

<p style="text-align: center;"><b>Parent Voice minutes</b> <b>Meeting held on Wednesday 4 October 2017</b></p>
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**Present:**

Jill Bowyer, Steve Boyle, Rosalind Howe, Christina Mathioudakis, Amanda Moffat, Julie Pearce, Angie Phillips, Wai Wong, Cynthia Wood, Janet Allen, Sarah Allen, Linda Cook, Corinne Haywood, Mikala Rutherford, Vanessa Poynter, Valentina Nicolau, Diane Fundell, Rosalind Howe, Peter Bridgland, Sera Hussein, Matt Lopez Diaz, Ambika Pindoria, Darren Lord, Marcella Lord, Gerry Hanley, Hayley Gelkoff, Tracy Highes, Michelle Garvey, Karen Bristow, Wendy Winter, Mark Clarke, Helen Dawes, Jacque Bonfield, Kulvarn Atwal, Neena Freeman, Geraldine Morley, Gill Blaber, Angie Stephens, Karen Schaverian, Jamil Mok, Michelle Richards, Angela Georgiou and Paul Kallah

**Present from the school**

Mr Leonard

**Apologies:**

Nancy Baker

**1. Website**

Feedback provided by parents regarding the school website as requested by Mr Leonard:

- Out of date - pages out of date with information from last year,
- Pictures very old
- Agenda not on the parent's voice page
- Menu – complicated to follow. Should be across the top – less effort to look at.
- Easier sub menus
- Parents most likely to access so should focus on their needs first.
- Banner does help people who are accessing the website through mobile devices.
- Content – nothing on UCAS support – who is point of contact, what are our school deadlines?
- Calendar doesn't have everything on there – Year 10 information evening was there.
- Contact box – can a copy of the email box be added.
- Exam info not right on website

**ACTION:** The school to consider the feedback provided and improve the website where possible, ready for next academic year.

**2. Parent Voice mission statement**

Discussion regarding the parent voice mission statement. Move away from PTA – the group is about moving the school forwards. M Lord has spent time considering this and has adapted the website page as a result. All messages to parents at

information evenings etc. give a clear message of the rationale for this group and the impact it has on school improvements.

### **3. Twitter**

Request from Mr Leonard for parents to sign up to Twitter - @WestHatchHigh1.

**ACTION:** Mr Leonard to follow up comments regarding linking information to the schools Facebook page.

### **4. Driving**

- Parking up the pavements, dangerous driving.
- Parents parking on verges.
- This continues to be an issue and can be very dangerous for the pupils.

Discussed the possible bid for a drop off zone for parents and parking zone for buses within the school site. We have to apply for a grant which we will be pursuing this year.

### **5. Year 13 parents evening**

- Very late, and will be too late for information about UCAS etc.
- Parents would like information evening about UCAS, finances, applications etc.

**ACTION:** Mr Leonard to investigate the possibility of an information evening

### **6. Hot dinners**

- Parents (Year 7) say children don't understand the queuing process.
- Need a bit more information for yr7's on the processes etc.

**ACTION:** The schools Catering Manager will attend next meeting

### **7. Parents contacting the school**

- Some teachers not getting back to staff.
- Spoke about tutors contacting yr7 parents
- Parents should contact tutor's first

**ACTION:** Mr Leonard to ask tutors to contact yr7 parents to check there are no issues, Mr Leonard to investigate how to make department emails clearer on the school website.

### **8. After school clubs**

- The clubs and activity list is not correct – the one on the website and the one sent out – and also no timings on them.
- When cancelled clubs can we make sure there is an email to contact. PE do this well, can we ask other departments.
- Discussed the possibility of the Combined Cadet Force.

**ACTION:** Mr Leonard to follow up with departments and the combined cadet force.

## **9. Trips**

- Italy trip – were supposed to get money back but haven't yet.
- First come first served - means that some miss out.
- Parents can set alerts on ParentPay so it highlights them when a new payment appears on their site.

**ACTION:** Mr Leonard to follow up regarding the Italy trip.

## **10. Exam remarking**

Some concerns that the process of exam remarking is not clear and parents at times get late notice. Mr Leonard explained that there can be a very quick turnaround as the school has to wait for the breakdown of modules before deciding to send off remarks but also has tight deadlines to adhere to.

## **11. Homework**

Much discussion was had on homework, specifically related to Yr7 parents saying pupils are receiving too much and this is causing a lot of stress.

Questions also raised as to whether pupils should complete homework if they aren't on for a lesson and if not in on a day when the homework should be handed in.

Mr Leonard explained that pupils should attempt to do homework if they were not in school as they do not always need to have been in lessons to access it. He also explained that they should hand homework in as soon after a lesson or at the next lesson if they were not in school when it was due. Finally he noted that for the vast majority of time homework was to be handed in during lessons and that sometimes staff may put the wrong hand in date by accident.

**ACTION:** Mr Leonard to speak to staff about Yr7 homework and request less to be set and more explanation on expectations so they don't spend hours on any piece. Mr Leonard to investigate staff providing house points for effort in homework as this is still an issue.

I would like to thank everyone for attending and was delighted to see so many parents join us.

The next meeting is calendared for Wednesday 15<sup>th</sup> November, however Mr Leonard has been requested to complete an OFSTED Inspection so the meeting will be moved to:

**Wednesday 22<sup>nd</sup> November**

Mr D Leonard  
Headteacher