purchasing them shortly.
- Traffic challenges:
  - Parents are welcome to drop children off in the morning via roundabout
  - Recent accident
    - This is covered in an annual assembly.
    - Form tutors have reemphasised issue in form.
    - The issue has been brought forward and covered in PSHE/form time.
    - Duties being redone so that a member of staff is stationed by Tower Hill Rd.
- Communication - Immediate action has been taken by the Academy to ensure copies of letters sent to parents are put on the website.
- Offer of day time tour stands.

## MATTERS ARISING

- Discussion of possible need for a Parent Chair for the forum. The majority were happy this was not required.
- The Academy Advisory Council – Mr Hudson outlined the new approach to governance in the light of our academy conversion. Mr Hudson has requested that we meet more regularly than the minimum. The proposal is for three meetings per annum with working parties in between. Letter coming out to all parents tomorrow.

**Action: Traffic Challenges - JL to contact PCSE Steve Coles to request further support & advice**

## ACADEMY DEVELOPMENT PLAN

Mr Hudson shared a summary of the Academy Development Plan and the key priorities for the academy this school year.

## SCHOOL-HOME COMMUNICATION (INCLUDING REPORT BACK ON PARENT PAY)

- Request for parents to have ways of emailing parents clarified.  
**Action: JL to publish details & SH to follow up in newsletter**
- Parent Mail has been purchased and is in the process of being brought 'on line'. In particular we need to gather emails.
- School website
  - Letters home tab and extra-curricular clubs tab shared and well received.  
**Action: JL to explore where 'leave a comment' option gone from website**
- Parents to think of other improvements to our website for our next meeting – **parents**

## **DINING FACILITIES**

Mr Hudson briefly explained the plans for the modification of break-times. It was agreed that this would form a main item of our next agenda.

## **AGENDA OF NEXT MEETING**

Feedback on dining facilities, break time arrangements & electronic payment.

Feedback from parents on Website

Behaviour – **Darren Gadsby (Vice Principal)** to attend.

Reporting – Parents to bring any particular comments/requests following the Term 2 report - **Parents**

## **A.O.B.**

- Uniform difficulties in supply - Mr Hudson explained some of the difficulties and extensive communication that has taken place with the supplier.
- General letter to parents regarding uniform – **Action: SH to communicate with parents (news item on website in Jan)**
- Nichola Farley requested further information about the prom – **Action: Prom organiser to contact Nicola Farley.**
- Health & Safety of the underside of the stairs – **Action: SH to raise with Business Manager**

## **ITEMS FOR FUTURE AGENDAS**

- Website accessibility
- Dining facilities & biometric
- Road safety
- After school clubs
- Prom
- Parents' evenings
- Reports
- Behaviour

Jon Lawson thanked all the parents for attending and generously giving their time.

## **Date of the next meeting:**

Tuesday 4<sup>th</sup> February, 2014. At 6pm