

	<b>PTFA Meeting</b>			
	<b>MINUTES</b>			
	<b>22/01/2024, 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			
<b>2. Headteacher's updates</b>				
<b>Exams</b>	Year 11 and 6th Form mock exams have taken place. Great culture and ethos from students.			
<b>Parent Teacher Consultation evenings</b>	So far, we have had Year 10 and Year 11. The rest will take place later this term.			
<b>Events/Trips</b>	Year 7 disco, Formz (rap artist, delivering careers message) in assembly, German trip to Winter Wonderland, RAF assembly, Winter music concert, Spoken Word workshops, Careers Fair later this term.			
<b>Attendance</b>	Thanks to our attendance drive, this is improving. Safeguarding is key.			
<b>Recruitment</b>	New staff member in the Student Support Hub. Recruitment is a national issue. We are fully staffed, but still with some gaps.			
<b>Feedback</b>	An email from a parent was shared with attendees, who had expressed her thanks and gratitude to staff for the support that has been given to her child.			
<b>3. Parents</b>				
<b>Mrs Mathuranthagan</b>	Bertha Earth science project: son is very excited to be involved.			
	Year 10 top set maths: older son feels unchallenged			
	<i>Mrs Manderson: Advised to contact HOD or HOY</i>			
	Community Rewards: How does this work?			
	<i>Ms Grover: Advised that son brings in evidence of any community/voluntary work.</i>			
	SIMS Parent App is not working for one of her children			
	<i>Mrs Manderson: Advised to contact the school, so that our Data Team can help,</i>			
<b>Mrs Suresh</b>	Thank you for the thorough follow-up after an incident with a child last year			
	What is the expectation re. make-up rules?			
	<i>Mrs Manderson: A letter is being sent this week, to remind parents/carers about make-up and piercings rules, which are in the Link Book and on the website</i>			
<b>Mr Zubair and Mrs Najmudeen</b>	What measures are in place for lesson disruption?			
	<i>Mrs Manderson: We are a comprehensive school and very diverse. There is a consequence system in place. We also have an On Call system. TRACK points are visible in classrooms to encourage good behaviour. We have a panel of staff who meet regularly to investigate individuals and put in interventions.</i>			
	Concerned about the amount of swearing.			
	<i>Mrs Manderson: There is a huge change when children move to secondary school. Swearing is an instant sanction. Regular assemblies about behaviour and respectful behaviour.</i>			

<b>Mrs Brown</b>	Most Able: daughter is quite frustrated as sessions do not always run. Sometimes not informed if teacher is absent. It has been hit and miss since Year 7. Website says that there is an annual report? The St. John's Inspire programme is no longer running, due to funding.			
	<i>Mrs Manderson: Will investigate</i>			
	Food Tech: Will students get double lessons?			
	<i>Mrs Manderson: Not possible, because of the weighting of DT subjects.</i>			
<b>Mr Alavi</b>	MyMaths homework: son struggles to understand tasks at times.			
	<i>Mrs Manderson: MyMaths has video clips with explanations. Teachers should include video link to homework instructions.</i>			
	Careers Fair: will there be life-skills guidance? Mentoring?			
	<i>Mrs Manderson: There is a classroom assistants programme. For the careers fair, students need to prepare their questions in advance for the stallholders. Preparation form is on Satchel.</i>			
<b>Mrs Goddard</b>	Nothing to add this time!			
	<i>Mrs Manderson: See Ms Grover if you would like to attend the Coffee Mornings</i>			
<b>Mr &amp; Mrs Wong</b>	Year 11 parents evening was very efficient, well-organised and informative with targeted guidance.			
	Lots of supply staff, even for Year 11.			
	<i>Mrs Manderson: We will try to change the timetable, to cover Year 11 classes. Work set will be exam-linked.</i>			
	Mock papers were returned late			
	<i>Mrs Manderson: We have a mock results day, when students receive all results. There has been a lot of marking for staff. Not always possible to return exams straightaway.</i>			
	Extreme weather: can we open gates earlier in the morning?			
	<i>Mrs Manderson: Not possible, for Health and Safety reasons.</i>			
	Can we attend the Careers Fair too?			
	<i>Mrs Manderson: Yes, after 3:30pm</i>			
<b>Mrs Ulrich</b>	Boots: are these allowed? Many children are wearing them.			
	<i>Mrs Manderson: No, unless in extreme weather. We will have more uniform checks and review the uniform code.</i>			
	Toilets: closed during lessons. Concerned about this.			
	<i>Mrs Manderson: We issue toilet passes to children who have a medical condition. Hub staff will open the toilets for them. We will not deviate from this for Safeguarding reasons. Behaviour has improved.</i>			
<b>Mr Emmanuel</b>	Autumn term report: some homework concerns. Is there any way of seeing live status of homework completion?			
	<i>Mrs Manderson: We will see if we can enable a 'done' feature on Satchel. However, we are looking to move to a single, streamlined system, which parents can access.</i>			
<b>4. End of meeting</b>	Ms Grover thanked all attendees for giving up their time.			



