



### MINUTES OF THE MEETING OF PARENT VOICE GROUP

Wednesday 19 September 2018 at 7.00 pm

Venue: Dining Hall, Plume Academy

**Present:**

- Stephanie Batterbee Parent Voice
- Jayne Bridgeman Parent Voice
- Vicky Cornish Parent Voice
- Lisa Cross Parent Voice
- Claire Dobson Parent Voice
- John Everard Trustee
- Sue Foakes Parent Voice
- Sharon Jay Parent Voice
- Marion Jones Parent Voice
- Tonya Jones Parent Voice
- Michelle Loveland Parent Voice
- Clare Martinez Parent Voice
- Nicola Maynard Parent Voice
- Grace O'Donovan Parent Voice
- Lisa Stuart Parent Voice
- Carl Wakefield (CWA) Principal
- Janet Watterston Parent Voice

**In attendance:**

- Karen Redmond (KRE) PA to Principal

**Apologies:**

- Kay Beighton Parent Voice
- David Campbell Parent Voice
- Pascale Collins Parent Voice
- Samantha Cottam Parent Voice
- Clare Lane Parent Voice
- Michelle McCreadie Parent Voice
- Clare Whitaker Trustee

Item	Topic	Minute
1.	Welcome and apologies for absence	CWA thanked those in attendance and particularly welcomed new to the academy parents and carers.  CWA advised that these meetings take place each half term but please do contact him or any of his staff should there be any concerns or positives to share in the interim. Open communication is imperative and it has developed exceptionally well between staff and parents/carers over time. Staff will always value parental/carers input too.

		<p>CWA has literally just completed a promotional video which is on the website. Open Evening takes place tomorrow evening with Open Mornings at the Mill Road Campus the following week.</p> <p>It has been a very good start to the academic year. The Year 7 group is the strongest CWA has seen and he is very impressed by them and their potential based on their Standard Assessment Tests (SATs) results and information from our local primary school heads.</p> <p>Our College now has the third largest non-specialist Year 12 intake in Essex with nearly 150 students and with 55% of last year's Year 11 transferring through which is also very pleasing of course too. However, the transition work that has gone into both Year 6 into Year 7 and Year 11 (internal and external) into Year 12 has been of the highest calibre, conducted over a significant period of time (with a great deal during staffs' holiday time too) and will without doubt serve us all well in the long run.</p>
2.	To receive the minutes of the meeting held on 25 April 2018	The minutes of the meeting held on 13 June 2018 were APPROVED unanimously.
3.	Matters Arising	<p>a) Middle Leadership training</p> <p>Parent Voice agreed to fund three places of £3,000 that has fed directly into a middle leaders training programme which has now commenced. The development of middle leaders was one of the key action points arising from the January Ofsted inspection report, therefore, this training will without doubt positively impact on the academy as a whole.</p> <p>b) There is currently £2,500 of funds in the Parent Voice account.</p> <p>CWA requested that Mrs Cross discuss with Parent Voice the resurrecting the 500 Club which would increase their funds to benefit both the academy and the winners of the termly lottery win. CWA reminded the group that, at a previous meeting, it was suggested that Faculty Leaders could possibly be invited to make a presentation to Parent Voice to secure extra funding for their own respective areas.</p>

