

Abbey Grange C/E Academy

Parent Council (PC) Annual General Meeting 21st March 2016

Present: Paul Cooper, Janet Bove, Stephanie Cassidy, James Fenton, Susan Field, Emma Hawker, Richard Hamlin, Jayne Hollick, Lucy Hong-Song, Catherine Kershaw-Guy, Timothy Jacobs, Marion Kemp, Mike Kemp, Martin Lamb

1. **Chair's opening remarks:**

Mike welcomed everyone and all present introduced themselves. Mike went on to thank all existing members for their involvement in launching the Parent Council and supporting him in developing a partnership between parents and the Academy.

Lucy is resigning from Parent Council so on behalf of all members Mike thanked her for her contributions over the year. Lucy expressed that she is hoping to continue working for and supporting the school.

Thanks were also extended to Janet as Vice Chair, Marion as secretary and Paul in his function as co-opted member.

2. **Paul thanked Parent Council Members** on behalf of the school, stressing how well established Parent Council has become. He highlighted that Ofsted in their last report had documented the need for improved communication between the school and parents and Parent Council have achieved this. He thanked Mike for promoting PC across the school, and Marion for taking minutes over the last year. He indicated future challenges the school will face as the MAT continues to grow and the next Ofsted inspection is awaited, and therefore the importance of PC challenging in driving new changes forward.

3. **Apologies:** none

4. **Annual Report:**

Mike went through the draft annual report (this will be attached separately to these minutes and the school website), highlighting key sections and answering questions from those present.

The section on 'parental engagement and communication' was discussed further as members felt it was a key area for PC; but that PC accessibility and representation had not yet been fully achieved. Paul stated that 40% of students within the school are from an ethnic minority background. He suggests that these groups are well represented in school/ ECHO activities and groups and at parents' evenings but PC notes that the Council itself does not fully represent the ethnic diversity and needs to look at ways to become more accessible and seek input from parents of all ethnic and social groups.

PC had already arranged for a member to be present at all parents' evenings and this is to start on 24th March evening. Suggestions such as 'tapping in' to other informal groups and

looking at possibility of providing lifts/transport to PC meetings was discussed, and it was decided to have this issue as an agenda item at a future meeting.

5. **Voting in of new members:**

All twelve members present at the AGM expressed an interest in joining and as the Council currently has 12 parent places, all present were accepted into the Council. The Council remains representative of all three key stages within Abbey Grange Academy:

Janet Bove, Stephanie Cassidy, James Fenton, Susan Field, Emma Hawker, Richard Hamlin, Jayne Hollick, Kershaw-Guy, Timothy Jacobs, Marion Kemp, Mike Kemp, Martin Lamb

Election of Officers:

Chair – Mike Kemp agreed to continue in this role and unanimously voted into post by members

Vice Chair – Janet Bove agreed to continue in this role and was unanimously voted into post by members

Minutes Secretary – Marion Kemp agreed to continue in this role and was unanimously voted into post by members

Co-opted member – Paul Cooper has agreed to represent the school and leadership team until a replacement from the leadership team becomes available.

A question regarding co-opted members was clarified; PC may seek a co-opted member from student council, a faith or council representative (i.e. anyone who is not a parent of a child within the school but whose interests or role may be useful in helping PC with a particular agenda item).

Constitution and number of members of Council: Following discussion on size of PC it was put forward to vote to have maximum number of parents in PC to be increased from 12 to 15 members. This vote was unanimously carried.

It has been agreed to fill any current vacancies with the aim of PC representing the diversity of the Academy as a whole.

6. **Acknowledge members leaving:**

This point was included in Chair's opening remarks.

7. **Plan/ focus for next year:**

Points recorded in the draft annual report were discussed. Other areas were discussed and the following agreed (information in bold will be documented on the Annual Report):

- **Further develop existing policies and review new ones: Review/ offer feedback on the new grading system Abbey Grange Academy is implementing**
- **Continual improvement of the Academy's website**
- **Support the school in its implementation of the three year plan** (currently in first of three years): **Parent council to focus on one aspect of this over next few months,**

i.e. homework. The leadership team already have a plan for a new 'homework' system and Paul states they would appreciate PC involvement and feedback on frequency and amount of homework. PC members also state they would like all homework to be meaningful and for students to receive adequate time to respond to any feedback given on home-work tasks.

- **Parent Council to become more representative**
- **Look into possibility of developing a 'Useful guide to Abbey Grange'.** PC discussed the benefit of getting student council involved in this as they may be able to provide some information to be included. Also talked about possibility of PC forming a sub-committee for this particular area of focus, as it may involve more time than that available at our regular meetings.
- **All developments that take the Academy further along its journey from 'good' to 'outstanding'.**

Action – Marion to finalise the draft report, add areas of focus for next year. Then e-mail to Paul for checking.

Action – Paul – check final draft version of annual report and add to school website.

8. **Frequency and dates of future meetings:**

This was discussed. Proposal to continue monthly meetings during term-time received 12 votes for, one vote against, vote therefore carried.

Each meeting to have one main agenda item (refer to areas of focus above).

Meetings to be held on Monday evenings, start 6.30pm and last one hour. This is to be reviewed in three months.

Meeting dates for next term:

April – no meeting

May 9th, June 6th, July 4th

Action – Paul to check these dates with school and care taker and arrange for them to be added to school calendar.

9. **Minutes from last meeting :**

Minutes approved with **Action – Marion** to add detail of the 'five core values' to Dan Whielden's presentation once information received from Paul.

10. **Matters arising**

Members' photos – **Action – All** to forward a photo of themselves to Paul, to be added to our noticeboard and the school website. Please let Paul know if you do not wish your photo to be published this way.

Annual Report – **Action – Marion** to finalise as above and forward to Paul.

PC representation at parents evening – Janet to attend parent evening on 24th March (join PTA at refreshments table)

Leadership team post – interviews for new member of leadership team are taking place this week.

11. **Any other business:** None

