



QUEEN'S PARK HIGH SCHOOL

Governors' Pastoral Committee Meeting

Friday 09 March 2018

Sixth Form Conference Room

at 10.15am

AGENDA PART ONE

Committee Members	Attended/ Apologies	In Attendance	Attended/ Apologies
Linda Neill (LN)	Attended	Darren Halstead (DH)	Attended
Sue Pearson (SP)	Attended	Jill Cutler (JC)	Attended
Peter Burke (PB)	Attended	Kay Gresty (KG)	Attended
Gila Yalarakis (GY)	Attended		
Mike Graham (MG)	Apologies		
Mark Bland (MB)	Apologies		
Kayte Parlevliet (KP)	Apologies		
Ben McGrath (BM)	Apologies		

Item 1: Apologies

Apologies were received from Mike Graham, Mark Bland, Kayte Parlevliet and Ben McGrath.

Item 2: Declaration of pecuniary interests/conflicts of interests

There were no new declarations of pecuniary interests/conflicts of interests.

Item 3: Student leaders to feedback to Governors

Students gave their feedback to Governors following the work they have done recently:

Year 7 Student Leaders (Eve Lawler and Cameron Neill) presented the following points:

- SSA data could be more consistent.
- Proud of the school play and football achievements.
- Some learning environments could be improved – Art, Science.
- Marking of books was not consistent.
- Would like more activities to be offered on Tuesday afternoons - e.g. cooking, girls' football.
- Student leaders commented that it was interesting to see a different perspective across the school.

Q: LN asked if student leaders could do further investigation to see what clubs/activities the students wanted and suggested that a presentation of clubs/activities currently available could be done during a student assembly.

ACTION: JC to send a letter to parents detailing the club/activities offer and inviting students to join.

Year 8, 9 and 10 Student Leaders (Angus Jones and Olivia Moreton) presented the following points:

- Teacher feedback was received mainly after assessment.
- It helps students if they are given a target.
- Some students would prefer more frequent assessments (more than monthly).
- Some differences in SSA grades between subjects were highlighted.
- Students are not always told their SSA grades.
- If students believe they cannot achieve their targets they become de-motivated.

Year 11 Student Leaders (Shana Creagh and James Harrison) presented the following points:

- Some students know their target grades and what they needed to do to achieve the next level.
- Some students do not know how well they are doing in class.
- The date of the Sixth Form Open Evening could be moved to just before the Christmas Break.
- Teachers were very welcoming towards the Focus Groups.

LN commented that student feedback is so important and it was crucial that students see that their voices are being listened to and changes made in school where applicable.

DH commented that departments are making real strides towards producing solid assessment and feedback for students. DH added that some departments are putting assessment at the core of everything that they do. DH accepted that students are seeing different approaches and inconsistencies between departments and explained that this was perfectly normal as each department was different. DH continued to explain that the school is moving in the right direction towards the next level.

LN added that students need to understand more about the changes to marking and the differences in departmental feedback.

Item 4: Minutes of Pastoral Meeting held on 20th October 2017

Minutes were agreed to be a true representation of the meeting and were formally accepted by Governors.

Item 5: Matters Arising /Actions:

- **CS to work with HOH to produce both a list of students to be targeted and a list of students who could act as mentors. CS to communicate with LN – Actioned.**

Q: LN raised a point from the previous meeting and asked if there was a way the Governors could see the impact of the interventions put in place.

DH explained that this point would be answered later in the meeting.

Q: LN asked if the Duke of Edinburgh Silver Award is being offered.

DH stated that he will investigate.

Item 6: Vivo points (CUT), SSA grades (HAL), Feedback policy (HAL)

JC explained that the opinions of students had been sought regarding the Vivo system and the responses were very mixed. JC added that as students got older they appeared to disengage from the initiative. JC added the package seemed to be expensive in relation to the outcomes achieved and that there were other packages available that may be more suitable to QPHS.

ACTION: JC to check the Vivo contract and ask Y12 student leaders to investigate options.

Item 7: KPI Data

DH explained that he had met with the HOHs and discussed KPI data, inconsistencies and possible streamlining of information. DH added that some staff did not need to use SSA data and others viewed it as a wonderful tool to help to manage behaviour.

LN raised the concern that some students feel the SSA grades are inconsistent and that it is important the students' views and comments are being listened to and the appropriate action taken.

DH commented that streamlining the data may give clarity and consistency for staff and students. DH added that the House teams would explore this further in the first instance.

ACTION: Results to be shared at the next meeting.

DH informed Governors that SLT after school detentions had been put in place for students who have been late in to school. DH added that SLT are now answering on-calls and it appears that this initiative is having an immediate effect in the reduction of occurrences. DH concluded by saying that exclusions have reduced dramatically, school have challenged themselves to put in place internal provisions and sanctions to prevent students from being excluded – break time supervision, condensing timetables, escorting students to lessons are initiatives now used.

JC discussed the new QPHS attendance letters and explained that research proved that less words were more effective when dealing with parents over issues such as attendance. JC added that two different letters - one written and one with graphical representation - would be sent to the parents of students with between 90% and 95% attendance (the group would be split in two) and the results would be monitored to see which letter was more effective.

Q: SP asked if a sentence could be added inviting parents to arrange a meeting in school to discuss the details of their child's attendance.

Q: PB asked if the letters could quote national measures as it was important that parents knew that the targets are national ones and not just school generated.

DH added that the school are looking for high impact, low cost initiatives and stressed that a great deal of work was going on in the background to support this initiative. DH explained that during 'Blitz Week', attendance had improved and added that the next Blitz Week was week commencing 19 March 2018.

Q: SP asked if attendance is looked at by postcode.

DH explained that this was something that could be looked at going forwards.

ACTION: Add postcode filter to attendance data.

ACTION: JC to report back on the impact of the attendance letters at the next meeting.

Item 8: Focus Groups: outcomes for students by July 2018

LN made a presentation to Governors, available in Google drive, highlighting the positive and negative comments from the feedback received.

GY commented that Year 13 students had grown in confidence and that it was important to build confidence from Year 7 upwards.

LN commented that Year 13 students had suggested changes to tutor time, possibly collating the time and using the session to be more productive and effective. LN added that Head of Sixth Form was very supportive and Sean Taylor had received many positive comments from all year groups.

LN raised the concern around over –inflated targets

PB commented that Year 11 students may change their minds regarding sixth form provision in favour of QPHS and that Taster Days helped to encourage students to stay.

Q: LN asked what QPHS could do to encourage students to stay

GY stated that the school should be giving a broad range of 'success stories' to students and LN added that this could form part of the Governors and SLT session on 19 April 2018.

Item 9: Trips

There were no items for discussion.

Item 10: Policies

There were no policies for Governor approval.

Item 11 : AOB

There were no items for AOB.

Date of the next meeting is Friday 8 June 2018 at 10.15am.