



MINUTES OF THE MEETING OF PARENT VOICE GROUP

Wednesday 24 April 2019 at 7.00 pm

Venue: Dining Hall, Plume Academy

Present:

Kay Beighton	Parent Voice
David Campbell	Parent Voice
Lisa Cross	Parent Voice
Sue Foakes	Parent Voice
Tonya Jones	
Michelle Loveland	Parent Voice
Nicola Maynard	Parent Voice
Grace O'Donovan	Parent Voice
Glen Oldershaw	Parent Voice
Cheryl Punchard	Parent Voice
Beverly Tooke	Parent Voice
Janet Watterston	Parent Voice
Carl Wakefield	(CWA) Principal

In attendance:

Jo Everett	(JEV)	Head of Mill Road Campus (MRC)
Stuart Lane	(SLN)	Head of Fambridge Road Campus (FRC)
Karen Redmond	(KRE)	PA to Principal
David Stephenson	(DST)	Teacher of Religious Education
Clare Whitaker		Trustee

Apologies:

Jayne Bridgeman	Parent Voice
Steph Gunn	Parent Voice
John Everard	Trustee
Marion Jones	Parent Voice
Clare Martinez	Parent Voice

Item	Topic	Minute
1.	Welcome and apologies for absence	NOTED. CWA introduced JEV and SLN and their role in leading pastoral matters at the academy on both campuses and explained that they will lead this meeting.
2.	To receive the minutes of the meeting held on 6 February 2019	The minutes of the meeting held on 6 February 2019 were APPROVED unanimously.

3.	Matters Arising	<p>1. Year 11 mock results</p> <p>JEV advised that CWA is considering with NBR how best to report the outcomes of the mock results for the academic year 2019/20 to ensure the information provided is clear and transparent. JEV advised that the mock results and coursework outcomes will feed into the progress reviews. Please contact individual teachers should you have any concerns.</p> <p>One parent mentioned that her daughter did not sit a Science Paper 2 mock. JEV advised that she would follow up with the Head of Faculty. SLN explained that the whole of the course would not have been covered by January and that may be the reason why the second paper was not given to students.</p> <p>2. Sound quality for Modern Foreign Language exams</p> <p>JEV advised that CWA has been in discussions with the Examinations Officer and there is a big emphasis on students respecting examination areas with staff presence. Any tweaks or adaptations have to be in line with JVQ regulations but language exams may be held in classrooms.</p> <p>3. Year 10 and 11 resources</p> <p>JEV advised that a great deal of work had been undertaken by Mr Rose and Miss Meltzer in preparing resources for the students.</p> <p>SLN advised that a programme is in place this week with Year 10 to improve their revision programmes. Discussions are taking place on the appropriateness of pushing that back into Year 9 and possibly Year 8 in the future.</p> <p>Miss Meltzer has been proactive in putting together a revision programme for Year 10 which will be assessed for impact. The Senior Leadership Team (SLT) are in discussions about how this can be addressed for different year groups in a balanced approach.</p> <p>JEV stated that it would be helpful for Year 10 parents and carers to feedback on the revision programme being provided for their children.</p> <p>4. PGL trip</p> <p>Parents confirmed that this information has been received by them.</p>
----	-----------------	--

4.	500 Club: use of funds raised	<p>a) Second Draw</p> <p>LCR advised that £500 was raised by the recent successful Quiz how to use the proceeds. Another quiz night may be held in September.</p> <p>b) Pre-loved uniform shop</p> <p>LCR advised that this is awaiting a curtain to screen areas for students to try on uniform and will then set up a rota for volunteers – please contact LCR via l.cross@plume.essex.sch.uk if you are able to assist. The opening hours also need to be agreed eg weekly/fortnightly initially and then perhaps half-termly.</p> <p>c) The second draw took place of 500 Club:</p> <table><tr><td>022 – first prize:</td><td>£85.00</td></tr><tr><td>073 – second prize:</td><td>£51.00</td></tr><tr><td>040 – third prize:</td><td>£34.00</td></tr></table> <p>The final draw for this year will be at the meeting in June.</p>	022 – first prize:	£85.00	073 – second prize:	£51.00	040 – third prize:	£34.00
022 – first prize:	£85.00							
073 – second prize:	£51.00							
040 – third prize:	£34.00							
5.	Mr Stephenson: charity concert proposal	<p>DST advised that he has released a double vinyl album covering music from 60s to 80s which was launched last year in the West End. The album has been advertised in the newsletters.</p> <p>DST has a band, which can be seen on YouTube and heard on Spotify and is proposing that the band put on a charity concert at the academy later in the summer term after the public examinations and avoiding any planned events.</p> <p>Following discussion, Parent Voice agreed that this was a good idea and to perhaps include music from a student choir in consultation with Mrs Adams. Students could contribute on the ideas on which charity to support with the proceeds. Refreshments could be provided by Parent Voice. Ticket price needs to be determined. The event could be advertised in Maldon and with local media. DST to discuss with Mrs Adams on way forward in the first instance.</p>						
6.	Parent Voice: forum for discussion	<p>1. Year 8 and 9 Science</p> <p>It was raised that there seems to be a major problem with teachers in science with classes having numerous different teachers and there is concern about their children’s progress particularly for those in Year 9 wanting to take science as an option in Year 10.</p>						

