

PARENTS IN PARTNERSHIP

Date: Wednesday 20th January 2016

Time: 6.00pm

Venue: LRC

MEETING MINUTES

Present from SGHS: Mrs. Gill Fisher (GF), AHT and Cindy Haymes (CH), Data Manager and SLT

Parents present: Caroline Whitaker, Susan Nelson, Sally Canny, Fiona Carr, Shona Done, David Whitfield, Chloe Vereker, Catherine Hawley, Alison Leach, Liz Wolstenholme

1. Apologies:

2. Minutes of last meeting and matters arising:

Agenda:

1. Online Parents Evening Booking System

CH outlined a new online booking system for parents' evenings. The powerpoint is on the web-site. Overall it has many benefits to parents and school, the key ones being around organisation as the current system relies on students and pieces of paper which can easily be lost. There was a discussion of the system's functionality and feed-back from parents was taken. The key questions were:

- Can the teachers be grouped by location to help parents plan their evening? (CH to check).
- Can a list of appointments be pinned outside the classrooms so that parents can check their place in the queue? (This should be possible and CH will liaise with the admin staff who support the evening).
- An information pack will be sent out with a map of the school to help with navigation - can a key also be included for location of rooms? (Yes, this can be done).
- Are there other events this can be used for e.g. Parent/ Tutor Reviews? (Yes, once we have the system we can identify where else it might be helpful).
- Are there parents who don't have access to the internet? (Our current coverage is 99% of parents. The rest will receive a letter and paper booking system).
- What happens when a teacher has two groups and not all parents/ students can be seen? (This is a difficult issue to solve as currently it relies on teachers informing students that they don't need to be seen because all is well. The point was made that some parents do want to attend regardless and this should be an option as it is also nice to hear positive feed-back and meet the teacher. So, it would not be advisable for teachers to be able to 'de-select' parents. GF will investigate whether 'cover' can be provided by a Head of Department for example for overspill).
- Can a timeslot be 'blocked off' to allow for movement time? (Yes, this can be built into the system but it will be a generic allowance. Parents can make additional allowances for movement in their choice of slots).

2. Lunchtime arrangements:

GF explained the reasons for the new lunchtime arrangements of a 'wave' system with Wave 1 at 12.10pm and Wave 2 at 12.25pm. Feed-back from students on day one has meant that this will be alternated on week A and B with Years 7 & 8, then Years 9/10/11 grouped together. Issues of food running out have been addressed. Our catering provider has moved all hot food to the Hall - this will be under review to ensure Cafe Quad is being used effectively.

3. Feed-back on Rewards re-Xmas

All parents felt that the rewards gatherings had been extremely well received by students - it was morale-boosting and much appreciated. The only question was about the attendance awards - could this be done termly like the rest of the awards - with perhaps a big award for the full year attendance? (GF will feed this back to Mrs Wade).

AOB:

- 6th formers have raised the issue of the LRC being used for classes on cover, reducing their study space. CH explained this has now been solved as the Librarian also does cover but he is now going to the allocated classrooms rather than bringing the class to the LRC.
- PiP group would appreciate an update on the 'Friends of SGHS' initiative as they were all very positive about this idea.

Meeting closed at 7.00pm
Next meeting 2nd March 2016