

**Minutes of the meeting of the PCG Steering Group**  
**held at Scalby School**  
**on Monday 11 January 2010-01-19**

**Present**       Graham Casper (Chairperson)  
                  Judith Vine (Minutes)  
                  Sherri Williamson (IEB member)  
                  Andy Robson  
                  Jason Haddington  
                  Pam Hume  
                  Helen Kirk  
                  Jon Livery  
                  Rachel Dartnell-Smith

**Apologies**

Apologies were received from;

Mrs Stephanie Hartley (Member of IEB)

**1. Welcome**

Mr Casper opened the meeting by extending his thanks to Andy Robson and Sherri Williamson for covering the previous PCG meeting in his absence.

**2. Minutes of previous meeting**

The minutes of the previous meeting of the Steering Group held on 9 November 2009 were agreed as a true record of the meeting.

**3. Matters arising**

Any outstanding matters arising would be discussed under agenda items below

**4. Absenteeism**

This item ie mainly the taking of holidays inside term time had been raised again at the previous PCG meeting. Mr Robson pointed out that this was not really an issue for the Steering Group. The school had an attendance policy which was available from Reception. The rules governing absence are set by the Local Education Authority in line with a country wide policy – the school has no jurisdiction over them. This information can be accessed via the LEA website. Basically holidays during term time could be taken when unavoidable but they were not a right. There was abundant material on the web. Mr Robson had researched this and it was agreed that he would give a short Powerpoint presentation on this issue at the next PCG meeting on 25 January 2010.

**Action: Mr Robson**

## **5. Speakers for future meetings**

Mr Casper informed the meeting that he had received an email from Lesley Newton detailing three speakers who would like to speak at a PCG meeting.

- John Jones, who is responsible for careers and individual advice and guidance for students.
- Barry Evan, the Vice Principal would like to address the meeting on the subject of immersion days.
- The school has approached the police to give a talk to parents concerning Internet grooming and ways of protecting children from danger.

It was agreed that Mr Jones and Mr Evans would be invited to speak at the next PCG meeting on 25 January. They would be allowed 15 minutes each for a presentation and then this would be followed by a discussion.

Following the speakers Mr Robson would give a five minute Powerpoint presentation on absenteeism.

Mr Casper agreed to liaise with Mrs Newton concerning a date for the police to talk about Internet safety.

**Action: Mr Casper**

## **6. Steering group constitution**

Mr Casper said that he was still attempting to find other parents who were willing to take part in the Steering Group. He knew of two other people who would like to participate. The group discussed what would be an appropriate maximum number for the group. It was agreed that the group should comprise no more than 15 members. Those present would be deemed to be group members together with Stephanie Hartley. It was felt that Cath Preston would also wish to be a group member. Mr Casper would approach the two people who had shown a willingness to join.

## **7. Any other business**

Mr Casper said that he had been trying to arrange a meeting with John Scoble to discuss the PCG and the Steering Group. Mrs Williamson said that she would mention this to Mr Scoble at the next IEB meeting.

**Action: Mrs Williamson**

It was felt that parents of children at the school should have been informed of the suspension of one of the school staff before the issue was published in the Scarborough Evening News. Even though the group was aware that no details could be given while the issue was sub judice they felt that a general statement should have been made, given that the press were already involved.

The issue of school trips was raised. There was a general feeling that not enough advance notice was given of forthcoming trips in time for considered choices to be made and parents were also concerned that costs increased after they had already committed to trips. They felt that the cost detailed when the information was issued and consent given should be adhered to unless there was a significant occurrence such as an increase in the cost of airline fuel for example. However, costs seemed to increase to cover items which should have been foreseen and calculated when the trip was organised. There was a meeting regarding one such trip on Tuesday 12<sup>th</sup> January and Mrs Dartnell-Smith agreed to raise these issues at this meeting. She agreed to report back to the Steering Group.

**Action: Mrs Dartnell-Smith**

Mrs Vine also expressed concern that pupils had been given information about the World Challenge Option course before parents had any details. Again there was a meeting to discuss this during the week ahead and Mrs Vine agreed to report back to the Steering Group regarding whether questions had been fully answered at this meeting.

**Action: Mrs Vine**

Mr Casper also agreed to ask the following questions of Mr Tarn

- How were Pledges monitored and could they be included on Praising Stars reports?
- When parents have concerns over their children's academic progress would it be possible for them to speak to subject tutors and not the form tutor as at present?
- What is the staffing situation at present, particularly with respect to temporary teachers?
- What is being done to support failing students?
- Could we have details of the effort parameters since it sometimes does not seem as if these are being applied consistently by all teachers.

**Action: Mr Casper**

Mrs Williamson reported that regarding the issue of school dinners the staff felt that there was not a problem and that those pupils who came into lunch last had an adequate selection of food left to choose from. The group expressed some scepticism. However Mrs Williamson informed the group that she had been told that parents were always welcome to visit the school at lunchtime themselves and see exactly what was the situation.

There being no other business Mr Casper closed the meeting.