

Parents Group Meeting

18.6.15.

5.30-7pm

Staff Room

Present: Kealey Sherwood (Staff:KSH); Clare Hepworth-Wain (Staff:CHW); Laura Pattison (Staff-LPA); Rhona Howell; Amelila Coughlan; Debbie Jones; Helen Brooks; Lisa Martin; Maria Waite; Simon Waite

Apologies: Vicki Maddren; Angela Vinelott; Katrina Maguire

We began the meeting by warmly welcoming the parents. Staff introduced themselves for the benefit of parents who had not attended before.

Kealey Sherwood is one of two Deputy Principals at St Luke's and is particularly focussed on taking St Luke's forward in terms of communication.

Claire Hepworth Wain is an ICT teacher and Assistant Principal focussing on SEND (Special Education Needs and Disability) and Safeguarding

Laura Pattison is a Cover Supervisor going into classes and covering when the teacher is absent and is also the Parent Liaison Officer, she works as a point of contact when parents are unsure about who to contact and can liaise in school directly with staff and then contact parents.

The parents introduced themselves. There is a broad representation of ages amongst their children and some have year 6 children about to go through the transition process to come to St Luke's.

KSH: Asked where the group is going. What do the parents want from us at St Luke's?

Parents agreed they would like a combination of an informal agenda where they can raise current issues but work within a framework that drives the school forward. There is accreditation available which we could look at obtaining in the future.

DJ: *Would like to have more 'Meet the Department' events and see parent helpers getting involved.

*She recommended we put dates in the calendar in advance and meet regularly (every half term) to keep abreast of what is happening at school.

*Any policies that need discussing at the meeting should be sent out in advance so parents can read and digest any information then bring their feedback to the meeting to discuss.

KSH: Communication

Kealey showed us the communications flowchart (available to view on the website). Parents like the clear flowing chart clearly outlining who to contact and for what issue i.e pastoral or academic etc.

If emailing a member of staff Kealey would expect it to have been acknowledged within a couple of days but many will respond sooner.

Kealey discussed the new School Communication Software we are going to run. Similar to 'Parent Mail' that many parents are familiar with from Primary school and available on multiple major platforms so the vast majority of parents can download onto their smart phones. The main aims are to improve *communication* - attendance and notifications etc, *make bookings* - for parents evening, and to *make payments* - school trips, Curriculum Enrichment Week etc (this should iron out some issue we've had with cheque payments this year). Parents are very much looking forward to this and all agreed to be our 'guinea pigs' (thank you!), trialling the software for a few weeks until we roll it out to all parents.

Action: LPA has liaised with Caroline Westaway (School Comms Admin) to set up users. For the parents who have confirmed they are set up on School Comms they should start receiving correspondence now.

Parents said that postcards and phone calls home are still well received and their children feel very proud and enjoy showing off their achievement to extended family and friends.

The e-praise and de merit system was explained by Kealey. It's to show parents what is happening day-to-day with their child at St Luke's and should help them feel more involved and supportive. The system has been well received and parents feel positive that it will improve and uphold standards with consistency.

The new website is currently being designed and will be launched at the end of July ready for September. It has been developed internally which makes it easier to manage and update. We are hoping it should be a lot more clear and concise for parents with up to date information.

DJ: Asked is we could have a calendar for specific year groups or an option for parents to filter the information they see?

Action: Laura to liaise with Mr Cooper if this is something that could be done?

HB: To make it easier to navigate, can there be links on the website to school comms, e-praise, VLE etc?

Action: Great idea! Another thing for Laura to liaise with Mr Cooper about

Celebration of Work

Due to the limited number seats in the hall, some of our evening events are by invitation only. Kealey invited parents to the Annual Sports Award evening - Thursday 25th June, 5-9pm to come along and celebrate.

(Action: Please confirm if you would like to attend via email or phone call to Laura) Kealey also touched upon the other awards evenings we have to celebrate the Creative Arts or STEM work we do.

Several years ago parents were invited in during the day to observe projects their children had made in the science department. Parents would like to see this again.

Action: Kealey to liaise with teachers to see if this is something that could be timetabled in.

Parents Evening

Kealey announced that in forthcoming parents' evenings teachers may invite in parents of students from other year groups as an additional opportunity to touch base. Parents felt this was a wise use of the teacher's time.

Soon we will be using the school comms app to book appointments for parents evening and some parents felt it may be beneficial to add a footnote on the booking form to consider what teachers have taught your child that year. For example, some subjects work on a carousel throughout the year and at parents evening may have only been with their current teacher for a few weeks, In that case it would be better to go and see the teacher the child had spent the previous term with to get a more accurate overview of progress being made.

Action: Laura to liaise with Mr Cooper about adding a footnote.

Agenda for next Meeting:

1. Homework. Gail Whalley to attend.
2. School Comms Feedback
3. Website Feedback
4. AOB

