

**Parent Forum  
DRAFT Meeting Minutes**

Thursday 2<sup>nd</sup> October 2025, 5pm via Teams

**1) Welcome**

All were welcomed to the meeting and introductions made.

Present:

Genevieve Wardle –Governor and Chair of Parent’s Forum	A Tuckwell – Y7 parent
Sarah Noble – Assistant Headteacher	T Hill – Y10 parent
Siobhan Dowd - Assistant Headteacher	Jo – Y7 parent
Fiona Lane – Y7 RSL	J Rose – Y7 parent
Katie Dodsley – Clerk	C Lilley – Y8, 10 parent
S Whalley - Y12 and Y10 parent	A Szajnowski - Y7 parent
D Fletcher – Y6 parent	R Wood - Y8 parent
M Cornah – Y6 parent	K Beebe - Y7 and Y12 parent
Wendy – Y7 and Y10 parent	A Colton – Y7 parent
	Jen - parent

**2) Minutes of the meeting held on 17<sup>th</sup> June 2025 - approved.**

- a) Any matters arising not covered by the agenda – none.
- b) Matters raised via the Parent’s Forum Questionnaire.

**3) Year 7 Transition – F Lane**

4 weeks into term and all are doing well. It has been a big change for students, but most seem happy and settled. If there are any concerns, parents should contact Miss Lane or Miss Dowd.

Parent feedback: Very positive start: *“Fantastic, good communication.”* Some initial IT issues, but these were resolved. Parents appreciate visibility via MCAS: *“Seamless and easy!”*

IT & Technology Use:

- National issues with Bromcom but hopefully resolved.
- Students should now be able to see everything, including homework on Teams.
- Feedback from surveys: some students felt overwhelmed by the amount of information and change.
- Some students not used to laptops; more familiar with iPads from primary schools.
- Parents from Upwood noted limited access to computers at school.
- St Helen’s is transitioning from iPads to laptops; computing lessons start from Year 1.
- Some students used tablets for writing support, Google Translate, SEN support
- Parents feel students will adapt over time.

Parents mentioned difficulty managing multiple systems, new ways of working and feeling overwhelmed.

Q – if a student can’t print at home is there somewhere at school they can print? Yes, Miss Lane can support if they email it to her or arrange to meet her at break or lunch.

**4) Behaviour: rewards and Ethos – Sarah Noble (SN)**

- A parent expressed concern that a *Tell* and lunchtime detention for disruption was excessive, especially for a student still adjusting. **SN:** Children’s perception can differ. The behaviour system is intentionally strict to maintain a safe and orderly environment. Parents are welcome to observe routines—please contact K Dodsley to arrange a visit.

- A *Tell* for disruption results in a lunchtime detention with Miss Lane, aimed at helping students reflect and improve behaviour. This system has been in place for several years and is generally effective.
- Year 7 students are adjusting to two 30-minute breaks. They go last to allow other year groups to move through quickly. Lunch can be extended for Year 7 if needed. Students are encouraged to plan and prioritise their breaks, with support from Miss Lane.
- Toilet access is limited to two students at a time to reduce disruption. There is rarely a queue for boys. **Q:** Can more toilets be opened? Ideally yes, but current financial constraints limit this.
- One parent chose AC over another secondary school that their older child attends due to its stricter behaviour policy, noting that the other school experiences frequent disruption.
- **Q –** Why haven't students received reward points for completing summer work? There was a national issue with Bromcom but it was thought that points had been added. **Action:** SD to check.
- **Q –** what to rewards build up to? The accumulate over the year towards bronze, silver and gold awards. Rewards include badges, non-uniform days, end-of-year BBQ and inflatables. There are also Flash rewards, such as for volunteering. If there are high expectations there needs to be a reward.
- **Q –** A student earned points during transition that haven't been added. **Action:** FL to check. Likely due to Bromcom issues. Suggestion made to review how transition points are awarded and recorded.
- A parent raised that they have spoken to the school already as they find the Tell system and sanctions excessive for their son who is trying hard to settle in and the sanctions he has had haven't seemed to help stop Tells.
- **Q -** Tells have a description on MCAS but spirit points don't and therefore only negatives can be discussed with children. Last year, staff weren't required to add descriptions for *Tells*, but this changed due to parent feedback. Staff are encouraged to explain Spirit Points directly to students. Adding comments to every Spirit Point may reduce the likelihood of awarding them. **Action:** SN will write to parents for feedback.
- **Q –** when will students who achieved it, receive their badge? S Noble will look into the specific student.
- **Q –** are allergies catered for when rewards are given out as students often missed out at primary school? Yes.
- **Q –** do points restart every year? They are cumulative.
- **Q –** are Tells written on the board as reported by students? They shouldn't be as it is not thought to be useful. Sometimes spirit points are.
- A parent noted that homework visibility on MCAS is limited—only due dates are shown, and it doesn't always update when submitted via Teams. This is a limitation of Bromcom. Full homework details are available on the student's Teams account.

## 5) Parent's Froum Role – Gennevieve Wardle

### Purpose and Roles

- The Parent's Forum (PF) was established to share ideas between parents and the school, gather parental views and support communications and fundraising
- Tracy leads the pre-loved school uniform shop, which is the main source of fundraising.
- Future meetings will aim to be hybrid—offering both in-person and online attendance options.
- The PF aims to be a link between families and the school, while also managing the shop and fundraising efforts.

### Ideas and Feedback

- Parent Suggestions:
  - Selling refreshments at school events as an easy way to raise funds.

- Greater parent community involvement is needed; some find the current setup intimidating for raising concerns.
- Positive feedback on attendance.
- Starter packs for new students (e.g., stationery, essentials) – could PF fundraising support this? FL will consider.
- Exam-ready kits (e.g., clear pencil cases, equipment) suggested as a fundraising idea.
- Change meeting times to allow different parents to attend. 5pm is considered too early for some.
- **SD** welcomed all ideas and will consult staff on what they'd like PF to fundraise for. She will discuss ideas further with GW.
- All parents are encouraged to email the PF to express interest or share ideas.

#### Uniform Shop Update – Tracy

- The shop has raised over £1,000 last year.
- Prices are kept low to ensure accessibility.
- The shop also supports welfare needs by providing uniform items.
- Efforts are being made to trial different opening times and evenings to improve accessibility.
- Tracy actively works to return lost property to families.
- FL will include a reminder in uniform communications about labelling clothing.

### **6) Fundraising and Finance Update**

### **7) Items for the next Agenda**

### **8) AOB**

Not all OOPS showing on MCAS eg catering. SD will review.

Thanks were noted to all for their time to support and for feedback.

### **9) Date of the Next Meeting: TBC**