

**Minutes of Meeting: Staff and Student Sub-Committee**  
**10<sup>th</sup> March, 4pm (E3)**

1. Apologies: Robin Chapman and Trevor Jones
2. AD introduced PSA. Discussed the funding implications of the post for next year. Looking positive for next year. Frustrating because contracts are only ever formed on a 12 month basis
3. Keeley Townsend outlined the role of Parent Support Advisor including:
  - 1:1 work with parents
  - Providing link between staff and parents
  - Part of the pastoral support plan
  - Raising attainment
  - Work with parents if there has been a break-up within the family
  - Liaise with Social Services/Police
  - Home visits
  - Work with families who find it difficult to engage with school life
  - Support for Pastoral team
  - Works with primary schools (school-phobic pupils entering Year 7 cohort)

TIME

Has worked with 87 families thus far

Reporting on Inclusion on a weekly basis
4. 2010-2011 Students Admissions
  - a. 224 Year 7 now over-subscribed, with about 30 pupils on appeal
  - b. Staff appointments: we do have vacancies but we are looking to have a full complement in September
5. Attendance
  - a. AD outlined figures on attendance. Concern over 'swine flu' and 'winter vomiting bug.' Letters sent home inviting parents to 'attendance surgeries.' Time consuming, but possible due to input from Attendance Officer and PSA.
6. Exclusions
  - a. AD explained that there had been an increase in FTE to reflect intolerance of repeated incidents of defiance and rudeness to staff.
7. Respect and Dignity Code
  - a. AD outlined the need for the new code. Want a set of values to incorporate 3 things: (1) the way we treat each other; (2) the way we approach learning; and (3) the way we care for the environment.
  - b. Involved the children and their views – will be incorporated into the planners, on website, displayed around school etc.
8. Key Stage 3 Rewards System
  - a. AD explained the system at KS3
  - b. 30 merit points = bronze; 60 merit points = silver; 120 merit points = gold
  - c. Want to raise the profile of collective success: cups are presented to House with the most points
  - d. Mrs Polanyi raised the possibility of linking this to attendance for September
9. 1:1 Tuition to support KS3 students in English and Maths
  - a. AD explained how extra funding was made available for students who were unlikely to reach their targets at the end of Year 9, or are working significantly below national expectations for a student at their age. These students are entitled to extra tuition after school for 10 weeks. 18 pupils are currently being tutored.