

Minutes of the Parents/Carers Forum held on Tuesday 14th November 2006

Learning Resources Centre

Present:

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

Parents/Carers: Mrs Nevin-Drummond, Dr Mullen, Mrs Lamb, Mrs Vasudevan, Ms Phillips, Mrs Shepherd, Mrs Armstrong, Mrs Savjani, Mrs Taner, Mr Jones, Dr Eaton, Mrs Rishi, Mrs King, Mr Pedro, Mr Walcott, Mrs Wegrzyn, Mrs Roberts [APFLS.]

Apologies: Mrs Kavanagh.

1. Welcome

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

2. Matters Arising from the minutes of the previous meeting

- LILE [Latymer Integrated Learning Environment]-Parents commented on how the system seems to be more reliable and thought it was a very good resource and source of information. BRW commented that there had been some problems with passwords but this was being addressed. BRW also reported that the school was currently collating information about all the extra curricular activities that would be taking place this year and this information would be on the intranet as soon as it was available.
- BRW said that the new assessment policy was in place and informed parents that under the new scheme the expectation was that pupils should achieve an effort grade of 2 on a regular basis as this was deemed to be expected effort and an effort grade of 1 was for outstanding/exceptional effort and far above the expected norm.
- Year 11 pupils being required to achieve 6 A grades at GCSE to enter the 6th form was seen as a positive by some parents, others were concerned about pupils feeling pressured. BRW pointed out that every pupil at Latymer was more than capable of getting 6 As and probably exceeding this in most instances. BRW explained that he monitored pupils who were underachieving and if necessary spoke to individuals setting achievable targets, parents were notified and kept fully appraised.
- BRW noted that no 6th form lessons should have been cancelled since September and asked that both parents and pupils let him or Mr Wakefield [WKE] [Deputy Head 6th Form] know of any instances where this had occurred or occurred in the future.
- Water fountains, BRW informed the parents that two out of the five fountains were now installed but unfortunately the other three were damaged on arrival and they were awaiting replacement which he hoped would be installed in the near future.

3. Questionnaires

- BRW supplied the results of the questionnaires parents had been asked to complete and it was noted that parents were very satisfied with the schools performance in most areas. The only slight issue seemed to be around the availability of certain types of information for parents e.g. how parents could help their children at home, school contact details and more regular information on their child's progress. It was explained by BRW that information was already available on the schools website about how to help your child with study. Mrs Roberts pointed out that this information was given to year 7 parents at the new entrants evening and reinforced at welcome evenings, Year 9 and 11 option and year 12 welcome evenings. BRW explained that the first contact was the form tutor who could be contacted via the office switchboard or the office email address office@latymer.co.uk which was displayed on the website and on all correspondence. If parents had any concerns about their child's progress they should contact the school but it was not possible, for practical reasons, for the form tutors to contact parents on a regular basis. BRW stated that no news was good news and the new two-week assessment and monitoring policy would ensure that any concerns regarding a child's progress would be highlighted and acted upon swiftly.
- One parent wanted more information about the work experience process, BRW explained that the information could be made available on the Year 11 browser and that Mrs Smith was the Administration Officer for this.

- One parent was concerned that there had been a change in the behaviour policy, which now seemed stricter. BRW explained that this was not so, they were just enforcing the rules already in place. Pupils were being made aware of and/or reminded of the expected standards of behaviour and behaviour was being monitored to evaluate the effectiveness of current procedure. BRW stated that the monitoring was also being undertaken to ensure fair treatment for all.

4. School Trips – this was postponed to the next meeting.

5. Urgent Matters for Discussion

- Parents noted that year 10/11 pupils were often not allowed to use computer rooms during their free periods. BRW explained that the computer rooms were often being utilised for lessons and pupils entering and leaving on an ad hoc basis was very disruptive. Computers were available in the music, art and technology departments.
- Some parents were concerned that pupils taking part in sports activities were not eating any lunch because they did not have time to queue in the dining facility. It was noted that this had been discussed at a previous meeting and it was suggested that pupils should either bring a packed lunch or buy their lunch at morning break, as sandwiches etc. were readily available.

Future Meetings

- Tuesday 6th February 2006 6pm Learning Resources Room