**Notre Dame Parent Forum**

**Minutes**

**Thursday 1st December 2016**

**7pm in Room C10**

Present: Neil Cully (Deputy Headteacher) and 8 parents with children in Yrs 7, 9, & 12.

The meeting opened with a welcome and prayer.

1. **Parent Gazette Feedback**

There may be issues regarding downloads and attachments – some files won’t open on phones (android and possibly i-Phone too): **Has this improved?**

Suggestion for Parents’ Evening dates on the Gazette: **DONE**

Parents have asked whether Yr 7 Parents’ Evening could be held earlier in the year: **we will rectify this. We have also had feedback suggesting that Yr 8 Parents Evening is too late in the year. We will look at this too.**

Communication between teachers – Sp -> Music – absent because of piano lessons – inform teachers: **one case of this and it was addressed**

2. E-safety

\* There will be an E-Safety meeting held on Thursday 9th March at 7 p.m. **Correction: we are now planning to hold this at the next Parent Forum on Thursday 13th July at 7pm in L25**

\* Could this go through the MAT? **Once arranged, we can offer this to the**

**other MAT schools**

1. One parent said “4 ½ days have been lost between Sept until now – letter saying that absence is detrimental to their education + fines.” **We have taken this comment on board. We closed at 1.30 pm on 19th Sept to prepare for a prospective new pupils and parents evening. 21st October was a school day that was used for the sponsored walk. We closed at 1.30 pm on 3rd November to prepare for our sixth-form open evening. We closed at 1.30 pm on 14th December to prepare for our prize evening. We closed at 1.30 pm on 16th December as it was the last day of term. This represents four half-day closures but not 4.5 days.**
2. Homework – v lacking. It is difficult for parents to understand what their children have to do and we get very little feedback and spelling isn’t corrected. **We are having discussions at school at the moment with Heads of Department about homework and are investigating some software. We are developing homework policy at department level. We intend to consult with parents about any significant changes we wish to implement.**

* Inconsistent recording of homework
* Yr 7 feeling that there isn’t much homework.
* No textbook in Maths (Yr 7) – **many departments now produce their own bespoke resources for class and homework. If parents wish to purchase a textbook and would like a recommendation from the teacher, they should make contact.**

6. PE Changing Rooms

\* Overcrowded

\* Not pleasant

* Not supervised
* Equipment and clothes disappear
* Unwashed bibs.
* Spare kit needs to be washed too.

**These comments were fed back to the PE department. Whilst we cannot change the size or capacity of the changing rooms at present, we can respond to the other comments. Has there been an improvement?**

1. Policy on Detention

\* Whole class detention. **Unless there is an issue involving the whole-class or a substantial majority of students, we don’t condone this sanction and will always investigate any complaints if they are raised.**

1. Planners

\* Could the maps in the planners be more detailed to include classrooms? **The current planner is cost-effective. Whilst such a request could benefit students in their first week or two at school, we don’t feel this is a major obstacle to our new students as they learn their way around our site.**

1. Library

\* PCs in the Library have faulty keyboards. This has been reported to the IT team. Has this improved?

Date of next meeting: Thursday 22nd June 2017 at 7 p.m. in C10.

**NB due to a clash with the School Summer Concert the date of the Parent Forum in the summer term has been moved to Thursday 13th July at 7pm in L25**

The meeting closed at 7.30 pm.