

# Minutes of the Parents/carers forum held on Tuesday 16<sup>th</sup> May 2006.

## Learning Resources Centre

**Present:** Staff: Mr Brownlow [BRW] [Deputy Head Curriculum]

**Parents/Carers:** Mr Pedro, Mr Jones, Ms Jones, Mrs Shepherd, Mrs Armstrong, Mrs Rishi, Mrs Savjani, Mrs Crocker, Mrs Vasudevan, Mrs Roberts [Chair APFLS]

### Apologies:

#### 1. Welcome

- Mr Brownlow welcomed everyone and asked if there were any matters arising.

#### 2. Matters arising from the minutes of previous meetings

- BRW showed parents where the minutes of the forum can be found on the schools website.
- Changing rooms – BRW reported that an electronic security safe system was being investigated as it was felt too much lesson time would be lost if staff were responsible for the care of valuables.
- Homework – the time to be allocated to each subject would be made more explicit in future.
- Healthy eating- a questionnaire was to be issued to pupils in the near future. As part of PSHE kitchen tours and talks by the chef on what constitutes a healthy diet would hopefully begin in the next academic year. The next day's menu being available to pupils was felt to be positive as pupils could elect to take a packed lunch if the option choices were not to their taste.
- Child protection – BRW explained the schools procedure for CRB checks, etc. The school are very much aware of the need to be proactive and not complacent.
- Heavy bags- BRW thanked Mrs Rishi for running a posture management workshop for the lower school. A leaflet is currently being created by Mrs Rishi. The information would be reiterated during form time.
- Dining Facility – BRW will check that queuing and payment is egalitarian and not preferential. BRW to feedback to the chef that more whole-wheat sandwiches and vegetarian option should perhaps be prepared.

#### 3. Careers Education and Guidance

- BRW gave a succinct but pertinent explanation of the schemes of work for CEG for the whole school.
- UCAS- Some 6<sup>th</sup> form parents felt that they needed to receive the same information that was available to the pupils as they felt unsure about the UCAS procedure. It was also felt that the information given to pupils was not always consistent. It was also felt that thought the Year 13 information evenings were of value and should continue being appraised about some of the relevant facts earlier would be beneficial. BRW suggested the Year 12 information evening might be an opportunity to inform parents of the UCAS procedure/system.
- Options – some parents were unsure of the advice and guidance that was given to pupils when making their option choices for GCSE and A level. BRW felt that now parents were able to access LILE they would be more conversant with the schools policy and procedure. Pupils are encouraged to choose the subjects that they enjoy and to avoid narrowing their possible career options too soon.

#### 4. LILE

- BRW gave a brief demonstration of the system which parents are now able to access a significant part of by using the parental password. Parents were very impressed with the range and depth of information that was now available to the pupils. There had been some teething troubles with the system and strategies were in place for error reporting to facilitate speedy action and correction.
- BRW explained that information was available to show how often the system was used although they did not know which specific area was being accessed at any given time.
- BRW felt that now parents were able to access the information that was available to the pupils they would be fully appraised and not be at the mercy of the vagaries of the pupil post. BRW asked parents to browse through LILE and to feedback at the next forum meeting.

## **5. Urgent Matters for Discussion**

- Late starts/Early finishes -that 6<sup>th</sup> form parents felt they had not been made of and confusion over the parental permission form for pupils to leave school premises on these occasions. BRW will check on the wording of the permission form to make sure that it is more explicit and unambiguous.

## **6. Possible Subjects for Discussion at Future Meetings**

- LILE – BRW requested feedback from parents on the information provided on the system and suggested another look at what was available at the next meeting.
- Cancelled lessons – particularly in 6<sup>th</sup> form.

### Future Meetings

- **Tuesday 4<sup>th</sup> July 2006 6pm Learning Resources Room**