



**Minutes for the  
Parent Consultation Group Meeting**  
**Date:** Wednesday 29<sup>th</sup> March 2017 at 9.00am  
**Venue:** Winter Gardens Academy, Canvey, Essex

**Attendees:** Simon Harbrow – Executive Headteacher, Director of SEAT  
Catherine Stalham - Headteacher  
Gemma Thurston – Clerk  
Caroline Barns Howlett  
Emma Humberstone  
Shelley Crowhurst  
Hannah Gosling  
Nik Males  
Jayne Wood  
Joanne Pooley  
Claire Watson  
Lorraine Wilson

**Apologies:** Natalie Holgate, Julie Liberis, Yvette Hawkins and Alina Bensusan.

1. Minutes of the previous meeting were discussed and agreed. Some members did not get the e-mail of minutes and agenda.
2. Actions from the last meeting: subject area list went out on newsletter. Attendance awards – attendance officer investigated this and no child is currently in this situation. However this will be monitored and children with only medical absences will get 100% rewards. Wellbeing managers publishing information about restart – going out this Friday on the newsletter. Maths workshop for parents – dates on Friday’s newsletter. Behaviour logs – on the agenda for today.
3. Single Plan – SH explained that the Single Plan aims to tweak provision as part of school improvement. CS explained the Single Plan: Curriculum – aim was to tighten up monitoring of the foundation subjects, this is led by Gemma Thurston. External advisors have moderated this and found good evidence of curriculum coverage. Subject Leaders are promoting subjects in school eg Science Day. Next term we will be improving the quality and progress of learning across the curriculum alongside children’s skills within a Significant Learning Model. Developing Teaching and Learning: The focus was reasoning in Maths. All Class teachers using the White Rose Planning. Moderated by the local authority advisor who could see reasoning in books.





Next Term school will be increasing the use of manipulatives and practical resources to promote understanding. Literacy: writing focus expectations of assessments and producing extended writing through improved stamina. Monitored by External Advisor Keith Pullen and an improvement in stamina and writing was evident. Behaviour for learning: attendance – improving persistent absentees which is 15.5% currently (National average is 8.8%). G Thurston is leading attendance and working with Attendance Officer and Wellbeing Managers. This will continue next term. Key Outcomes: next step marking for KS2 Pupil Premium children. The strategy of 2 stars and a wish is used to move learning on and create a thread of discussion between pupil and teacher. Will be monitored and looking at next steps next term.

JW asked if thread should be in homework books? CS explained difference between thread and targets – the thread should be something that can be achieved quickly. The PCG discussed homework. CBH asked about sanctions for not doing homework. This will be discussed with staff and in the next PCG. EYFS strand – improving continuous provision (the activities children choose). Next Term we will be introducing ‘in the moment planning’. This will be on the spot next step planning and is being introduced across the trust.

4. Monitoring Pupil Progress: SH explained the assessment system. CS explained the bands and steps system we use. 6 steps is expected progress, but children do not always learn in a linear way. CS showed examples of Target Tracker and how the teachers assess. CS also showed reports Senior Leaders use to monitor attainment and progress. SH explained that this is linked to Teacher’s PMR process. CS explained Pupil Progress meetings take place half termly. Pupils who have made below expected progress are discussed. JW questioned pupils with high attainment and progress. CS and SH explained that progress expectations are the same for all pupils. Work is differentiated in class through the challenges. CW asked when pupils should catch up if they are working below? SH and GT explained about gaps in learning and how this affects the progress of a child.
5. Behaviour logs – CS shared an example of behaviour log analysis and how Senior Leasers use this. CS explained internal and fixed term exclusions have reduced this year. Behaviour improving in the school was discussed.
6. Consultation regarding times of the day: CBH liked the training days being put together, but had attendance concerns over earlier times. Parents were concerned that clubs would stop which they feel is a positive aspect of the school. CS explained there is a plan for this that will involve physical activities at lunchtime. PCG asked questions about preschool and the provision for Friday afternoons. SH explained this is a consultation so these questions will be answered if the Directors decide to take this proposal





forward. SH asked PCG to encourage all concerns / queries to be written down and sent in. Directors will write a letter to confirm decision for parents.

7. Attendance: How can we improve attendance? SH explained that this is a key issue OFSTED look at. CW questioned the 48 hour rule for sickness and diarrhea. CS said it is just for bugs, this will be clarified by the office. CBH questioned how much hand washing is encouraged? CS explained we have worked with the children on this. CW said the FS toilets are dirty – to be monitored. CS explained new taps have been fitted but were too tight for children. Hand sanitizer was put in place in the interim. CBH asked if anyone has been fined for lateness? - CS said no. SH explained about the fining system and Isle of Wight case.
8. Date of next meeting Wednesday 21<sup>st</sup> June at 9.00am.

#### **Actions:**

- CS to check PCG group e-mail list.
- Homework rewards and sanctions to be on the agenda for next time after a discussion with the staff.
- SH and CS to report back about 48 hour rule.
- CS to monitor soap and cleanliness in toilets.
- Make it clearer to parents what illnesses pupils can come into school with.