		<p>JEV advised that CWA has communicated with parents and carers that this is a time of austerity and teacher recruitment is extremely difficult. Although the academy is in a very good position compared to other schools in the area, there is a national shortage of suitably qualified staff - the government has missed their target for this subject for the last six years. There will always be movement termly for staffing but it is small compared to other schools locally. Mid-year teaching staff movement has increased.</p> <p>JEV advised that she appreciated that this does not help our students but it is difficult to recruit the right standard and quality of staff at the appropriate level. The academy has been successful in recruiting for September. Please contact Mrs Cox, Head of Faculty, direct for specific issues but it is a whole academy issue.</p> <p>SLN advised that the academy does run a teacher training programme and it has recruited one of this year's students for September although it is also becoming harder to attract trainees. This is one of the reasons why the academy is in a better situation than others as it is training its own teachers but it is difficult to retain them due to the opportunities available elsewhere. We adopt different strategies to retain as many as possible.</p> <p>A query was raised with regard to top set Year 9 maths students having to take science as an option and whether all students had to take triple science? Would that alleviate the pressure on qualified teachers if those students did not have to take it as an option. SLN advised that would be something he could discuss with Mrs Cox but there are examination board requirements that need to be taken into consideration.</p> <p>SLN advised that there is a rotation timetable in place with teachers teaching their specialities which is being assessed as to its impact. A parent whose son is experiencing the rotation of teachers advised that this does not work for her son as he would prefer to build up a relationship with a teacher to feel comfortable in the class.</p> <p>A parent suggested introducing a 'science roadshow' with explosions and funny smells to keep the younger ones engaged. Parents may be willing to financially support events. JEV and SLN agreed to discuss with Mrs Cox. LCR advised that Year 7 do have a science day at the end of the year. Could be an idea for year 8 students too.</p>
--	--	--

		<p>It was queried that Show My Homework was not being used much by science. SLN advised this platform is optional for teachers. With regard to usage, staff are using it above average compared to other schools. Students were average use and parents and carers were highly above average. Parents observed the high usage by the language department and JEV explained that this was due to the structure of how the subject is taught and what the students have to learn.</p> <p>2. Year 7 parents evening</p> <p>JEV confirmed that it would be a positive experience for the students if they attended this event with their parents/carers to engage how they themselves feel they are progressing. It is not compulsory.</p> <p>There is no option to see the form tutor as the teachers are with their subject groups but please contact the tutors should you wish to meet or speak with them another time. This applies if all time slots are filled for individual subjects.</p> <p>CWA will be writing to parents regarding communication with staff and how to do so.</p> <p>A parent explained at the school she teachers, they hold a year 7 'open evening – meet the teacher' for subjects at the beginning of the year which works very well. There is also an individual parents evening. SLN and JEV to speak with SLT regarding directed time for staff for an event such as this.</p> <p>3. Lost property</p> <p>JEV asked if parents and carers could emphasise the importance of looking after their equipment. JEV has advised students that they are now in secondary school and they need to look after their own equipment. Equipment and uniform can go missing even when it is marked up. Lost property is displayed at the end of each term but is often not collected.</p> <p>4. College applications</p> <p>JEV advised that the application process begins in October of the Year 11 autumn term. A lot of support is provided for students with their applications.</p> <p>Current College student parents commented on the positive experience last year and the assistance they received in completing their application. It was</p>
--	--	---

		<p>suggested that the academy includes an explanation of what Russell Group universities are and the subjects required for them.</p> <p>5. New Plume Academy website platform</p> <p>JEV advised that CWA would be pleased to receive any feedback on how user friendly it is.</p>
7.	Any other business	There were no other matters raised for discussion.
8.	Date of next meeting	5 June 2019

Meeting closed at 8.50 pm

Actions

Date of Meeting/ Item number	Topic	Minute	Completed
24.04.19 Agenda item 3.1	Science mock exams	JEV to follow up with the Head of Faculty regarding the lack of a mock paper 2 for Science.	
24.04.19 Agenda item 3.3	Year 10 revision programme	Year 10 parents and carers to feedback on the revision programme being used by their children.	
24.04.19 Agenda item 4a	Quiz Night proceeds	Parent Voice to decide on how to use the proceeds of the quiz.	
24.04.19 Agenda item 4b	Pre-loved uniform shop	<p>Please contact LCR via l.cross@plume.essex.sch.uk if you are able to assist.</p> <p>The opening hours also need to be agreed eg weekly/fortnightly initially and then perhaps half-termly.</p>	
24.04.19 Agenda item 6.1	Teaching of Science	<p>SLN to discuss with Mrs Cox whether students in top group maths could opt out of taking triple science as an option in Year 10.</p> <p>SLN to feedback to Mrs Cox that the rotation of teachers teaching their specialities is not favoured by all students.</p> <p>JEV and SLN to discuss the possibility of a 'science roadshow' for Year 7 and 8 students.</p>	

24.04.19 Agenda item 6.2	Year 7 parents evening	SLN and JEV to speak with SLT regarding directed time for a year 7 'open evening – meet the teacher' for subjects at the beginning of the year as well as an individual parents evening.	
24.04.19 Agenda item 6.4	College applications	The academy to consider including an explanation of what Russell Group universities are and the subjects required for them in the College prospectus.	
24.04.19 Agenda item 6.5	New Plume Academy website platform	Please feedback on how user friendly you find the new platform.	