



**Parents' Forum  
8.00 a.m. Friday 25<sup>th</sup> October 2019**

**Attendees:-**

**Mrs Götschel, Headteacher**

**Miss Finucane, Assistant Headteacher – Learning and Achievement**

**Mrs Rolf, Administration & Curriculum Support Manager / Clerk to Governors**

**A total of 12 parents attended.**

ITEM		ACTION BY
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<p><b>1.</b></p>	<p><b>Updates from School</b></p> <p>Mrs Götschel welcomed all to the Parents' Forum and thanked them for coming.</p> <p>The new reception area and new electronic gates have now been fully completed, ensuring that the site is a lot more secure for everyone</p> <p>We have been using The Learning Gateway, which allows parents, via a secure login to view the progress of their daughter/son and is linked to our management information system. The Learning Gateway has now been discontinued so we are replacing it with a system called EduLink which is being rolled out to parents at Parents' Evenings. We feel it is a much better system and is much easier to navigate around. Passwords and login details will be emailed out to parents at each Parents' Evening meeting. It allows you to view things like behaviour, attendance, achievement etc. It allows parents to send through a reported absence for their daughter/son and this goes straight to the attendance officer. It also allows parents to update any contact information should their details change. The system is constantly developing and we would value any feedback that parents may have once they start using the system, so that we can feed this back to the company.</p> <p><b>Q. Could it show Homework as it can sometimes be confusing as to what homework they should be given when?</b></p> <p><b>A. It may have the capacity to show the homework timetable but not the detail of what has been set. A lot of homework is set on Google Drive, so we could look at the possibility of parents' having access to this. J. Götschel to discuss options with the Network Manager and feedback on Edulink will be an agenda item for the next meeting.</b></p> <p>The basis of the homework timetable is that Year 7 &amp; 8 can be given up to 3 pieces of homework to do on an evening and it may be for the next day. It should take no longer than 30 minutes for each piece of homework. J. Götschel advised that if it was taking longer than that to complete, then parents should put a note in the exercise book highlighting where they got to after 30 minutes as this is useful information for the teacher setting it. One parent raised a concern that sometimes their daughter has outside clubs and activities they are involved in, so they cannot always complete 3 pieces of homework for the next day. In these circumstances it was suggested the students have a conversation with the teacher to alert them to the situation so that they can consider extending the deadline for the completed work. J. Götschel will raise this with staff in the staff meeting which will take place after half term, as some students do not have the confidence to have those kind of conversations. Homework will be on the agenda for the next meeting</p>	<p>J. Götschel The issues raised have been shared with staff at the staff meeting of 06/11/19.</p>
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<p><b>2.</b></p>	<p><b>Canteen</b></p> <p>J. Götschel asked parents to give their feedback on the catering facilities and the food. Responses were:</p> <p>Not enough food some days  Quality of the food is not as good as before  Pizzas are very doughy and not as nice as before  If you are in the last sitting, food has already been taken away so no choice  Portions are much smaller  Prices are higher  Prices are not clear so students do not know what they can have and spend  Pricing is inconsistent, so there is inconsistency on what they are paying  Confusion as to what the meal deal is. They are charged differently for different options  When they ask staff what is in the food they don't know and have to go away and find out and even then, they cannot always give an answer.  The English of some of the staff is not clear  Daughter just had chicken wings, no side dishes left for her to have anything with them  Too many cakes, so not promoting healthy eating  No flexibility  Smaller plates/sometimes no plates at all, just grab and go packaging  No transparency. We want to see what they are eating and what they are being charged</p> <p>The concern was raised that this meal is sometimes the only hot meal a student may have during the day. It was also raised that if they are not eating well they will not perform well.</p> <p>We were advised that when they look on the system to see what their daughter/son may have had to eat, it gives no indication of the cost and this does not appear on the receipt either.</p> <p>J. Götschel advised that we are involved in a piece of research being undertaken by Birmingham University – the FUEL project which is looking at how schools implement the School Food Guidelines. They are especially looking at academies who are not required to follow the standards. With our previous caterers, we would have been confident that we were meeting those standards, but we are not so sure with the current caterers.</p> <p>A rotation system for lunchtime sittings is in place, but the Senior Leadership team are looking into the logistics and the impact of the possibility of a staggered lunchtime. The negatives to this is that it stops students mixing with friends from other year groups and it will restrict the lunchtime clubs that are put on for the students. We would welcome any feedback from parents.</p> <p>J. Götschel invited parents to come and have lunch with her and see for themselves the food that is on offer and the service.  Parents to advise T. Rolf if they would like to attend</p>	<p><b>T. Rolf - please contact if attendance at lunchtime is required</b></p>
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<p><b>3.</b></p>	<p><b>Uniform</b></p> <p>The feedback for parents was that the uniform we have is of a good quality and is cost effective.</p> <p>The availability from Clive Marks is sometimes an issue. One parent advised you can order it on line and have it delivered direct to your home.</p> <p>Parents do not want Blazers.</p> <p>A suggestion was made that the school should have a scheme whereby parents can bring in unwanted uniform for others to purchase at a discount/donation as there is a lot of waste with uniform. A suggestion was made that a box is put out for parents to donate any unwanted uniform at each parents' evening and this would then be available for use going forward. J. Götschel will take this to the Senior Leadership Team and information would then be sent out to parents advising them of this option.</p>	<p><b>J. Götschel</b></p> <p><b>A collection box is to be made available at parents evening. Parents will be informed of this new scheme via the parents evening letter sent through parent mail.</b></p>

