

**MEETING: Parents' Forum**

**DATE:** Thursday 6<sup>th</sup> May 2021 5-6.30pm

**ATTENDING:** Mrs Julie-Anne Hofmann (Chair), Ms Debs Aspland, Ms Amanda Bradley, Mr Paul Cook, Mrs Jane and Mr Peter Stanley, Ms Razia Sultana

Staff in attendance: Mr Richard Clarke, Mr David Elliott, Mr Giles Gleadall, Mrs Susan Tilstone  
Ms Rachel Baker (minutes)

## MINUTES

1	<p><b>Welcome</b> and Introductions</p> <p>Mrs Julie-Anne Hofmann (J-AH) opened the meeting and thanked those attending. She recognised the group is small and looked forward to returning to larger live meetings in the near future.</p> <p>J-AH confirmed the agenda for the meeting, its purpose and reminded everyone how to contact the school to discuss individual issues.</p>	
2	<p><b>Teaching and Learning</b></p> <p>Mr Giles Gleadall (GG) provided an update on staff training. Lesson drop-ins for the first three areas of training (Pillars 1, 2 and 3) will have been completed by the end of the week (7<sup>th</sup> May). Training for the final Pillar, Assessment for Learning, will be completed for all staff during Term 5. In Term 6, we will be looking at how colleagues have embedded this learning in their teaching practice. We are working towards specific targets in the Teaching and Learning Plan. We will review this in Term 6 and start to set further targets for future improvement for next year.</p> <p>J-AH questioned whether targets were set for classes or were personal to teachers? GG confirmed each teacher will have a target set as part of the ongoing staff appraisal process.</p> <p>J-AH noted this would be a standing item on future Parents' Forum agendas.</p>	
3	<p><b>Assessment Update</b></p> <p>J-AH asked whether a Year 7 Parents' Evening would take place this year?</p> <p>Mr Richard Clarke (RC) confirmed that a Year 11 Parents' Evening had taken place in January, Year 9 in March and Year 8 at the start of Term 5. The Year 10 and Year 7 Evenings would take place in Term 6. All events had been subject to change due to Covid-19. All will be held remotely this year and we may continue this practice in the future as it has proved an effective system (other than a few one-off technical issues with the Year 8 Evening).</p>	

	<p>RC explained the testing approach for Year 11 and 13 exam students. Note they would not be facing “exams”, but wider “assessments” following the Joint Council for Qualifications (JCQ) guidance.</p> <p>The main difference is fewer tests (e.g., three Science tests rather than six exams for Year 11 students). Some tests will be shorter and work will not be sent for external marking. This assessment window is only forming part of the grade assessment, with different Departments using different assessment methods (e.g., use of 2020 mock exam data). Ideally, we are using as many pieces of data as possible to inform the grade assessment, taking a compassionate approach.</p> <p>Other Year Group mock exams will be taking place. Reports are due shortly (Years 11 and 13) and a minimum of one report per Year Group will be delivered this year. Next year, our intention is to have a full assessment calendar available to parents on the website at the start of the year. This was in place for 2020/21, but in light of Covid-19 disruptions, we did not publish the calendar.</p> <p>Mrs Amanda Bradley (AB) asked what would be happening to Year 13 students after their last exam on 28<sup>th</sup> May?</p> <p>DE provided an update: the end of Term 5 will be the end of school for Years 11 and 13. We apologise for the lateness of this decision, awaiting government confirmation. A few closing events for each Year Group are planned, including Year 13’s leavers’ ball for 6<sup>th</sup> Form and staff on Saturday 17<sup>th</sup> July.</p> <p>RC noted that some Year 11 students will be asked to come back in Week 1 of Term 6 to complete BTEC coursework. This will not apply to all students and we will make this clear to parents.</p> <p>DE had spoken to Canterbury District headteachers earlier to confirm the School’s plans were in line with plans in other schools around a) Year 11 and 13 study leave; b) Year 6 transition/induction; and c) summer school plans with Government funding available.</p>	
4	<p>Covid-19 update</p> <p>J-AH confirmed testing was going well; and questioned how long children would be required to wear masks in school?</p> <p>DE noted we had received no Government guidance [<i>answer superseded by news of end to mask wearing 17<sup>th</sup> May</i>].</p> <p>DE confirmed the School has had just one positive test; a small group of students were isolated for a few days while the student had a PCR test; this was negative and all students returned to school.</p> <p>We are still running risk assessments and operating under Covid-19 restrictions, acting on local and national government advice as we receive it.</p> <p>The School’s main concern is younger students (Year 7s) who have not experience normal secondary school life.</p> <p>J-AH recommended the “Kooth” mental health website: <a href="https://www.kooth.com">https://www.kooth.com</a></p>	
5	<p>Parents’ Forum online</p> <p>We have been promoting the Forum and now have a “join the conversation” flyer/poster available.</p>	

