

Minutes of the Parents Form held on Wednesday 29th June 2005

Learning Resources Centre

Present: **Staff :** Mr Brownlow, Mr Cooper
Parents : Ms Armstrong, Ms Crocker, Mr Drummond, Ms Jones, Mr Jones, Mrs Lamb, Mrs Taner, Mrs Vasudevan, Ms Phillips, Mrs Rishi, Mrs Roberts, Mrs Shepherd

Apologies: Dr. Rosen, Dr Mullen

1. Mr Brownlow welcomed everyone and explained the purpose of the forum. The membership of the forum will last for two years. It will be jointly chaired by Mr Brownlow and Mrs Roberts (chairperson of the APFLS).

2. Mr Brownlow introduced an agenda and apologised that the agenda was set by the school. He pointed out that the forum was a consultation body. He asked members to let him know (staff@latymer.co.uk) if they were happy to have their names and email address on the school's internet site so that other parents/carers could contact them and discuss the minutes, forthcoming agenda items etc. members of the forum would like the meetings a little later, but still kept to 1 hour. Mr Brownlow explained that he would have to consult with the site staff to find the best time for the future meetings.

3. Reporting arrangements

- Mr Brownlow showed current reporting structure.
- Mrs Shepherd happy with report, and mentioned that she pays particular attention to the effort grade.
- Mrs Roberts stated that she thought effort grades should be more clearly defined.
- Effort Grades and comments should agree. For example, they have been some examples of 'this pupil is working extremely well' but they only get a 2 for effort.
- Problems should be raised with Form Tutor → Year Head → Deputy Head → Headteacher.
- Replies to letters will be acknowledged if you request them.
- It was felt that maybe there should be a box on the reports reply slip for comments.
- Mr Brownlow requested thoughts on grades. Discussion took place around grades for English at KS3. Mr Brownlow to discuss this issue with the Head of English so that there is greater consistency between all subjects. Mr Brownlow asked for comments on other achievement grades. Suggestions that levels should be used for all subjects. It was felt that levels could be used for core subjects to smooth the transition from primary school.
- Mr Cooper explained that the school can work out a pupil's expected GCSE grades using their SATs level. Mr Brownlow asked what people felt about these expected grades. It was felt that they should appear on reports to give pupils and parents a reference point.

4. Future agenda items: The forum members suggested the following topics for discussion at future meetings: homework; security; extra-curricular activities; and communication. Mr Brownlow to draw up a possible agenda in September.

5. Possible Dates of next meetings: Tuesday 15th November 2005; Tuesday 7th February 2006; Tuesday 4th July 2006.