

**Minutes of Senior Leadership Team Meeting  
held on Monday, 30 November 2015  
at Penryn College**

**Present:** Judith Hann (Chair), Rebecca Dale & Lou Misselbrook (Joint Secretary), Julia Roberts (Treasurer), Karen Campbell, Dave Cunningham, John Harvey, Marie Hunter, Kirstie Oliver, Tamsin Schouten, Paul Walker

**Apologies:** Zoe Crouse, Sally White

**School Uniform**

TS informed the group that a full review of school uniform is being undertaken. It will go to the board of governors and a timeline made for the various stages involved. Guidelines will be put in place and a full set of criteria established.

PF, students, staff and parents will all be involved in the review and will be kept updated on progress. TS to speak to Liz Westhead re putting it forward to Student Council. Timings and date of implementation are still to be confirmed.

The new PE/sports uniform is to be in place across the school for all students by September 2017 and Student Council is helping to drive implementation. It was mentioned that posting and packaging goods from supplier AGAME is currently set at a standard rate of £6.95, no matter what item is purchased. This was agreed to be expensive and TS/DC are to negotiate with AGAME.

DC is working towards parents being able to purchase all uniform and sports kit online via the Penryn College website/VLE.

**Pupil Premium**

Information about PP is currently available on the website and the impact statement was last updated in October 2015. However, it was agreed that a more parent friendly guide to PP needs to be produced to raise awareness that the fund exists, explain how it can be accessed and what it can be used for.

SLT group agreed that the guide should explain the following:

- ☐ the purpose of PP
- ☐ how do parents know if they are eligible for PP?
- ☐ how can parents claim for PP?
- ☐ what might PP be used to help fund?

It was also agreed that PP should be seen as a positive provision to help families, not a means of labelling students in a negative way.

It was thought that writing a letter to the governors or MH might be daunting to people wanting to apply for PP funding, however a paper trail is required for auditing purposes. Possible methods of engagement could be an initial verbal request followed up by an email, or to create a simple pro-forma for parents/carers to complete.

### **Attendance**

It was agreed that there should be an easier way to communicate absence from school than the current pass out slip process. Despite systems being in place on SIMS to record different reasons for pupil's legitimately being absent from class, and then linking this to the VLE, there appear to be anomalies - absences which have been approved are frequently recorded as unauthorised due to incorrect coding. TS to speak to admin staff Laura and Ali regarding rectifying these anomalies.

The current process should be that if pupils are involved in helping at sporting activities the teacher requesting their help sends a list of their names to attendance admin staff, ideally before they have left school grounds if it is an offsite event. An alternative suggestion was that children helping or going to an external appointment (eg doctor) should go to admin staff themselves, in advance of the event, with a note from home/the relevant teacher explaining the circumstances which can then be recorded as authorised. Ideally this process would be done via the VLE, however the concern was raised that more "savvy" children might misuse the system and "excuse" non-legitimate absences themselves.

As a result of this discussion, it raised the question as to why parents aren't being contacted by the school to ask where their child is/inform them that their child isn't in school if they are listed as an unauthorised absence. TS to investigate.

A new system has been introduced where, following absence, pupils should complete a pro-forma to catch-up on missed work. The pro-forma includes the number of school days/ lessons missed, with a series of lesson slots for them to go to speak to teachers at the first opportunity once back in school and find out what they need to catch-up on. This is hugely beneficial to the students to ensure they don't get behind and it gives every pupil a definitive procedure to follow. Communications need to go out to raise awareness of this system. DPW suggested that for children helping with sporting events a folder of pro-formas be stuck onto Jake Ash's door/the sign-up board ready for pupils to use.

### **More Able Provision**

JH told SLT group that there has been a significant rise in "more able" children in the Year 7 intake. Concerns raised were: (i) is pupil performance constantly being monitored as they progress through school? and (ii) are there opportunities for upward mobility for children whose performance has improved since entry? The answer at this point is yes and no, so measures are being put into place to address this.

One issue is that often students have been labelled "more able" as a result of particular aptitude

in a specific subject and not across a range of subjects. It was agreed that the criteria/categories for more able students needs to be reviewed and better defined, and teaching staff need to monitor ability more closely.

JH explained that there is a programme of enrichment activities for more able students and circulated the events calendar. Parents felt that they aren't made aware of what extra-curricular activities are available to their children eg trips to Truro College, University of Exeter/Falmouth University campus etc. and that they could get their children to engage more if they know what's happening and when. It was agreed that the dates of all Open Days would be collated and put in a letter home or posted on the VLE. An event map for each year group is also to be compiled, subject by subject, and put in the Study and Support booklet and on the website so parents are aware of what is available.

Concerns were voiced that support is given to the more able students and those who struggle but no provision seems to be made for children in the middle ground. MH explained that this is being addressed - 5 x TAs have been employed to come into school 2-3 mornings each week to be an extra pair of eyes in the classroom and focus on pupils who lack aspirations/are drifting, to ensure they don't fall through the net.

Rachel Bastian, who looks after work experience for pupils, is focusing on the boys agenda as they are harder to engage. She is looking for increased opportunities for work experience in science and maths and it was suggested that PC advertises in the press for local businesses to take pupils on for work experience posts.

### **Parents Forum Funding Suggestion**

Re-introducing the Parent Panel initiative was suggested, where students would nominate and vote for the projects they think are best to go into production. Further discussion is required.

