



Dear School Forum Member

The first meeting of the School Forum will be held at Penkrigde Middle School on Wednesday 20th June 2018 at 6pm in the Science Laboratory. Refreshments will be available. It is hoped you will be able to attend.

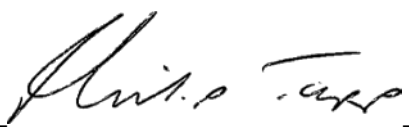
 	School Forum – Penkrigde Middle School & Wolgarston High School	
	Date of Meeting: 20th June 2018 6pm Penkrigde Middle School	
	Agenda:	Papers
1	Introduction	
2	Governance Structure & Terms of Reference	Attached
3	Election of Chair	
4	Proposed Meeting Dates/times	Autumn 2018/Spring & Summer 2019 dates to be confirmed at meeting
5	Standardised Agenda and reporting back to Trustees	
6	Policies to be adopted at school level	None
7	Any other business	DBS Checks/Visible Behaviour & Creative Curriculum updates.
Attendees: William Ashelford, Richard Cole, Debbie Wynn-Jones, Philip Kendall, Victoria Andrews, Barbara Sandland Stella Yardley, Phil Tapp, Natalie Frost & Julie Ablewhite notetaker.		
Apologies: Sarah Milner and Dawn Tuck		

	Discussion points to be reported to Trustees	Action
1	NF welcomed everyone to the first meeting. NF explained that on occasions joint meetings would be held due to the projects which are currently being developed by both schools.	

2	<p>NF went through the Governance Structure and Terms of Reference. It was noted that there is currently no staff member for WHS.</p> <p>PJT stated that although not included on the Terms of Reference, School Forum members will also deal with parental complaints which had not be resolved the by the school. Since Sept 2018 there has only been one complaint.</p> <p>Terms of Reference are “work in progress”, and will probably alter over the year.</p> <p>Advice will always be available from executive or Trustees.</p>	ACTION: PJT to reissue request for staff member.
3	<p>Election of Chair</p> <ul style="list-style-type: none"> • PMS – not appointed • WHS – Barbara Sandland 	
4	<p>Autumn meeting date confirmed as Monday 8th October 2018 6pm at PMS. This will also be a joint meeting.</p> <p>Other meeting dates to be confirmed at next meeting.</p>	ACTION: NF/PJT to invited SENCOs from Wolgarston and PMS to attend
5	<p>Agendas for the Autumn 2018, Spring 2019 and Summer 2019 have already been prepared. All school forums will follow the same agenda. Copies of these agendas were made available for members to view.</p> <p>Agenda include all the responsibilities of the School Forum split up over the year.</p>	
6	No policies presented at this meeting	
7	<p>DBS checks.</p> <p>Penk Valley email accounts to be set up for all members.</p> <p>Visible Behaviour</p> <p>NF discussed the current project being run between WHS & PMS. Aiming to totally transform the way behaviour is dealt with by staff. Teachers will be expected to remain calm at all times, and deal with any poor behaviour quietly and privately, but praise publicly. Work currently going on reviewing systems & sanctions. The main aim is to develop relationships. Reducing the number of rules to Ready, Respect and Safe. Benchmarking survey conducted for all year groups (Y5 – Y10). Along with a staff survey. Staff survey being undertaken. Aiming to commence September 2018. Training sessions are in place, and part of the 2 inset days will be used on this.</p>	<p>ACTION: JA will issue DBS forms to all identified during the meeting as requiring one.</p> <p>ACTION: JA to ensure all School Forum members are issued with Penk Valley email a/cs</p> <p>ACTION: PJT/NF to change one of the staff questions on the survey so that it is less ambiguous, in relation to</p>

	<p>Creative Curriculum</p> <p>NF explained the that in order to engage students she is looking to develop a more creative curriculum. Students struggle to want to do extended writing, and don't respond to any references to SATS. NF presented Commando Jo which she has bought into, and expressed how she hoped this would help the students to become more engaged, and support staff with ideas/Schemes of Work etc. This is going to be introduced to Y5 & Y6 only at this stage. This will begin mainly within the English department, no staff will be forced to use this system, it will just be there to help students have a more enriched experience.</p> <p>NF looking for noticeboards to be updated regularly – the before and after school club staff will do this on the teachers behalf.</p>	<p>behaviour in school or in their classroom.</p> <p>ACTION: NF/PJT to report back on progress at next meeting</p> <p>ACTION: NF/PJT to review whether a parent workshop on this would be useful.</p> <p>ACTION: NF to report back on progress at next meeting</p>
	<p>Next meeting Monday 8th October 2018 6pm at PMS. Joint meeting.</p>	

Signed: Natalie Frost _____

Signed: Phil Tapp _____ 

Signed: Chair of School Forum _____ 