

7th March 2024

Dear Parent/carer

At Trinity St Edward's we value input from parents/carers and aim to work with you to support your child to achieve their full potential. One method we use to achieve this is through our parent leadership group. The aim of the group is to discuss aspects of school from a parent/carer perspective and increase the understanding of our systems and procedures enabling us to work better together as a school community. On Thursday 22nd February we held our third parent leadership group meeting of the year.

To ensure all parents/carers are kept informed of the agenda items and main discussion points I have listed the main actions taken from the meeting below. If you would like to discuss any aspects of the leadership group meeting in more detail, please email me at contactus@stedwards.trinitymat.org.

Parent leadership group – agenda - February 2024

- 1. Re-visit the November meeting action points and discuss progress made towards each.**
- 2. Review meeting with external group co-ordinator in January.**
- 3. Survey results feedback and action points.**
- 4. Website information.**
- 5. Parent/carer item to discuss.**
- 6. Any other business**

Summary of discussion and action taken

- 1. Re-visit the November meeting action points and discuss progress made towards each.**
 - Leadership group to carry out a parent survey to gather information and address any issues highlighted**

Action Taken

'A parent survey was sent to all parents in December. Results of the survey were discussed by the leadership group and key issues to be addressed in the summary below'

- Inconsistencies with achievement points across the academy with some staff issuing points in the lesson but not logging them on to the system.**

Eastgate House, 9 Eastgate, Barnsley, S70 2EX
tel: 01226 664166 email: contactus@stedwards.trinitymat.org web: stedwards.trinitymat.org

Action Taken

Despite work taking place with staff to address this issue, the group reported that inconsistencies were still occurring. This item is to remain on the agenda and will be addressed in agenda item 5.

2. Review meeting with external group co-ordinator

- In January, the group met with Kate, an external group co-ordinator coach to discuss the aims and vision for the parent leadership group (PLG) and to ensure the group can effectively meet the needs of both the school and our school community.

One of the outcomes from the meeting was to agree on the group's mission and vision.

Mission & Vision
An inclusive team that represents the Academy community. Recognised by the Academy and parents as a useful, supportive and productive leadership group, that actively contributes to the success of the Academy.

What is important to us?

- That the work PLG does is useful and has a positive impact.
- That communication between school and PLG, and parents and PLG, is open, effective and purposeful.
- That PLG operates with clarity and direction to ensure it thrives and maintains engaged members.

3. Parent leadership group survey results, feedback and action points

- Key questions from the survey are identified below with the action to be taken by the school to address this.

Survey result – 'You said...'	Action taken - 'We did...'
'You said...' 9 parents/carers indicated on the survey they did not know how to raise an issue with school.	'We did...' Please see a reminder to the link of the website with contact details to the pastoral team. https://stedwards.trinitymat.org/key-info/pastoral-care/
'You said...' Inconsistent adding of achievement points on the system, sometimes students are told a point will be logged but it does not get logged.	'We did...' As a leadership group we felt this item needed a longer discussion. Please see information regarding action taken in agenda item 5.
'You said...' Details on PE fixtures are sent out too late so it's hard to plan for pickups and kit.	'We did...' All fixture information will be sent out the week before. In the event of players being absent and new players being asked on the day a personal phone call will be made.

