**Parental Forum Meeting 17th June 2019**

* SLT presented on progress made against OFSTED action points since November.
* SLT presented on the ways in which we communicate progress to parents currently and asked for parental views on their experience and how we can improve whilst balancing this with the pressures of teacher workload.
* Parents explained that the written report was of limited value if it was given out at the same time as the parent attended parents’ evening as there was no time to take it all in. A data summary and a conversation would be more useful.
* Y7 parent reported that he had been impressed with how smoothly parents’ evening had been. Others with older pupils discussed how difficult it was to keep to times.
* Grades 3 or 4 across the board for a pupil should not be a surprise to a parent as there should have been prior contact from Year Leader or Form Tutor.
* Students are not just a piece of data and something written about them by a form tutor once per year would be much more personal.

**The consensus of opinion** was that there should be a “grades and numbers” report each term for year groups 7-11. One of these would be available at Parents’ Evening, the other two sent home. For Y7-10 the last one in the academic year should also contain a form tutor report, proof read by YLs who would have the ability to add their own comment should they choose. Y11 tutors would write their comment for the data that would be received at Parents’ Evening in January.

**Communication of this change** needs to be made to parents. It should also include how best to communicate to the school via email and how that system works. Parents also need to know to contact YL if there are concerns at any of the data being posted home.

**Other issues raised:**

* Do we have any plans to use an online homework system such as Show My Homework. One parent explained how her son never used his planner and that something like this would be very helpful.
* There are not enough slots at parents’ evenings even though the evenings have been extended.
* We need to do more to support Y7 parents as they transition as parents to high school. It was agreed that a parental forum for Y7 parents only in half term 2 would be useful.
* The invitation to tonight’s event only came through a School Comms email and not through a School Gateway message.
* Post 16 to stick to the current system of report writing as it works well.
* In the next academic year have a parental forum in half term 1 to include discussions about homework. In half term 2 to be exclusively for Year 7 parents to give information and hear views particular to the new intake. In half term 3 to have a wider parental forum to include discussions about mixed ability teaching in English in particular.
* School to investigate whether information about attendance or other pastoral issues can readily appear on the numbers and data report.
* Parents were happy to be bcc ed into an email about this meeting and to make people aware of future ones and to seek input from parents about the agenda for these meetings.

**Parents were keen to know who the school’s Leadership Team is so below is a very brief oversight of their roles:**

**HEADTEACHER - Paul Quinn (joined the school in 1998)**

* To provide professional leadership and management of the school, to secure its success and improvement, ensuring high quality education for all its students and improved standards of learning and achievement. To further develop the ethos, values and aims for the school.
* Line Management of Melrose, Support, Performing Arts and English

**DEPUTY HEADTEACHER – Kelly Holbrook (joined the school in 2016)**

* Quality assurance of teaching and learning
* Strategic lead for lesson monitoring programme, including departmental reviews
* Strategic lead of CPD programme for both teaching and support staff
* Line management of MFL, maths, geography and history

**ASSISTANT HEAD POST 16 – Ian Williams (joined the school in 1987)**

* Head of Sixth Form
* Strategic lead for post 16 careers and HE IAG
* Strategic oversight of interventions in Year 11
* Line Management of Create, RSD and PE

**ASSISTANT HEAD PASTORAL – Val Short (joined the school in 1998)**

* Oversight and support of work of Year Leaders and Form Tutors
* Strategic lead for Behaviour for Learning programme
* Strategic lead for pastoral development programme
* Line management of Year Leaders and non-teaching pastoral staff

**ASSISTANT HEAD DATA, TIMETABLE AND CURRICULUM – Sarah Callender (joined the school in 2006)**

* Strategic lead for maintaining and developing data systems, class profiles, class trackers, departmental tracking, data including analysing data for key gaps and then formulating and implementing strategies to close them
* Strategic lead for development of the curriculum in all key stages to meet the needs of all learners whilst taking into account national developments and priorities
* Line Management of Computing/Business, English and science

**DIRECTOR OF SUPPORT SERVICES – Anna Peach (joined the school in 2015)**

* To be responsible for finance management, personnel management, estate management, administration, training and development of support staff and all matters within the management of the school which are supportive to, but do not involve, the teaching function.
* As a member of the Leadership Team, contribute to the strategic management and direction of the School.
* Line management of all support staff.