

**Present:**

Staff	
Jon Lawson	Assistant Principal
Sue Johnson	Senior Administrator
Joanna March	PA to Principal

Parent	Child(ren) in Year ...
Nichola Farley-McFadyen	8
Stacey Hill	8
Ana Pereria	7
Rosetta Tickner	12

**1 Welcome**

Jon Lawson welcomed everyone to the meeting, and introduced Ana Pereira, a new parent member who is also a member of the Academy staff.

**2 Matters Arising**

- **Zebra Crossing**

Jon Lawson confirmed that the new zebra crossing had been a great success and many students were using it to cross. There are still some problems with cars and taxis stopping on the zigzag lines – it was suggested that taxi registration numbers could be noted and reported to the taxi licencing officers at Corby Borough Council if problems persist.

- **Home/Academy Communication**

**Groupcall**, the new Academy/Parent email communication system was almost up and running. Staff have had training and 700 parental email addresses have now been collected. It is planned to send out the next Parents' Newsletter as an email attachment.

**Contacting Academy staff by email** – clear instructions for parents on how to contact staff by email are now on the website and are published in every Newsletter.

**Cashless system** – Joanna March confirmed that plans were in place to introduce this during this academic year.

**Newsletter** – continues to be produced every two weeks. We are unsure how many parents read this as there has been no parental feedback so far. However, when it is sent by email many more parents will see it and will be able to access information easily. Some discussion on whether we could introduce an incentive to gain some feedback, eg a draw in which a pupil could win some Vivo points if their parent/carer provided feedback.

**Website** – discussed at a later point in the meeting.

- **PE Clubs/Fixtures/Activities**

Jon Lawson confirmed that netball club currently takes place every Tuesday. Generally, if a sport is on the curriculum at a certain point in the year, eg rugby, the PE faculty run a club for that sport. Some concern was raised over the lack of preparation of students for athletics fixtures last summer, resulting in poor performance against other schools/academies. Jon will speak to Matt Gamble, the Head of PE, about this and feed back at the next meeting. Joanna March confirmed that technical issues with the TV screens in the Atrium had now been resolved and will be used to communicate PE Clubs/Fixtures times and any cancellations to students next term.

### **3 Extra-Curricular Activities**

Jon Lawson confirmed that the Senior Leadership Team is fully committed to improving the **extra curricular provision** and is looking at sustainable ways to do this. It is expected that the Duke of Edinburgh award will be introduced towards the end of this academic year. There was a suggestion that perhaps some parents/carers with a skill or expertise in a particular area/sport could volunteer their time to help out with extra-curricular activities. Jon pointed out that this would involve a serious commitment from parents/carers but could possibly work for niche activities, eg D of E, so he will look into this possibility.

**Late bus suggestion from the last meeting** – Jon confirmed that this was not a viable option due to expense.

**Work Experience** – Lilith Bateman, the Director of Sixth Form, is currently investigating work experience opportunities for Sixth Form students. Jon explained that all schools have lost funding for KS4 work experience compliance, risk assessments, insurance etc due to the raised leaving age. However, he felt sure that individual students in Years 10 or 11 who had an interest in a particular career path and wanted to complete a period of work experience would be supported to do this. Jon will take this back to the Senior Leadership Meeting for discussion at one of their meetings to ensure risk assessment and insurance requirements could be met. Providing this could be done, the possibility of doing this would be communicated to students in Years 10 and 11.

### **4 Academy Website**

Jon displayed the Academy website via the overhead projector so that it could be discussed and possible improvements suggested. There was a general consensus that the website had improved in certain areas, but there is still some way to go. Some ideas for improvement were as follows:

- More information provided on extra curricular clubs. This need to be updated more regularly, ie at the start of every term.
- Parent Forum – a prominent record of what has been discussed, rather than simply adding the minutes.
- News items – remove the date as this is often misleading.
- Change the week, ie Week A, Week B, at 8.00 am on Monday morning and insert it on the Calendar.
- Perhaps remove the school blog – this information is contained in the Online Prospectus.
- Move Greenwood Dale Foundation Trust News to the left of the home page, allowing more space for news items.
- Pictures of teachers?

Jon invited members of the forum to email either himself or Joanna March with any other suggestions for improvement.

**5 AOB****Recruiting more parents/carers to the Forum**

There was discussion on how to increase the number of parents attending the Forum. One suggestion was to provide refreshments at the forthcoming Christmas Fair on Thursday 18 December. Ana Pereira agreed to co-ordinate this, with other members of the Forum agreeing to help. This would provide the opportunity to advertise the Forum and perhaps recruit some new members.

**6 Date and time of next meeting**

The next meeting will take place on Tuesday 3 February 2015 at 5.30 pm in CM4 when the Agenda item for discussion will be Academy/Parent Communication and a review of the Forum refreshment stand at the Christmas Fair.

**Actions:**

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

- 1. Groupcall – email parents with Newsletter attachment (JM/SJ)**
- 2. Athletics – preparation for competition (JL)**
- 3. Atrium TV screens to communicate details of PE clubs/fixtures (JM/MG)**
- 4. Investigate possibility of parents/carers volunteering to help out at extra curricular activities/events (JL)**
- 5. Discuss possibility of Work Experience support for Years 10/11 with SLT (JL)**
- 6. Improvements to Academy Website (SJ/JM)**
- 7. Run a refreshment stand to promote the Forum and recruit new members (JL/JM/Ana Pereira/Rosetta Tickner/Stacey Hill/Nichola Farley-McFadyen)**