

Parent Group Minutes

Tuesday 13th May 6-7.30pm

Present: C Hepworth-Wain (staff); L Pattison (staff) A Coughlan; L Shand; M Waite; J Edwards; D Jones; E Roddick; M Ebbatson; V Sagar; A Vinelott; J Stoneman; N Dawson; T Jackman

CHW welcomed everybody to the group and introduced herself as an IT teacher & Head of Safeguarding and Student Intervention and former Head of Franklin House.

LP also welcomed parents and introduced herself as Cover Supervisor and Parent Liaison Officer.

As the group hasn't run for quite a while, both CHW and LP expressed their pleasure that so many parents had turned up to discuss the group and what they want to achieve. For this reason there was no set agenda for the meeting.

Communication

Several parents agreed that they couldn't always rely on their children to pass on information and commented that some secondary schools and many primary schools use 'parent mail' very effectively to email and/or text parents reminders e.g. children will be bringing home letters/reports etc.

Although parents felt there is a wealth of information on the website they also felt confused about where to look for what.

Action:

- Website to be reviewed to ensure it is as user friendly as possible (possibly a different page for each different year group containing specific information / PE Sports Page to include dates and times of fixtures).
- CHW / LP to organise a 'Meet the IT department' evening.
- Website to be reviewed to ensure links on the website guide parents to the right pages.

Newsletter/Website

Parents didn't know when newsletters were due out. Parents wanted more information on future events in the newsletter.

Action:

- Date of next Newsletter publication to be put in the newsletter.
- A review of the newsletter, to possibly include a 'Dates Page' (with the aim of being able to cut it out & stick on the fridge at home).

The role of parents

Many parents felt keen to get involved and mentioned that primary schools have 'Parent Reps' who act as the voice of many. Parent Reps could set up a table to speak to other parents at Open Evening and Settling In evenings etc.

Action:

- Appoint KS3 & KS4 parent reps.
- Parent Reps to be available to speak to parents at Settling in evenings / Parents Evenings etc.

Year 7 students and parents

Some parents felt they would like an extended transition period for students who were coming to St Luke's from smaller school & non feeder schools.

Some parents didn't feel they knew who to speak to during the transition period.

Some parents wanted an opportunity to meet with all staff at the very beginning of the year as they found it hard not being able to put a face to a name.

Action:

- To review the school website to possibly include the email addresses of teachers and tutors on relevant pages.
- To review the school website to possibly include information about Laura's role as Parent Liaison Officer and Laura's willingness to liaise with staff on parents behalf.
- A Year 7 page to contain a 'Beginners Guide' of who to speak to and where to go to resolve minor issues, with photographs of all staff.
- Appointment system for Settling In evening.
- Parent Reps from Parents Group to be available to speak to parents at Settling In evening.
- 'Meet the Department' evenings to be organised by Parents Group to allow parents to get to know the faces of their children's teachers.
- To review the school website to possibly include pictures of staff on each department page.

Academy Status

Parents were unsure where in the academy process we are. They were involved in feedback on the consultation process but things have been quiet recently.

Action:

To review the school website to include 'academy status updates' so parents are up-to-date with progress being made.

DATE OF NEXT MEETING: 10TH June 6-8PM

In response to issues raised in our first meeting, Dan Hamer (Head of Rutherford House and Transition) will be attending to discuss transition and pastoral systems alongside Bronia Burland (School Business and Administration Manager) who will discuss communication (website) and the reporting cycle.