



**MINUTES OF THE MEETING OF PARENT VOICE GROUP**

Wednesday 13 June 2018 at 7.00 pm

Venue: Dining Hall, Plume Academy

Present:

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| Kay Beighton         | Parent Voice |
| David Campbell       | Parent Voice |
| Jo Cane              | Parent Voice |
| Pascale Collins      | Parent Voice |
| Lisa Cross           | Parent Voice |
| John Everard         | Trustee      |
| Sue Foakes           | Parent Voice |
| Marion Jones         | Parent Voice |
| Clare Martinez       | Parent Voice |
| Nicole Maynard       | Parent Voice |
| Carl Simpson         | Parent Voice |
| Lisa Stuart          | Parent Voice |
| Carl Wakefield (CWA) | Principal    |
| Janet Watterston     | Parent Voice |
| Clare Whitaker       | Trustee      |

In attendance:

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| Karen Redmond (KRE) | PA to Principal |
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Apologies:

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| Stef Batterbee  | Parent Voice |
| Jayne Bridgeman | Parent Voice |
| Adele Hinton    | Parent Voice |
| Ann Jesney      | Parent Voice |
| Mrs Loveland    | Parent Voice |
| Julia Moore     | Parent Voice |
| Tamlyn Sage     | Parent Voice |

Item	Topic	Minute
1.	Welcome and apologies for absence	<p>CWA thanked those in attendance and noted the apologies which had been received.</p> <p>CWA apologised for the confusion in dates as the incorrect date was published in the newsletter and confirmed that all Parent Voice meetings will be held on a Wednesday.</p> <p>CWA also apologised for the error in personal emails showing in correspondence. This has now been addressed accordingly.</p>

2.	To receive the minutes of the meeting held on 25 April 2018.	The minutes of the meeting held on 25 April 2018 were APPROVED unanimously.
3.	Matters Arising	<p>a) Parent Voice to propose topics for presentations: CWA reminded the group that this is their meeting and to please suggest any topics which may be of interest.</p> <p>b) Accreditation: CWA stated that he would be pleased to support re any form of accreditation suggested by the group.</p> <p>c) Allocation of fundraising: for discussion on the agenda this evening.</p> <p>d) Bank accounts: CWA advised that he had spoken with Mr Scott and the academy were ready to support the bank account for Parent Voice which would include funds previously raised of £5,500.</p>
4.	A request to use Parent Voice funds to support the Middle Leadership Development Programme	<p>CWA advised that, following the Ofsted inspection on 16 and 17 January 2018, their report gave the academy three action points with the most relevant being the ongoing development of middle leaders.</p> <p>CWA explained that Mrs Crang, Vice-Principal and the Quality of Teaching, Learning and Assessment lead, has put together an excellent, detailed and comprehensive holistic development plan for middle leaders based on an extra allocation of time, faculty and subject leader line management, sharing best practice, Continual Professional Development (CPD) and which CWA was really excited about it potentially subsequently driving the academy forward and to the next level.</p> <p>Therefore, with this in mind, CWA would like to request £3,000 of Parent Voice funds to provide three places for middle leaders on the National Professional Qualification for Middle Leaders (NPQML) programme which is a nationally recognised development programme. Information regarding the course is available on their website.</p> <p>Mrs Crang has carefully considered the benefits of this programme and believes that three middle leaders would massively benefit from participating in this year long programme which would then enhance the academy, their own faculties and support succession planning. The academy does not currently have the funding to support this proposed training.</p> <p>A discussion followed and the following points were raised:</p> <p>a) how do you ensure staff do not leave at the end of the training programme i.e. investment stays in the academy for at least a year?</p>

		<p>CWA advised staff turnover remains low and retention remains high. It would be very difficult to tie in teaching staff legally to any agreement. Supporting training shows staff you are willing to invest in them. Retention is one of the best forms of recruitment as is high quality and targeted CPD.</p> <p>b) Where did all the funding held by Parent Voice come from?</p> <p>CWA advised it came from the '500 club – lottery based', which has accrued funding over time and has just continued to grow, and £1,500 from the recent fundraising event.</p> <p>c) How many middle leaders are there?</p> <p>There are approximately 11 Faculty Leaders and 16 Subject Leaders. CWA advised that the academy has staff that went through NPQML previously that are still at Plume Academy. It is a strong course and has evolved over time. Most headteachers have used this as a pathway of choice for middle leaders.</p> <p>d) Is cross training already in place?</p> <p>CWA advised that there were best practice workshops in place this academic year at the academy and would like to further develop and grow those leaders by exposing them to further high quality internal and external training.</p> <p>e) How were the three members of staff selected?</p> <p>CWA advised that our QoTLA lead, Mrs Crang, through knowing the FLs and SLs very well it is and therefore knowing who was at the right stage to be offered such an opportunity. It is also important to note that CWA was in full agreement with those recommended. It is also felt that this would provide a triad of support for those who progress through the NPQML programme which is also a proven support mechanism.</p> <p>f) Does the academy qualify for government support in certain areas?</p> <p>CWA advised that the academy is not eligible for any funding to support staff on such programmes</p> <p>g) Does this opportunity only come round certain times of year?</p>
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5.	Parent Voice: forum for discussion	<p>The following points were raised by the group and responded to by CWA:</p> <ol style="list-style-type: none"> <li>1. Exams: <ul style="list-style-type: none"> <li>• the whole process has been superb; exams are going very well in terms of approach, preparation and warm up</li> <li>• the students have been excellent in terms of their attitude, approach and conduct through the exams and there has been a really positive and workmanlike atmosphere</li> <li>• no issues have been raised and external moderation has taken place</li> <li>• there is a phenomenal exams team and invigilators and support from parents and carers</li> <li>• outcomes will improve across the board from last year at GCSE and also in a number of areas at A level</li> </ul> </li> <li>2. Year 10 exams: <p>In response to whether there was too much pressure at this point for these students, CWA stated that he believes the academy strikes the right balance in preparing the students to steadily increase the pace and effort until Christmas and thereafter tick over accordingly; it is about quality not quantity. Staff and students are asked to recuperate over holidays to rest properly ready for the new term ahead.</p> </li> </ol>

