

Abbey Grange C/E Academy

Parent Council (PC) Annual General Meeting 18th 2017

Present: Dan Whielden, Janet Bove, Deborah Copeland, James Fenton, Emma Hawker, Marion Kemp, Mike Kemp, Catherine Kershaw-Guy, Martin Lamb

1. **Chair's opening remarks:**

Mike opened the meeting with a big thank you to everyone for their contributions to the achievements Parent Council have had over the last year. **Particular thanks were expressed for Paul Cooper's involvement as co-opted member**, in being instrumental in the setting up of Parent Council, and supporting its progression within Abbey Grange Academy over the last two years.

Jayne Hollick is sadly stepping down from membership due to work commitments, and a 'thank you' also goes to her for all her involvement over the past year.

2. Dan represented Abbey Grange senior leadership team (SLT) at this meeting and provided a brief update on the major changes within the leadership team, as the Abbey Grange Academy MAT now incorporates 7 schools. Full information on the new structure will soon be shared with all parents and added to the schools' website.
3. **Apologies:** Paul Cooper, Jenny Thornton, Stephanie Cassidy, Susan Field, Richard Hamlin, Jayne Hollick, Timothy Jacobs.
4. **Annual Report:** Mike shared the annual report, soon to be posted on the school website.

The difficulty in obtaining enough responses to the questionnaire was mentioned and one parent queried whether the questions were engaging enough. As this survey was intended to be an initial survey to gain a basic understanding of the knowledge parents may have of the Council's existence and what it does, it was decided that the questions were appropriate.

However, it was agreed that it was worth keeping these suggestions in mind for future surveys. For example, to help populate the 'useful guide', we could ask parents questions "Do you know the answer?"...

It was discussed and agreed that PC members would approach parents during PCE evening (year 7 and year 9 still to be held before the summer) to obtain survey answers.

Action – Marion to contact Alastair to have survey set up on an iPad for these evenings. Will need a PC member on these evenings. **Janet Bove and Marion Kemp** have volunteered for the year 7 PCE.

5. **Review of constitution:**

It was noted that the current constitution on the school website still lists the 'parent members' capacity as 12, although this had been changed to 15. Members voted and agreed that the number should stay at 15 parents, plus co-opted members as felt appropriate.

Members agreed that the monthly meetings during term-time were appropriate and Dan confirmed that this fitted well with the regular SLT meetings, so information could be fed back to these meetings from Parent Council.

No other changes were made.

Action – Marion to update constitution, send to Jenny for approval prior to adding to the school website.

6. Voting in of new members:

Jayne Hollick is stepping down from membership as of this meeting. All remaining members agreed to continue. No new members have come forward.

All existing 12 parent members were therefore accepted into the Council. The Council remains representative of all three key stages within Abbey Grange Academy. The list of council members and the keystage (KS) they represent in school due to having a child in one of these years is as follows:

Janet Bove (KS4)

Deborah Copeland (KS3)

James Fenton (KS4)

Susan Field (KS5)

Emma Hawker (KS4)

Richard Hamlin (KS3 and KS4)

Catherine Kershaw-Guy (KS4)

Timothy Jacobs (KS3)

Marion Kemp (KS4 and KS5)

Mike Kemp (KS4 and KS5)

Martin Lamb (KS3)

Stephanie Cassidy (KS4)

Three vacancies remain (Parent Council will accept up to 15 members). PC will continue with its aim to become more representative of the school's diversity.

Action – Marion to add planning for the new parents' evening to the May agenda.

Election of Officers:

No new nominations were put forward.

Chair – Mike Kemp agreed to continue in this role and unanimously voted into post by members

Vice Chair – Janet Bove agreed to continue in this role and was unanimously voted into post by members

Minutes Secretary – Marion Kemp agreed to continue in this role and was unanimously voted into post by members

Co-opted member – Jenny Thornton (in her absence) has agreed to represent the school and leadership team and was unanimously voted in by members.

Acknowledge members leaving:

This point was included in Chair's opening remarks.