J-AH and Mrs Debs Aspland (DA) have spoken to other schools with parents' Facebook pages and carried out some research.

J-AH updated on current Archbishop's School Facebook pages:

- 1) The Archbishop's School Parent Forum (Page)  
This Group has been created to actively engage parents, students, staff and anyone else connected with The Archbishop's School  
56 Followers, 54 Likes, 2 Posts
- 2) The Archbishop's School Parent Forum (Group) Private  
Members Page, 21 Members, -Tamasin Jarrett- Founding Member  
No management of who can join as non-parents and ex pupil parents are members  
2 Posts
- 3) The Archbishop's School  
Unowned, 800 likes, 798 followers, 750 Check in from the archery club  
No posts relevant to the school
- 4) The Archbishop's School Alumni Group (Private)  
A place for former pupils from The Archbishop's School to join and reconnect with old friends. Members only on request. Questions Asked year attended and surname at the time. Members - 2,698 Group created on August 6, 2017

Proposed next step is the setting up of a Parents' Forum Facebook page. J-AH and DA would act as administrators, seeking administrative support from the School to confirm members' joining requests in line with the School's Safeguarding practice.

DA (Parent Governor) would take the proposal to Full Governing Body on 25<sup>th</sup> May 2021.

The site would be monitored and moderated, with posts checked and approved in advance. It would provide a central point to share Parents' Forum dates, useful information, updates on relevant events, fundraising initiatives, etc. A regular monthly post would outline why the group exists, its rules and where to take any other school issues (e.g., relating to individual students).

Paul Cook (PC) clarified approach to identity-checking parents? He suggested and it was widely agreed that in addition to basic details, Teacher/Form Teacher was a good test for validity of applicants. PC also noted the importance of timely responses to queries, e.g., late-night requests for information relating to the following day.

J-AH confirmed the need for this robust, planned approach, demonstrating a strong parent voice/professional response to the School and its issues. PC noted a small select group of parents form Parents' Forum and the need for surveys to check Parents' Forum issues correspond to parents' top issues and are representative of the wider parent body.

J-AH noted a positive letter from a parent about the Forum and the good turnout at the previous meeting.

J-AH suggested the meeting revisit these issues of social media and parent voice. She noted we would be looking for volunteers to help with Facebook administration once the page was established.

School to contact Tamasin Jarrett to hand over page ownership

<p>AOB</p> <p>DE: has contacted Stagecoach who have confirmed their mask-wearing policy. He reminded the meeting that the School's duty staff do see children on to bus at the gate each day, but have limited control once the bus moves off.</p> <p>PC asked about the School's A-Level curriculum and proposed an increase in STEM subjects to reflect the national priority around STEM education. RC confirmed we are expecting to have a minimum of one science subject at A-Level; hopefully two. He noted the number of students obtaining GCSE grades to allow them to be successful at A-Level is too small at the moment.</p> <p>J-AH would follow up with Mrs Tilstone (ST) about our approach to emails requesting agenda items and hoped to utilise Facebook to achieve this in future.</p> <p>J-AH reminded the meeting that any offers of volunteering/assistance in School should be made via the School Office.</p> <p>DE noted that we will be reintroducing trips and educational visits shortly and will require a 1:10 adult : student ratio; parental support would be very useful to ensure we maintain teacher presence in school to deliver the rest of curriculum during trips.</p> <p>PC recommended careers sessions for Year 11s if they are to remain in school beyond Term 5, and suggested parental involvement.</p> <p>DE confirmed we will be providing resources to go out to Year 11s around careers as well as well-being and related issues shortly.</p> <p><b>Date of next meeting: Thursday 24<sup>th</sup> June, 5-6:30pm</b></p>	<p>JAH to follow up with ST about agenda items emailed in</p>
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**Contact details:**

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