

Present:

Staff	
Deb Cooksley	Assistant Principal
Matt Gamble	Head of PE
Joanna March	PA to Principal

Parent	Child(ren) in Year ...
Nichola Farley-McFadyen	8
Stacey Hill	8
Penny Matthews	8/9

(Matters requiring action are highlighted in red. Initials in brackets show the member(s) of staff responsible for taking action.)

1 Welcome

Deb Cooksley welcomed everyone to the meeting and introduced Matt Gamble, the Head of PE. Deb explained that she was chairing the meeting as the main item on the Agenda, Extra-Curricular Activities, comes under her area of responsibility.

2 Matters Arising

- **Zebra Crossing**

Deb confirmed that the zebra crossing had now been installed and that a member of Academy staff supervised it daily from 8.30 – 8.40 am and 3.00 – 3.10 pm.

- **Home/Academy Communication**

It is hoped that the new e-mail communication system, 'Groupcall', will be implemented next term. The admin staff are currently recording e-mail addresses for all parents via this term's data collection sheets.

Joanna March confirmed that the new Parent/Carer Newsletter, which had been requested at the last meeting, is now produced every 2 weeks. The first edition was sent home to all parents/carers as a hard copy, with a note on it to say that subsequent editions would be posted on the website. Parents/carers were also informed that they could request a hard copy at any time. To date there have been no such requests. When Groupcall is launched, the Newsletter will be sent as an e-mail attachment, as well as being posted on the Website.

- **PE Communication/Cancellations**

Matt Gamble addressed the problems that had been discussed at the last meeting. He pointed out that sports clubs, practices, fixtures and events cancellations are very few and far between. When it is necessary to cancel any of these, students are often offered the chance to attend another club or a member of the PE faculty offers to contact parents. If another school cancels, the PE faculty tries to put on another activity. He explained that clubs are planned out for the term and are detailed on the website. Upcoming fixtures go live on the website and any additional fixtures are detailed on letters which student are given to take home, providing information on location, times etc. Matt confirmed that if parents/carers can't pick up when a club has been cancelled, Reception will be informed and students can wait there until they can be collected.

/over

Matt went on to point out that the situation which was discussed at the last meeting (cancellation of a Year 7 rounders match) was as a result of an emergency medical situation involving the father of one of the PE staff. On this occasion, due to circumstances, it was impossible to follow normal procedures and Matt apologised for the inconvenience this caused to the parents involved.

Matt then explained that when there was a fixture away from the Academy, an approximate time of return to the Academy is given. However, on occasions, traffic problems may result in a late arrival back to the Academy. If the member of staff thinks they may be significantly later than the communicated return time, they will pull over and call Reception. Registers for all clubs, fixtures etc are now held in Reception, which is manned until 6.30 pm Mondays to Thursdays and 6.00 pm on Fridays.

Matt concluded by informing the Forum members that the PE Faculty procedures and protocols have previously been graded as Outstanding by Northants County Council.

Members of the Forum provided further feedback/suggestions to Matt. One member felt that the netball club was quite sporadic last year. Matt confirmed that he would look into this. One suggestion was that the website could be changed so that fixtures/clubs/events etc could be easier to find. Joanna agreed to investigate this possibility. Another suggestion was that the 2 large television screens in the Atrium could be used to provide information/reminders about clubs/fixtures/events etc, including cancellations, for students. Joanna/Matt to look into the possibility of doing this.

3 Extra-Curricular Activities

Deb Cooksley informed the Forum members that she had been given the responsibility for extra-curricular activities this academic year. She explained that her job was to assess and develop what goes on beyond the classroom, not simply in terms of clubs and interest activities, but also targeted activities, courses and experiences which could help the students on the pathway towards their future careers.

Deb went on to explain that the first thing to do was to audit the current enhancement/enrichment activities which go on in the Academy and ensure that these are communicated fully to parents/careers and students. The activities will then be categorised into external, ie Duke of Edinburgh Award (plans to do this are currently in place) and internal, ie expanding our enrichment/off timetable days such as Year 11 exam preparation days, Human Utopia etc. The plan is to run these alongside the traditional lunchtime/after school clubs.

Deb further explained that the Academy staff want to invoke a change of culture so that more students are motivated and encouraged to attend curriculum enrichment activities as well as personal interest clubs on a more regular basis. Matt Gamble pointed out that there were 45 students involved in PE after school activities that evening, and that there are at least 10 fixtures in a normal week. There followed some further discussion on how current and future clubs and activities could be communicated more effectively to parents/carers and students, with some suggestions on how the website could be improved to achieve this. A point was made that transport problems may be affecting the uptake of clubs and activities and it was suggested that further transport, such as a late bus, might be a solution to this problem.

Deb then asked for suggestions for what else the Academy could offer. Suggestions were as follows:

- Recognised achievement, eg Duke of Edinburgh, a qualification in another language etc. Matt Gamble confirmed that a variety of qualifications were currently being offered, eg Junior Leader Awards.
- Work experience.
- E-mail addresses for staff – Deb confirmed that this had previously been done, but it would be a good idea to remind parents/carers of these.

Actions:

- 1 **Netball club – investigate frequency (MGA)**
- 2 **PE sports fixtures – more accessible on the website (JM/MGA)**
- 3 **TV screens in the atrium – communication of extra-curricular activities (JM/MGA)**
- 4 **Audit the current internal and external extra-curricular activities (DC)**
- 5 **Communicate these activities more effectively to parents/carers and students (DC/JM)**
- 6 **Investigate the possibility that transport problems may be a barrier to students staying behind (DC)**
- 7 **Inform parents/carers of staff e-mail addresses (JM)**
- 8 **Investigate work experience (DC)**

4 Date and Time of Next Meeting

The date of the next meeting will be in Term 2 and will be published on the Academy Website and in the Parents' Newsletter.