		<p>3. English sets/streaming</p> <p>In response to concerns raised regarding lack of setting for year 7 and 8 students, CWA advised that this will always be at a point of review and that there are pros and cons for both setting and non-setting.</p> <p>For any individual concerns regarding progress, please contact the appropriate teacher or faculty leader in the first instance. CWA would be pleased to assist if necessary of course and as will always be the case.</p> <p>4. Road safety/bicycles</p> <p>CWA advised that staff are present outside at the start and end of the academic day and also on buses where necessary. Police are contacted if necessary. Please advise CWA of any concerns and information of specific students to help keep them safe.</p> <p>5. Condition of girls' toilets</p> <p>CWA advised that a site inspection was carried out during half-term but would ask the Site Manager to ensure that all toilets had appropriate seats, locks and toilet paper on a daily basis.</p> <p>6. Spanish Teacher vacancy</p> <p>CWA advised that the academy is fortunate to only have one staff vacancy. CWA is aware that there have been difficulties since the previous teacher left at Easter which have been addressed. Recruitment is a national problem for schools. Priority has to be given to examination classes and any assessments are marked by specialist teachers or the faculty leader.</p> <p>7. School trips</p> <p>CWA that trips do still take place e.g. Duke of Edinburgh weekend. The amount of trips per year group can vary due to curriculum demands. There is a large amount of extra curricula clubs, events and activities which are listed on website.</p> <p>With regard to trips abroad, CWA advised that this was recently discussed with his fellow Essex headteachers at a conference. A presentation was received by the Metropolitan Assistant Deputy Commissioner who advised that there is high level strategic planning in the UK and overseas about 'lone wolf 'attacks. CWA and his staff cannot mitigate the current risk but will continue to review and assess it whilst taking into</p>
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		<p>consideration the live/current advice and guidance from the relevant authorities and linked organisations. The academy is also preparing a very detailed and latest legislation based emergency document covering everything from fire drills to lockdown procedures and we envisage this being in place and completed by the start of the autumn term.</p> <p>8. College entry</p> <p>CWA advised that this is the first step in driving the post 16 independent learner process and that many fellow organisations adopt post 16 too. The discussion on which pathway to follow has taken place through Year 11 year and students will already have chosen their preferred subjects. Therefore, with actual examination results on the table, the first discussion re: what the actual next steps will be will be held with the student only; we have had this in place for many years now and again, is an embedded part of our information, advice and guidance programme and works very well.</p> <p>However, if the required entry grades are not achieved for entry into Year 12 then meetings will be held with the individuals concerned led by Mrs Clark. It is a guided conversation based on our staffs' expertise at post 16 and developed over many years now. We have to develop independent learners suitable to take a place in sixth form. Further consultation takes place with parents/carers after this initial stage if deemed necessary.</p> <p>CWA advised that there are many positives to note:</p> <ul style="list-style-type: none"> <li>• the academy remains financially viable in such difficult times of unprecedented austerity</li> <li>• many extra-curricular activities continue to take place e.g. Duke of Edinburgh, Greenpower, work experience and work shadowing, Taxi Day plus many, many more</li> <li>• there is only one vacancy for teaching staff at present</li> <li>• outcomes will be more positive across the board at GCSE this year</li> <li>• we are full or oversubscribed in all year groups</li> <li>• behaviour and uniform is typically good with many outstanding features</li> <li>• non-teaching assistant heads of year are invaluable; first stage safeguarding and child protection who are also experienced in dealing with mental health in children.</li> </ul>
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6.	Any Other Business	None.
7.	Date of next meeting	To be confirmed

*Meeting closed at 9.25 pm*

### **Actions**

<b>Date of Meeting/ Item number</b>	<b>Topic</b>	<b>Minute</b>	<b>Completed</b>
13.06.18 – agenda item 4	Request for funding for training programme	The proposal for funding for middle leader training to be discussed with Parent Voice members who could not attend this meeting and revert to CWA with a decision.	