

<b>PTFA Meeting (MS Teams)</b>				
<b>MINUTES</b>				
<b>13/03/2023, 6:00pm - 7:00pm</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 meeting.			
<b>2. HT's updates : Mrs. Manderson</b>				
<b>Year 8 Parents Evening</b>	60% attendance at the parents evening, which was on site			
<b>Careers Fair</b>	Organised and hosted by Rooks Heath. Very successful events, thanks to the Careers team			
<b>Jack Petchey Award</b>	A very successful events, involving Year 10 students			
<b>School Production</b>	Well done to Drama teachers Miss Webb and Miss Selva who are new to the profession, yet coordinated and delivered three great evening performances of The Lion, the Witch and the Wardrobe.			
<b>Music concert</b>	Year 11 Music BTEC students performed, as part of their coursework			
<b>Year 8/9 Options</b>	Students have been selecting subjects to study in the next academic year			
<b>Trips</b>	A number of trips have taken place so far this term, involving students from all Year Groups			
<b>Sporting successes</b>	Our basketball and netball teams have done extremely well, competing against other local schools			
<b>UK Maths Challenge</b>	We had another successful cohort of students taking part this term			
<b>Psychology</b>	Psychology staff and students went to the Institute of Education, to deliver a talk			
<b>Challenge Partners</b>	We have had a former Head Teacher of a local school visit us, to provide feedback on our strengths and areas for improvement. A team from Challenge Partners is with us next week to do the same.			
<b>Communication home</b>	11 letters have gone to parents to date.			
<b>Inclusion Quality Mark</b>	We are working towards being a centre for excellence			
<b>Challenge Partners</b>	We were deemed 'effective. They were very impressed with the school.			
<b>New 'M' Block</b>	Some delays in the planning process, surrounding parking provision			
<b>IT</b>	There are currently 102 students without IT access. Provision has been put in place for them. We are still waiting for some parents to come into school, to collect laptops which their children will have on loan.			
<b>Staffing</b>	We currently have some long-term supply teachers, who are filling in for staff who are either long-term absent or who have left. It is now prime recruitment period.			
<b>Behaviour</b>	We do have some students whose behaviour is posing a challenge. It is a national issue. Harrow Headteachers have met to discuss strategies.			
<b>PTFA quiz night</b>	Taking place at the end of the following week.			

<b>Parents Evenings</b>	We will be changing the dates of these, for the next academic year, to allow to face-to-face conversations to take place at more suitable times of year, for the various Year Groups.			
<b>Year 13 University applications</b>	Students are receiving their university offers			
<b>Coffee Mornings</b>	Particular students have been targeted, and their parents invited in to discuss their children's attendance			
<b>3. Mrs S Subra (AHT, Careers &amp; Trips co-Ordinator)</b>	Highly positive feedback received from Challenge Partners about our careers provision.			
	Year 7 careers trip - all students went to KidZania in the Autumn term			
	Year 11 - Pupil Premium students visited Brunel University			
	Year 8 - all students will visit Brunel University in the Summer Term			
	Year 10 - Barclays workshops to be held in March, and there may be an opportunity to visit Barclays HQ in Canary Wharf.			
	Careers Fair - hosted by Rooks Heath, with 30 organisations attending. We now want to increase awareness about Apprenticeships.			
	Coffee Mornings - we have also used these to raise awareness about Unifrog, with older students.			
	National Careers Week took place last week.			
	This week is STEM week			
	Mrs Subra attended a STEM conference, and is looking to introduce workshops for SEND students			
<b>4. Parents</b>				
<b>Mrs Visram</b>	Any trips planned for Year 10?			
	<i>Mrs Subra: we will remind individual subject areas. There are already some trips planned for the Summer Term. Mr Sharp will be able to advise if there is going to be a whole Year Group trip.</i>			<i>A Year 10 trip is being planned for Thorpe Park</i>
	When are the Spring Term monitoring grades due? When is the Parents Evening?			
	<i>Ms Grover: Year 10 grades are currently being entered by teachers, with a view to them going out to parents in week to two weeks from now. Parents Evening is in April. We will put the date on the website.</i>			<i>The website has been up-dated to include up-coming events such as Parents Evening and Celebration Evenings</i>
<b>Mrs Preddie</b>	Extra, unexpected, money was added to her Parent Pay account in November. Phoned school to let us know about this mistake, but have not heard back.			
	<i>Mrs Manderson: We will follow this up with Mrs Kennard, from our Finance team.</i>			<i>This was passed on to the Finance Team by Ms Grover, for action</i>
	Daughter went on school trip on 7 March, but received phone call from Attendance team 3 hours later, asking why daughter had not registered. Concerned about the delay in informing her, as well as the Attendance team not being aware of the trip.			
	<i>Ms Grover will follow up with the Attendance team</i>			<i>Mrs Chetanwala apologised for the oversight. It had been an usually hectic morning that day</i>
	Question about the lateness policy, as daughter was late by 3 minutes one morning.			
	<i>Mrs Manderson: There is a 'line' regarding lateness. Students are aware what constitutes being 'late'.</i>			
<b>Mrs Brown</b>	After-school maths club - can students attend with specific topic queries?			

	<i>Mrs Subra: Yes, they can</i>			
	Daughter is finding that the lunchtime queues are long. Food often runs out by the times she gets to the front.			
	<i>Mrs Manderson: The Year Groups are rotated for first half or second half lunch. Food does not run out, there is still plenty of choice left by the end of lunchtime. Ask daughter to see me at lunchtime.</i>			
	Most Able Inspire Scholars programme - sessions don't appear to be running on a regular basis. Has the funding stopped?			
	<i>Mrs Manderson: The Most Able programme is running for all Year Groups.</i>			
<b>Mr Alavi</b>	Supply teachers in Year 8, subjects such as English.			
	<i>Mrs Manderson: We now have long-term supply staff in a few subjects, including English.</i>			
	Year 8 basketball - son is a bit shy about wanting to join the team. How can he do so?			
	<i>Ms Grover: We will let Mr Williams know. However, the season has now finished.</i>			<i>Message was passed on, as discussed.</i>
<b>Ms Balogan</b>	Worried about son's Monitoring Grades. Also, that he is being called 'NPC', which is making him feel very anxious about coming to school.			
	<i>Mrs Manderson: We will inform Mr Williams and/or Mrs Wright about the name-calling</i>			<i>Ms Grover passed this onto Mr Williams for monitoring/investigation</i>
<b>Mrs Tucker-Douglas</b>	What are the plans for Year 11 on the up-coming Strike Days?			
	<i>Mrs Manderson: Year 11 students will be here on Strike Days. They will be supervised and either engaged in organised exam practice or doing private study.</i>			
	Concerned about the impact of Strike action on Year 11 students			
	<i>Mrs Manderson: We want to minimise disruption to all Year Groups, particularly Years 11 &amp; 13. Exam students will be in on Strike Days.</i>			
<b>Mr N Patel</b>	Please explain why changes have been made as to toilet access			
	<i>Mrs Manderson: Decision was made to avoid toilets being mis-used and to allow for greater monitoring by staff on duty.</i>			
<b>5. End of meeting</b>	Ms Grover thanked all attendees for giving up their time.			
	A reminder was given about the up-coming Quiz Night, and for a PTFA team to come together.			
	Next meeting will be on Wednesday 3rd May, in school.			