7. **Plan/ focus for next year:**

Points recorded in the draft annual report were discussed. Other areas were discussed and the following agreed (information in bold will be documented on the Annual Report):

It was agreed that we would consider the options for improving the profile of Parent Council members – e.g. delivering presentations at each meeting on evening for each year, perhaps alongside the PTA and Praying Parents' Group.

As well as maintaining its strong focus on *parental engagement and communication*, the Council plans to continue its support of the Academy and its leadership team in representing parents and carers in partnership with the Academy in:

- relaunching and (possibly redesigning) the Parent Council survey;
- further developing existing policies and introducing new ones: review / offer feedback;
- reviewing the Academy's One Year Development Plan;
- support the school in its implementation of the three year plan: Parent Council will focus on one aspect of this;
- providing input through a review of any curriculum changes emerging – which the Academy will inform the Council of;
- the embedding of Christian values throughout the Academy - for example Trust, Hope, Koinonia – which are also British values – and with sensitivity to other faith students;
- continual improvement of the Academy's website;
- ensuring parents and students are promptly and fully informed of matters and issues relevant to them in sufficient time to plan responses and any actions required;
- strengthening Parental engagement and communications – e.g. through learning from the strategies and good practice of other academies and schools;
- Parent Council to become more representative;
- a review of the support offered to Pupil premium / 'most able' students / students with learning difficulties / disabilities; and

- input and advice on all developments that take the Academy further along its journey of continual improvement.

Action – Mike/ Marion to finalise the draft report, add areas of focus for next year. Then e-mail to Jenny for checking. Updated constitution to be added to school website.

Action – Jenny to check final draft version of annual report and, if no amendments required, add to school website. If she feels amendments are required, to discuss and agree these with Mike in the first instance.

8. **Frequency and dates of future meetings:**

This was discussed and all members agreed that one hour meetings monthly during term-time would be appropriate. Dan confirmed that from the Academy's perspective this would fit in with the monthly senior leadership team (SLT) meetings, so any points discussed at Parent Council meetings could be directly fed back. Members agreed to keep the start time as 6.30pm.

Meetings are currently planned for 15th May and 12th June. Members requested a further date in July.

Action – Dan to discuss with Jenny Thornton re availability for a meeting on 10th July, and check with school whether this would be possible.

9. **Minutes/Actions from March meeting :**

Minutes approved.

'Useful guide' - ongoing – Jenny and Emma will continue to work on the 'Useful guide' and feed back updates.

School development plan – this will be reviewed in May. **Action – Jenny** to feed back on this at the June PC meeting.

10. **Matters arising**

Survey – **Action – Marion** to liaise with digital services re having this accessible on an iPad for parents to complete during PCE.

LPPA – a couple of members have reviewed the document of objectives and returned to Jenny. **Action – Dan** to ask Jenny to forward a copy to all PC members for review, as not all had received a copy/ or were not present at the last meeting.

Mobile phones – message will be reinforced in school regarding correct usage of mobile phones on school premises.

11. **Any other business:**

Staffing changes – PC members expressed concern around the number of experienced and senior staff leaving Abbey Grange Academy (AGA) to posts at other schools within the MAT. The MAT now includes 7 schools, with a mixture of Primary and Secondary Schools.

Dan offered reassurance on behalf of the senior leadership team and explained that these moves were made possible as AGA is currently in a 'safe and secure' place with a large resource of staff and experience – plus a robust succession planning to ensure current high standards are maintained. It therefore has capacity to release staff to other roles within the MAT, and these moves contribute to aiding staff development

PC members requested that this information be shared with parents, either in form of a letter or as communication/ information on the school website. **Action – Dan** agreed to take this on.

Toilets – the issue of toilets being locked during lesson time was raised. This is a fairly recent issue, which has arisen due to the vandalism of toilet blocks by students.

Parent Council raised the matter due to the stress it was causing to some students. It identified that:

- not all toilet blocks are always opened promptly during break time, and that
- students do not always know which blocks are open or
- may have a long way to walk from class rooms.

Action – Dan to raise these concerns at SLT.

12. Date of next meeting: 15th May, 6.30pm, Chapter House.