



<b>PTFA Meeting</b>				
<b>MINUTES</b>				
<b>04/10/2022, 6:00pm - 7:15pm</b>				
<b>Chair:</b>	<b>Ms. Grover</b>			
<b>Attendees:</b>	<b>See separate tab</b>			
<b>Agenda Item</b>		<b>Who</b>	<b>Deadline</b>	<b>Completion</b>
<b>1. Welcome</b>	Ms. Grover welcomed all attendees to the first PTFA meeting of the school year. A particular welcome to the new Year 7 parents.			
<b>2. HT's updates : Mrs. Manderson</b>	Inclusion Quality Mark award was awarded last term, following an intensive assessment of the school. It is testimony to our inclusivity, especially with SEND and Safeguarding.			
	Open Evening - many were new families to the school, which is very encouraging.			
	Some exam successes and some disappointments. Students who join us without prior data are not counted in the Government figures, but many did very well and were able to move on to courses of their choice.			
	Cost of living crisis. We have been able to help many families by providing pre-owned uniform items			
	Fully staffed, as of 1st September. One member of maths staff is no longer here. In the interim, while we look to recruit a suitable replacement, the department is providing relevant material for students to complete. The department is also making adjustments, so that students can receive teacher input, whenever possible.			
	We have now had three fire drills. By the third it was slick and quiet!			
	SLT priority is student attendance			
	Year 7 - they have settled in well and have good attendance			
	Other priorities are new staff (including those who are new to the profession), Year 11 and Year 13 and SLT roles			
	The school is full!			
	Clubs - the list is still being added to. It will be on the website and emailed to parents.			
	The new Maths newsletter was shared this morning with parents			
	Parent Surgery will be reinstated			
<b>3. Mr Todd - HoY 7</b>	Welcome and thank you for attending.			
	Year 7 attendance to date is 95.35%			
	58883 TRACK points 320 negative points – mostly homework – some are struggling with the change in routines and expectations.			

	Overall, pleased with how they have settled.			
<b>4. Year 7 parents</b>				
<b>Mr &amp; Mrs Azeez</b>	Very happy. Has made new friends. Parents had been concerned but are pleasantly surprised as to how happy he is.			
	Would like more clubs.			
	<i>Mrs Manderson: We will soon be publishing a list</i>			
	Some communication issues.			
	<i>Mrs Manderson: SIMS Parent App &amp; email to pick up letters. We will test this with our staff parents.</i>			
	Also concerned that their son is starting to act like a teenager.			
	<i>Mrs Manderson: Not to worry! This is quite normal (with boundaries!)</i>			
<b>Mrs Stan</b>	All ok			
<b>Mrs Patel</b>	Son (AP) was unhappy at first. Is now settling and has made friends.			
	<i>Mr Todd: I will chase up PE clubs and will communicate this home. We will also check that PE clubs are published on the website.</i>			
<b>Mrs Chandarana</b>	Both girls have settled in well. The matter of PE Clubs has been addressed. Concerned about the lack of locks on the doors of toilets cubicles. Also about vaping taking place in toilets.			
	<i>Mr. Todd: we are doing many spot-checks of toilets. Mr. Ahmed is involved. We appreciate that it is very unpleasant for children .</i>			
	<i>Mrs Manderson: I check the toilets every day. Vaping is an issue. We are narrowing down and identifying the main culprits. Students should inform Mr Todd if they see vapers. New toilets are on their way.</i>			
	Do students need their own guitar for lessons?			
	<i>Mrs Manderson: Yes</i>			
<b>Mrs Solanki</b>	Son is settling in. Satchel is very helpful. Secondary school is all a learning curve. Would like email addresses for Head of Year and Form Tutor.			
	<i>Mrs Manderson: Staff can be contacted via the 'contactus' email address.</i>			
	Is there a canteen menu available?			
	<i>Ms Grover: There is a menu on the school website, but we will check as to how up-to-date it is.</i>			
<b>Dr. Hanyaloglu</b>	Son (AB) is very happy at Rooks Heath. No concerns.			

<b>Ms Sezer</b>	Concerned about food quality. Daughter had recently bought food that was practically mouldy.			
	<i>Mrs Manderson: This is unacceptable. Canteen staff must be informed immediately if this happens again, so that the food item can be replaced.</i>			
<b>5. All parents</b>				
<b>Mrs Tucker-Douglas</b>	How can students get hold of revision booklets?			
	<i>Mrs Manderson: At the up-coming Strive to be your Best evening we will be providing revision guidance and material for all Year 11 students.</i>			
	The SIMS Parent App does not flag up homework			
	<i>Mrs Manderson: We advise parents to use the Satchel to see homework tasks that have been set. We will chase up the instructions letter for parents about setting this up.</i>			
<b>Mr Sahay</b>	Concerned about there not currently being a maths teacher and the lack of expertise from the stand-ins.			
	<i>Mrs Manderson: The situation was explained earlier in this meeting. We have supply and cover teachers in this interim period. We are looking to get a long-term supply or, ideally, a permanent for January, but only if they are suitable.</i>			
	Mr Sahay said that he will be willing to help.			
	<i>Mrs Manderson: We will do all we can to get this resolved. We understand the concerns.</i>			
	Mr Sahay would like the school's STEM results for the last 5 years.			
	<i>Mrs Manderson: The 2020 and 2021 were not published, as schools did not hold public exams. Otherwise, results are analysed yearly by the school.</i>			
<b>Mrs Fernandes</b>	Chess Club? It was very popular before.			
	<i>Mrs Manderson: The member of staff who ran Chess Club is currently on sick leave. We will look to see if another member of staff can take over the running of it.</i>			
	Is the Most Able programme up and running?			
	<i>Mrs Manderson: Yes, it is. It has been taken over by Mr Wilson. Also, the new Master Classes are being launched across most subject areas.</i>			
	Will Year 10 students receive their target grades?			
	<i>Mrs Manderson: Yes, via their teachers.</i>			
<b>Mrs Brown</b>	Will there be residential trips?			