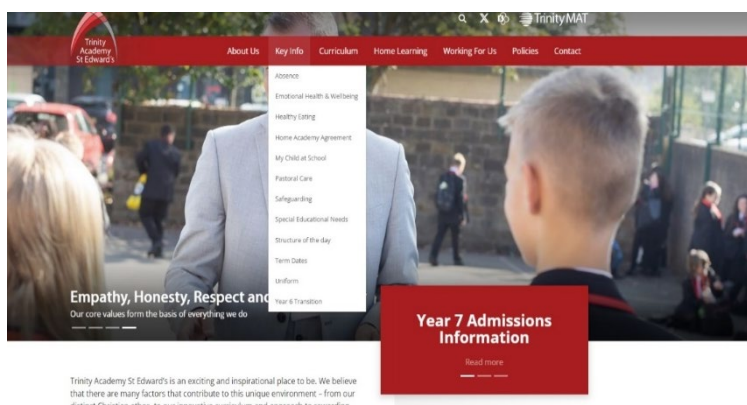
<p>'You said...'</p> <p>'Masters of Recall dates should be sent for the full year'</p>	<p>'We did...'</p> <p>The academy acknowledges this would help students and parents to plan ahead and the dates were sent out on 12th December 2023.</p>
<p>'You said...'</p> <p>Zero tolerance on holidays is too harsh</p>	<p>'We did...'</p> <p>Education must follow the rules laid out by the DfE:</p> <p><i>"The law does not grant parents an automatic right to take their child out of school during term time. The Education (Pupil Registration) (England) 2006 Act states that "head teachers may not grant any leave of absence during term time unless there are exceptional circumstances."</i></p>
<p>'You said...'</p> <p>Sometimes I contact school through the 'contact us' email but get no response.</p>	<p>'We did...'</p> <p>Systems in school have been checked and this inbox is checked throughout the day Mon – Fri. We will always try to respond to emails within a 48-hour window.</p>
<p>'You said...'</p> <p>Positive comments about the school</p> <ul style="list-style-type: none"> • Excellent opportunities for continual development • Excellent systems for well behaved students • Friendly staff at all levels • 2 comments about children thriving (one comment about best decision ever to put this as children's choice of school) • Impressively ran, tight ship • Praise for weekly newsletter • Love technology being used which will help children in their working lives 	<p>'We did...'</p> <p>Thank you for the feedback, all information will be shared with staff.</p>

4. Website information.

The aim of the parent leadership group is to, *'discuss aspects of school from a parent/carer perspective and increase the understanding of our systems and procedures enabling us to work better together as a school community'*.

To support the group towards this aim there will be designated page on the school website. Email communication will be available for parents to raise items that they would like the group to discuss.

The parent leadership group section will be on the main school website under the 'Key Info' section as highlighted below.



5. Parent/carer item to discuss and any other business

a) **Achievement points were raised with the following questions:**

- **Consistency of points awarded by staff –**

‘You said...’

The leadership group felt that some staff gave out more points than others and some staff did not give any out at all.

‘We did...’

At Trinity Academy St Edward’s, we value the importance of praise and recognising when students display excellent work and behaviour. Mrs Vallance our learning behaviour lead is working with curriculum leaders to get an overview of the achievement points given out per class. The aim is to ensure greater consistency between teaching groups by identifying current gaps.

Members of the senior leadership team have spoken to staff in briefing and reminded everyone, including non-teaching staff, the importance of praise. This includes achievement points and the character card stickers.

- **Staff awarding points in class but not logging on the system –**

‘You said...’

Members of the leadership group reported that sometimes students were told in class they had gained an achievement point for something they had done that lesson, but later that night the point had not appeared on the app. The leadership group acknowledged staff were busy and may forget but asked if this could be raised.

‘We did...’

The academy acknowledged that this may occur, and reminders will be given to staff in weekly briefings. A system of writing names down manually and entered at the end of the day is to be shared with staff. Impact will be monitored at the next leadership meeting.

- **Information shown alongside achievement points on the app so parents can discuss with their child at home**

‘You said...’

The leadership group asked if additional information could come with the awarding of the achievement points so they could reinforce the positive message at home. Sometimes it was hard for parents to know what the point was for and a simple message such as ‘excellent practical demonstration in PE today’ would help.

‘We did...’

Mr Esberger agreed this would be a useful addition to the app and was investigating the possibility of adding this function. Trials have taken place with members of the leadership group, however, at the current time this facility is not available. We will endeavour to look at other options moving forward to support this.

b) **The leadership group asked if there would be a school bus for the new school site in September.**

At this stage there is no intention to run a school bus to the new school site. The new car park will have a designated drop off point for cars and public transport options will be shared on the school website.

Next meeting agenda - *'The parent leadership group are looking into bus information during the summer term'*

c) New School – September

The leadership group felt the summer focus for them should be around supporting parents ahead of the new school move in September. During term 5 the leadership group will be sending out a survey to check worries, concerns and questions parents may have and will then respond to all parents to answer any points raised.

The next parent leadership group meeting will be held in term 5. If you have any questions or would like to discuss any aspects of the information shared, please email contactus@stedwards.trinitymat.org

We hope the work of this group will further strengthen the excellent communication links between home and school and we look forward to working with you to support you and your child throughout your time at Trinity Academy St Edward's.

Kind regards

Mr C Esberger
Assistant Principal - Pastoral