

<p style="text-align: center;">Parent Voice Minutes Meeting held on Tuesday 28th January 2020</p>
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Present:

Angela Foster, Anila Shah, Amanda Moffatt, Angela Rock, Bisi Owolabi, Caroline Blondell, Charina Romano, Christina Mathioudakis, Clare Thake, Cynthia Wood, Darren Lord, Donna Baker, Gema and Yelda Ozelci, Geraldine Morley, Hayley Gelkoff, Helena Knight, Joanne Stanley, Jenny Norwood, Julie Pearce, Karen Bristow, Katy Veron, Kellie Little, Laura Morris, Louise Parsall, Linda Cook, Louisa Hooper, Marcella Lord, Marcela Orgel, Neil Douek, Neena Freeman, Nitan Naran, Pooja Toolsy, Ros Howe, Ryan and Samantha Battles, Simona Salomia, Sudeshna Khan, Sue and Justin Mendoza, Suhail Lodhi, Terry Knight, Vanessa Poynter and Sophie Grant.

Present from the School:

Mr Leonard

Apologies

Eva Mountford, Filiz Zaman, Fleur Hocking, Jill Bowyer, Karl Haywood, Nancy Baker, Renu and Suneet Kapoor and Valentina Nicolaou.

1. Report from Parent Governor regarding the canteen

Mrs Pearce provided a report from her visit to the canteen on behalf of the parents and Governing Body. She highlighted the following;

- The Canteen Manager and her staff run a friendly and efficient service within the restraints that are put upon them through Government guidelines and budgets.
- The introduction of meal deals and fewer hot food options is helping to prevent any wastage.
- The three weekly menu choices need to be better advertised so students know what food option is on that particular week.

2. Cost of school lunches

Mr Leonard outlined the cost of school lunches. He highlighted that we are constantly benchmarking against other schools and an external agency check our prices.

- Homemade rolls - £1.10 (10 fillings available)
- External sandwiches and wraps – from £1.50-£2.70
- Bacon / sausage roll - £1
- Meal deal (main meal, dessert and water) £2.70
- Panini - £2.00

Action: Mr Leonard to discuss the website menu with the Catering Manager.

Since the meeting this has been followed up with the Catering Manager who advised that a three weekly menu is followed, and this will only change when we reach the end of the month or a term and the kitchen needs to ensure they use the supplies they have. There may also be a slight change to the menu if the kitchen is short staffed and the pasta bar

cannot be manned, so pasta bake will be served instead. This is not a regular occurrence and is common catering practice.

3. School registration

It was discussed that there were times when MyEd shows an absence but parents were not aware that their child had been marked absent.

Mr Leonard noted that the MyEd system did not allow for notifications and the school had asked for weekly or monthly updates, so that parents did not have to go into the app to check. This is in the stages of development.

Absences at the start of the day were covered, as a text is sent to parents if their child has not registered by 09:30am. This is standard practice, however there are gaps occasionally at lunch registration if pupils are with a member of staff etc.

Mr Leonard assured parents that if there was a fire for example, the school checks registers against signing out books and would know if a pupil had left the site. Mr Leonard explained he would be follow this up however and try to tighten up the systems in place.

4. Homework

Mr Leonard discussed homework and acknowledged that more information needed to be provided at times to support students when they weren't allowed to email staff over weekends.

ACTIONS:

Mr Leonard to request more detail on homework from teachers.

Mr Leonard to ensure staff do not give detentions if parents have provided a note saying the pupil tried to do the homework but didn't understand it, as long as the pupils go to see the teacher and have made an attempt. If homework is due in on a Monday, students must see the teacher as soon as possible to get help rather than wait until the lesson.

Mr Leonard to advise parents and students that Show My Homework messages do not get read by staff.

5. Communication

Mr Leonard explained that he understood it can be very frustrating when parents email the school but do not receive a response.

ACTIONS:

Mr Leonard to put a system in place where parents receive a notification saying we have received their email if sent to Admin.

Mr Leonard to create a link on the website to his PA for parents to contact if they have not received any response following an email after 48 hours.

6. Incident after school at the gate

Mr Leonard discussed the recent incident and assured parents regarding the safety of the students.

ACTION: The school to increase the number of staff on duty at the front gate each day.

7. PTA

Mr Lodhi expressed his desire to set up a parents' teachers association to support the school and raise funds for the students.

Any parent wishing to support this venture and be involved would be very welcome. Please contact pfa@westhatch.net if you are interested.

8. Expansion

Mr Leonard gave an update. The builders are on track for the new English block to be completed in August and the sports hall for October 2020. We will also be opening an additional snack shack outside the sports hall once building work is completed for KS3 students.

9. AOB

- Mr Lord raised the issue of parking on the road on the High Road

ACTION: Mr Leonard to remind parents in his newsletter regarding safe driving and parking

- We discussed water fountains and Mr Leonard explained that this was being looked at by the school but was on hold until the building work had been completed.
- House points are not being given out as often.

ACTION: Mr Leonard to remind staff of the importance of giving out rewards.

10. Date of the Next Meeting

Mr Leonard thanked those for attending. The next meeting will take place in the Summer Term on Thursday 14th May.