4.	Parent Voice: forum for discussion	<p>i) Show My Homework</p> <p>A query was raised with regard to this App and that emails sent with queries regarding homework had not been responded to. CWA advised that he was not aware that staff used the App in that way and used direct email communication instead. CWA will discuss and investigate further with Mr Lane, Head of Fambridge Road Campus. It may be an evolution on how to use the system.</p> <p>ii) Setting in Year 9</p> <p>CWA advised that this only takes place in mathematics and science but setting is being constantly reviewed as to whether it works or not. Our split campus and sheer size also impacts on how the whole academy curriculum is constructed and we will continue to review whether English is to be set or not. However, and at present, it will continue not to be. However, as you can imagine, it is an enormous task and this is led extremely by Mr Brunt who puts in huge amounts of hours over many months to ensure this is the case. This includes lots of input from multiple staff primarily at Faculty Leadership level.</p> <p>There are assessment review points throughout the year and there is movement between sets based on these outcomes/benchmarks. Sets for Year 7 are initially based on SATs, taken in Year 6, and then Cognitive Ability Tests (CAT4), taken at the beginning of Year 7, and then we find the mean average between the two to initially set students accordingly.</p> <p>The key focus should always be about your child making progress, as well as their associated Attitude to Learning. This is because attainment will always vary from student to students and based primarily on natural ability. Therefore, a student could well have made rapid progress to secure a grade 3 at GCSE whereas another student may achieve a grade 6 at GCSE but only have made slow progress. However, if a parent/carer feels there are ever any concerns or issues regarding setting or in relation to their child's progress, they can always contact the respective subject teacher in the first instance to discuss in person and further.</p>
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		<p>iii) List of revision books for Year 11</p> <p>Mr Rose is compiling the list following the information evening with parents/carers yesterday evening. CWA will ensure a letter or formal notification is sent out by Friday 5 October 2018.</p> <p>iv) Transport buses</p> <p>CWA reiterated that the bus companies are supplied/contracted by Essex County Council and if there are any issues or difficulties please contact them as the contract is directly between those two parties. However, CWA is regularly in contact with the bus companies regarding concerns with their service and often gets on them to show a presence too.</p> <p>v) Overseas trips</p> <p>CWA advised that he and Mrs Crang, Vice-Principal, together with the input from Mr Brunt, our other Vice-Principal, constantly review advice from the Home and Foreign and Commonwealth offices. CWA and Mrs Crang, with the support of the Board of Trustees, feel we simply cannot currently mitigate the risk and guarantee the safety of students or staff at present and therefore, at the current time, there are no plans to reinstate overseas trips. London and major cities are also constantly under review and whilst these are still going ahead, they do so with enhanced risk assessments. However, as with the overseas trips and visits, should the advice change, we will note and change things if necessary based on what this new/updated guidance is.</p> <p>CWA stated that there are still many educationally based day trips which take place as well as clubs, extra-curricular activities and many other very well respected activities such as the Duke of Edinburgh Award Scheme and the annual whole Year 10 cohort work experience fortnight.</p> <p>CWA advised that austerity also has an impact on the decision as to whether to arrange a trip or not as well as the ever demanding responsibility of staff to deliver the curriculum. We have to direct staff energies in the right direction as the bottom line is that in today's education world and setting, they have never been asked to do as much as they are now.</p>
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		<p>ix) Achievement points</p> <p>CWA advised that the student should give completed cards to their tutor for the appropriate achievement award/certificate.</p> <p>x) Student planners</p> <p>CWA advised that a decision had been taken not to issue planners this year as they were not really being used by the students. This has saved £5,000. The Show My Homework App is very good and students use this as it is via their usual form of communication. Students also have access to computers and printers in the academy if they are not available at home.</p> <p>xi) Electronic reports</p> <p>CWA advised that this form of report is under discussion and review but, for the time being, paper reports will be issued as the general feedback is that parents prefer paper reports. It is likely in the future that the academy will move to electronic progress reports but again, this is subject to further discussion at Executive Leadership level.</p> <p>xii) Second-hand uniform</p> <p>Mrs Cross advised that, following her request last term, second-hand uniform had been given in and particularly lots of PE tops and blazers.</p> <p>It was agreed that Parent Voice need to be more proactive and structured in their approach to managing second hand sales. It was agreed to discuss either arranging a specific date for a sale or add it on to events such as parents' consultation evenings or the Christmas Fair.</p> <p>xiii) Future fundraising events</p> <p>Mrs Cross asked for volunteers to contact her to assist with arranging future events.</p>
6.	Any Other Business	<p>None.</p> <p>CWA thanked those in attendance for a productive meeting. Please keep communication going with teachers and encourage new Year 7 parents and carers to attend future meetings.</p>

7.	Date of next meeting	21 November 2018 6 February 2019 24 April 2019 5 June 2019
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*Meeting closed at 8.40 pm*

### **Actions**

<b>Date of Meeting/ Item number</b>	<b>Topic</b>	<b>Minute</b>	<b>Completed</b>
19.09.18 Agenda item 3	500 Club	Mrs Cross to discuss with Parent Voice the resurrecting the 500 Club	
19.09.18 Agenda item 4i	Show My Homework	CWA to discuss the use of email correspondence on this App with Mr Lane.	
19.09.18 Agenda item 4iii	List of revision books for Year 11	CWA to ensure a letter is sent by Friday 5 October with the full list of revision materials.	
19.09.18 Agenda item 4vi	Year 11 photo	CWA to investigate whether absent students could be photo-shopped into the group photograph.	
19.09.18 Agenda item 4viii	Attendance letters	CWA to discuss with the pastoral team regarding 100% attendance certificates and badges.	
19.09.18 Agenda item 4xii	Second-hand uniform	Parent Voice to discuss either arranging a specific date for a sale or add it on to events such as parents' consultation evenings or the Christmas Fair.	
19.09.18 Agenda item 4xiii	Future fundraising events	Volunteers to contact Mrs Cross to assist with arranging future events.	