

	<b>PTFA Meeting on Microsoft Teams</b>			
	<b>MINUTES</b>			
	<b>26/11/2024, 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			
<b>2. Headteacher's updates</b>				
<b>Autumn Term events since the last PTFA meeting</b>	Year 7 Settling-In Evening, Year 11 Strive to be your Best evening, Year 11 mocks, various trips, Year 12 work experience, Mandarin Excellence Programme events, Black History Month events, the appointment of Year 12 prefects. One of our 6th Formers is now a published author.			
<b>Buses</b>	Meeting with TFL took place regarding local buses which serve our school. The timings of the bus service was, amongst other things, discussed. Feedback from the bus drivers was positive. We always have plenty of school staff on duty at and around the bus stops nearest the school.			
<b>Toilets</b>	One of the girls' toilets had a big refurb over half-term. Mrs Manderson has spoken to the girls in each Year Group at the end of assemblies, and has got from them a promise to look after the toilets.			
<b>Safeguarding and Health &amp; Safety measures</b>	On-going training and updates. There have been planned fire alarm and lockdown drills.			
<b>Attendance Officer</b>	Our Attendance Officer has left, and we will be advertising for a replacement. Thank you to parents for your support with attendance.			
<b>Year 7 parent survey</b>	93% said that they are happy with the school. 93% said that their child felt safe at school. We want to investigate other areas where we can improve.			
<b>3. Mrs Hyde - Assistant Headteacher for Digital Technology &amp; Innovation</b>	Bromcom. The rationale for the switch to Bromcom was explained - huge scope for what it can offer and it allows for our communications to be streamlined. All students can access the Bromcom student portal. To access from home, they need MFA set up on their phones. If they have no phone, they are given an OTP 'token' to use in a computer/laptop.			
<b>Mrs Suresh</b>	How do we receive homework notifications?			
	<i>Mrs Hyde: go to settings in your profile and see the letter from 2 weeks earlier. I will check to see exactly which notifications are coming through.</i>			<i>I've been doing some testing and this seems to be temperamental, working on some devices and not on some others, it's unclear whether the issue is device related or the Bromcom system related. I will continue to investigate and have escalated the issue with Bromcom Support.</i>
<b>Mr Alavi</b>	I am receiving email notifications for homework on the due date, not before.			
	<i>Mrs Hyde: I will check this with Bromcom</i>	<i>Mrs Hyde</i>	<i>ASAP</i>	<i>Please see above.</i>
<b>Mrs Singh</b>	Homework notifications show the homework title and code, but not the name of the subject.			
	<i>Mrs Hyde: I will check this with Bromcom</i>	<i>Mrs Hyde</i>	<i>ASAP</i>	<i>This detail isn't shown in the app but is shown in the browser version of the platform.</i>
	I can see behaviour points but not the individual TRACK points. How can I find these?			<i>Click on behaviour and then the event tab, this lists all individual ON TRACK and behaviour points. You can click on each event which then gives you more detail about that TRACK or behaviour point. You can also click on the points tab which gives you a summary of all on TRACK and behaviour points.</i>
	<i>Mrs Hyde: Not possible in Bromcom. HOYs monitor and give out rewards when students reach the thresholds.</i>			