<p><b>4.</b></p>	<p><b>AOB</b></p> <p>Reports –a number of parents felt that the quality of the full reports was not good. It seemed as though some of the comments are taken from a bank of comments that are available and that they are not informative enough. It should be a summary of where they are, but also what they need to do to improve or reach the targets that they should be achieving, so that parents can support them. Sometimes the reports are too late and parents do not have the opportunity to support and implement additional help.</p> <p>J. Götschel asked parents to email her with any issues, e.g. what is or isn't helpful, what they would like to see on the reports and she will discuss this with the Senior Leadership Team at their next meeting.</p> <p>Parents fed back that they felt communication with the school was very good. There was a question about being informed when detentions are set. J. Götschel advised that stickers are put into student planners if a detention is issued, so that when they are signed by parents, they can look to see if any have been issued. DfE guidelines do state that a detention can be issued on the same day, but as a parent she disagrees with this as this could then become a safeguarding issue. So we always give at least 24-hours notice for any detentions.</p> <p>J. Götschel will liaise with our IT Manager to see if detentions can be shown on EduLink as they are inputted into the Management Information system.</p> <p><b>Q. How often can parents see teachers?</b></p> <p><b>A. We have one parents evening a year where any issues can be discussed. However, if there is a particular issue or concern a parent can always call reception and ask to speak to a member of staff or ask for a meeting. You can contact school by calling reception on 0121 429 2838 and they will ensure a message is passed onto the relevant member of staff. You can email the enquiry email. <a href="mailto:enquiry@lordswoodtrust.co.uk">enquiry@lordswoodtrust.co.uk</a> or email a member of staff directly if you have their email address.</b></p> <p><b>If you have any concerns Achievement Co-ordinators can also send out a flyer to all staff to comment briefly on how your daughter/son is doing and this can be fed back to you via the telephone or a meeting.</b></p> <p>The feedback from parents was that if they have had an issue/ concern, staff within the school do get back to them promptly and in their own time and are very supportive.</p> <p>A parent raised a comment that the Year 7 Parents' Evening was not as informative as they thought it would be. J Götschel advised this first meeting is for parents to find out how their daughter is settling in and not intended to provide subject specific feedback unless there is a particular concern. A further parents' evening takes place later in the academic year. However. if there are any specific concerns parents' can email</p>	<p><b>J. Götschel SLT have reviewed the format of the full reports and changes has been suggested which are currently out for consultation.</b></p> <p><b>J. Götschel Detentions can be seen in EduLink. Click on the behaviour button then click on the 'DETENTIONS' tab.</b></p>
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**Future Agenda Items**

Feedback on EduLink

Homework

Reports