

**Present:**

<b>Staff</b>		<b>Parent</b>	<b>Child(ren) in Year</b>
Jon Lawson (JL)	Deputy Principal	Kelly Castelete	8 & 10
Lisa Hedges (LHe)	Assistant Principal	Stacey Hill	10
		Nicola Farley McFadyen	10
		Tina Collins	7 & 8

Apologies: Sue Johnson, Louise Neal, Ana Pereira

**1 Matters Arising**

**Showcasing sports:** Matt Gamble, Head of PE, to tweak twitter to invite parents to sporting fixtures. This should be followed up by comments to encourage parents to attend future events.

**2 Reports and Parents' Evenings**

There were varied views about reports being given out on Parents' Evenings – some were very positive and others considered it was not long enough to digest when given out on entry on the evening. Also, some teachers spend too much time talking about the reports. Louise Neal was not able to attend the evening but had provided her views on the matter.

LHe: It is very important to give the reports out on the evening as it allows the teachers the opportunity to explain about significant changes nationally.

A discussion was held about target setting and definitions regarding KS3 terminology (E = Emerging, D = Developing, S = Secure, SA = Significantly above).

It was agreed that there was a need for further guidance for parents regarding the meaning of grades on reports (8E/8D/8S/8SA).

An issue was raised about the area under the Mezzanine which could be maximised to improve privacy and spacing during a parents' evening: **LHe to consider.**

**Date and time of the next meeting**

The date of the next meeting is Tuesday 16 May 2017 at 5.30pm. This meeting will be an Open Forum.