

The Latymer School

Notes of the Parents/Carers Forum held 13 November 2007

Present: Mr C Wakefield (Chair) (WKE), Ms P Armstrong (yr 12), Ms M Shepherd (Yr11), Ms S Kavanagh (Yrs 9 and 12), Ms M Wilsher (Yr8), Ms E Theophanous (Yr8), Ms C King (Yr 9), Ms L Daly (notes)

Apologies: Apologies were received from I Wegrzyn

1. Notes of the last meeting

1.1. The notes were held to be an accurate record

2. Matters Arising

2.1. There were no matters arising

3. The meeting agreed to take AOB first

3.1. Safety of pupils on the journey to and from school

3.1.1. It was noted that there had been some low level harassment by pupils from other school in local streets. This had been particularly noted on Fridays when younger pupils finished school early. **Action:** WKE agreed to forward this item to Mr Kernan for him to feedback to the Community Policing Team.

3.1.2. WKE explained that it was not possible for teachers to be present at bus stops. Teachers have no jurisdiction over pupils from other schools, and given the geographical spread of local transport links, this would not be feasible. WKE also reminded the meeting of the area on the School's website covering safety as a good tool.

3.2. Year 10 and 11 Parent Evenings

3.2.1. It was suggested that if it were not sufficient appointments for a parent to see a subject teacher at a year 10 parent evening, they should be given priority to see that teacher when arranging appointments for year 11. **Action:** WKE agreed to forward to Ms Beskeen.

4. School Meals

4.1. Currently about 250 pupils have a school meal each day. This is approximately 20% of the roll. The standard of food is thought to be good, but feedback is sought as to why there might be such a low take up rate. Ofsted had felt that parents and pupils had not been properly consulted.

4.1.1. There was some evidence that a number of pupils did not have time to eat (sometimes at all) due to their participation in lunchtime activities such as music and sport.

4.1.2. The queues are agreed to be off putting, although the queuing time is much reduced after 1pm.

4.1.3. There was a suggestion that the school examine any possible dietary considerations e.g. use of halal meat.

4.1.4. Members of the Forum had been told on a previous occasion that there would be a survey for feedback on school meals, but this has not yet happened.

- 4.1.5. Small portion size had been commented on.
- 4.1.6. Food was available from the kiosk in the Small Hall at break time, the quality of the sandwiches provided was currently under consideration.

5. Recruitment to the Parent/Carers Forum

- 5.1. The current members of the Forum had been selected from those who had indicated an interest. There should be two representatives of each year group. Each member had been appointed for two years.
 - 5.1.1. Several representatives had been due to leave the Forum at the end of the last academic year. **Action:** It was agreed that WKE would write to all parents (except year 8) with an invitation to nominate themselves for the Forum.

6. Widening participation of parents/carers in feedback

- 6.1. It was agreed that Forums members had no way of feeding back to parents other than the publication of the meeting notes on the website.
- 6.2. It was agreed that the names of the members of the Forum would be available, but that their contact details would not. It was agreed that L Daly's email address (dall@latymer.co.uk) would be used as a point of contact for anyone wishing to include an item of business for the agenda of future meetings. Any business that did not fall within the remit of the Forum would be referred on appropriately.
- 6.3. It was agreed that there should be Terms of Reference for the Forum. **Action:** WKE.
- 6.4. It was agreed that a brief report of the successes of the Forum and the type of business discussed to date should be added to the website with the notes and Terms of Reference.
- 6.5. There will be a standing agenda item for topics submitted by parents who are not members of the Forum. **Action:** LD
- 6.6. It was agreed that all members would look at the area for the Forum on the website and make suggestions about how it might be improved. **Action:** All

7. Further AOB

- 7.1. One parent had noted that while there were permissions slips for field trips there were none for sports trips. **Action:** WKE to check with Mr Ridge for H & S implications.
- 7.2. **WKE** agreed to investigate systems of email and text alerts which are believed to be via SIMS, as a way of updating parents for over-running trips etc.
- 7.3. Parents would find it useful if a list of the different types of orchestra and choir were made available at concerts with a list of their members. **Action:** WKE to forward to Music department for consideration.
- 7.4. Parents would like there to be more exits from the Great Hall out of the school after concerts etc to ease the crush through the main doors. **Action:** WKE to raise with security staff.

8. Date of the next meeting

- 8.1. The next meeting will be held 6pm-7pm on 12th February in the LRC.

