



**Meeting of Community and Partnership Committee
21st January 2014
School Library
4.30pm**

MINUTES

Governor Members Present: Mick Baker (Chair), Richard Bradford (from 5.12pm), Alison Frost, Reg Hook, Marilena Ward

Officers Present: Teresa Carter (Clerk), Sue Middleton, Jo Wait

<u>Agenda item</u>	<u>Action</u>
1	
1 Introductions	
a) Apologies for Absence Apologies for absence received from Anne Barker and Rosamond Lomax	
b) Declarations of Interest None	
c) Review of Agenda, Agreement to Consent Items and Requests for Any Other Business. Two items of any other business accepted.	
2	
2 Last meeting Dated 8th October 2013	
a) Approval of Minutes The community and Partnership committee reviewed and approved four pages of minutes from the meeting held on 8 th October 2013. The Chair signed them as confirmation of their accuracy.	
b) Matters Arising Not Included Elsewhere on Agenda None	
3	
3 Main Strategic Items No Items	
4	
4 Other Governance and Regular Items	
a) Parents Forum - Feedback Alison Frost had attended the year 10 parents forum and provided feedback from a parental perspective. It was reported that the forum had been well run with a welcoming atmosphere, attendance was good and the school provided representation on each of the group tables. Some key areas for discussion had been set in advance which based on a pre selection by the leadership team and areas of interest indicated by parents. The following issues were of specific interest to the parents at the forum:	
• The Student Learning Gateway (SLG) was being well used by parents and students and was useful for tips on revision and exam information. Governors asked about the use of the SLG for recording set homework and it was noted that all departments did not consistently use this.	
• Parents were not always sure whom to contact at the school, an example regarding the new reports system was provided. Governors were advised that tutor communication with students would provide them with a clear understanding of their progress and the	

Signature.....Date.....

areas for improvement.

- The weekly newsletter was well received by year 10 parents but it was considered that the articles often were more relevant to year 11.
- There was a positive response to the introduction of new technology and use of emails at the school.
- Flexibility regarding uniform and quantity of homework had been discussed at the forum with varying opinions expressed.
- As lunchtime facilities had been a concern for parents for a selection of rooms were being made available for students to use. This was being monitored in terms of uptake, behaviour and litter.
- Parents had welcomed systems for celebrating success and effort with the first round of gold awards having been presented by the Headteacher.
- Safety of transport from school had improved by the introduction of a pre ticket system for children to board particular buses and encouragement of cycling to school through the use of “bike trains: was being explored.
- Parents had felt that more could be done to encourage the take up of gift aid and there had been a suggestion that well off families being chaired a premium for school trips. Governors pointed out that funding of trips was a donations basis that would not allow different levels of charge to be imposed.
- Written reports were available from January but the year 10 parents evening was not set until April which some parents thought was a bit late.

Overall it was concluded that the parents’ forum event had been positive it received and was a good use of staff time. Governors recognised that this type of event would not engage all types of parents and methods of encouraging the whole cohort were discussed. The timing and promotion of events were considered, as was the use of email and texting communication.

5.12pm Richard Bradford arrived at the

b) School Engagement Plan - Update

As requested by Governors the stakeholder engagement plan summary had been updated and presented. Jo Wait provided some further detail regarding the activities within the plan including the following:

- The parent fundraising group were looking into ways of increasing the use of gift aid.
- The student leadership team called the junior leadership team (JLT) was up and running and meeting once a month. In addition small groups of students were working on specific projects such as rewards and sanctions, charity, uniform and school investments. Friday surgeries were being held in the training room to enable students to raise opinion. A section on the school website was to be provided for students to use.
- The parent skills survey had not happened as the canteen survey had taken priority. At this stage there was further discussion about the canteen and plans for an extended canopied section shown to governors.
- A summer festival was being planned with possible link up with the Brighton festival events across the campus.

5 **Consent Agenda**
No items

6 **Policies and Other Documents for Review**
No items

Signature.....Date.....

7 **Any Other Business**

a) **Diamond Anniversary**

Governors were advised that the school's diamond anniversary would be in 2015/16 and thoughts regarding a celebration event were welcome.

ACTION - School Diamond Anniversary event to be an item for the next community and partnership committee agenda.

MB/TC

b) **Governing Body Constitution**

The Chair as a member of the task group looking at the restructure of the governing body asked for governors to indicate their areas of interest in relation to school business to the task group.

Meeting ended at 5.39pm

Date of next meeting - 13th May 2014

Actions agreed at Community and Partnership Meeting 21st January 2014

Action Agreed	By Who	By When
School Diamond Anniversary event to be an item for the next community and partnership committee agenda.	MB/TC	Next meeting