It was agreed that creating a quiet, reflective space for students to go to at lunch/break times, where they can practice yoga/mindfulness techniques etc is a great idea, but identifying a suitable venue is proving difficult. The idea of using the bungalow on site has been ruled out as a non-starter. JR has emailed Liz Westhead (Student Council) for her thoughts and suggestions for spending the money in school.

SLT concurred that the benefits of practising yoga and mindfulness are significant, particularly in relation to mental health. It was suggested that we invite Made for Life group speaker Jamie Edwards to run a workshop in school for pupils and parents so that it's mutually supportive. JE is known for being an inspirational speaker and comes highly recommended. The cost involved would be JE's travel expenses from Germany. SLT would be happy to fund and support this. JH to investigate possible dates.

There is £160 in the school fund which so far cannot be traced to a particular activity/fundraiser. One suggestion was that it might have been generated by sales of second hand school uniform. JR to ask Ros Bastian if this is where the funds came from.

JR to speak to the School Council on behalf of PF for their ideas. PF to also speak to Chris

Tomlinson about Business Initiatives which some of the money could be used for.

The changemakers group has requested £26.42 from the fund to buy 30 x armbands. They are proposing a new initiative to exercise peer-to-peer resolution of issues, transferring skills and respect from the sports field into the classroom. The changemakers have identified lessons in which behaviour levels tend to drop, such as Creative Arts and Music, and suggest that a changemaker “captain” wears an armband in class and, if they spot an issue with a classmate, they will intervene and try to resolve it, peer-to-peer. This initiative is being led by Charlie Davis and the changemakers plan to pilot the scheme. It was agreed that PF would fund the purchase of the armbands.

**Parent Pay** (to be shortened to PPay to differentiate from Pupil Premium, PP)

DC explained that a new apple app is about to be introduced - a PPay app that will be downloaded onto students’ iPads. There are currently some alignment issues with Easy Trace, Parent Pay and the VLE, but steps are being taken to resolve these. Post Christmas 2015 all school trips will be paid for via PPay. By September 2016 it is planned that all school costs will be paid for via PPay, except in exceptional circumstances. They are also working on the system allowing parents to order and pay for school uniform and sports kit.

DC advised that parents will be able to receive an itemised list of food and drinks being purchased by their child(ren), once issues with the VLE server have been resolved. This data has to be manually extracted and then put onto the VLE so it is time intensive. Caution needs to be taken that this process doesn’t breach data protection issues.

It was agreed that the SMS text alert will be activated whereby parents will be texted when their child’s card balance is running low. In the meantime, the current system allows children a one-off overspend on their card if it runs out of funds.

**AOB**

**Ipad rollout**

The ipad feedback sheets from the PF meeting were shared, the main comments being that the rollout was very successfully managed and the introduction of the iPads hadn’t “taken over” as was expected it might.

Many parents don’t realise that use of the iPads in the classroom as a learning tool has not yet fully started, and that we are still only in the rollout phase. More pupil engagement with the iPads will begin soon which needs to be communicated to parents. To cope with the forthcoming increased volume of internet users, extended broadband capacity (200 Megabytes) has been ordered and will take up to 90 days to arrive in school.

Teething issues such as iPads not working properly were recalled and dealt with efficiently.

Staff are pleased with how well the lightspeed process is working as misused iPads and use of prohibited apps are being detected quickly and reset immediately.

A safeguarding app is being put in place, hopefully by the end of January 2016, to be used during school hours on PC grounds to track/account for students in the event of a fire drill or emergency situation.

DC is bulk buying a stock of iPad chargers to be available in school for parents to purchase at a cheaper price than the RRP should they need a replacement.

Dan Mather to produce an update on the iPad rollout and put it on the website.

Please email Lou Misselbrook or Rebecca Dale with any further comments you may have regarding the iPad roll out.

### **Year 10 Grading System**

To meet with the changes in the Yr 10 grading system for English and Maths, a different assessment system has been put in place which DPW talked us through. Every 9 weeks, Yr 10 pupils will sit a test in the hall, under exam conditions, to teach them exam technique. The pupils will sit four sets of tests in Yr 10 and three sets of tests in Yr 11 in preparation for GCSE's.

DPW has devised a feedback report sheet for the English and Maths test to give pupils and their parents an indication of what level they are operating at, areas which need improving etc. Initial feedback on the report sheet was that it's a really useful way to track pupil's progress and identify strengths and weaknesses.

Some amendments were suggested to make the report more accessible for pupils and parents including: simplify the language used, consistent grading across the disciplines and skills objectives, include the national average as a point of reference for the grading system. It was deemed impossible to include the class average on the report at this stage.

It was also agreed that it would be useful for the "set" (upper, middle, lower) each pupil is in to be included on their VLE timetable profile at the beginning of the year as some pupils and parents aren't aware of which set they are in.

DPW to reform the report by 11 December.

MH requested that DPW run a workshop on grading for Yr 10 parents.

### **Thanks**

KO expressed her thanks for an enthusiastic and energetic discussion at the last PF meeting.

### **Admissions Update**

MH advised that PC is currently oversubscribed for 2016/2017 entry:

Admissions have planned for 210 pupils, 236 pupils is the optimum capacity and 267 have listed PC as their first preference which is very encouraging, particularly in light of recent negative press.

To accommodate growing numbers, the Building and Premises Committee has looked closely at available space and building work has been planned to create 4 x new classrooms and 2 x ICT/Science labs, to be completed by January 2017.

**Next meeting:**

12 January 2016

5:30pm – Refreshments (to be dispensed by Parents Forum – KO to provide consumables)

6pm 8pm – Di Lobbett talk “Teenage Taming Tactics”

Date for Parents Forum meeting proper tbc.