



## Minutes of Staff/Parent Forum Meeting 26<sup>th</sup> February 2008

**Present:** Nigel Flower, Sonia Radley, Sara Godfrey, Neil Humphrey, Gillian Sampson, Judy Oliver, Mary Walsh, Barbara Ashfield, Sarah Nevell

**Apologies Received:** Gareth Burnell

<b>1</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	<b>ACTION</b>
<b>1.1</b>	<p><b>Dissemination of Forum Information and Feedback</b></p> <ul style="list-style-type: none"> <li>• Date of Forum Meetings to be entered on to the School Calendar and Website</li> <li>• Minutes to appear on the School Website</li> </ul> <p>NCF requested members to have a look at the website and to let him have any feedback.</p> <p>NCF stated that parents are now receiving most communications from School via email (about 96%). Comments from parents have so far been positive.</p>	<b>ALL</b>
<b>1.2</b>	<p><b>Social/Meeting opportunities for Parents</b></p> <p>Discussions took place on the opportunities for parents to meet socially at the School. Any further suggestions would be appreciated.</p>	
<b>1.3</b>	<p><b>Organisation within Parents' Meetings</b></p> <p>NCF stated that the layout of table arrangements will be provided on the back of the information sent out to parents, which should help parents find the appropriate teachers at Parents' Meeting.</p>	<b>NCF</b>
<b>1.4</b>	<p><b>Health Education</b></p> <p>NCF is in discussions with the School doctor about further education for the pupils on sexual health, to compliment the work done in PSHE.</p>	<b>NCF</b>
<b>1.5</b>	<p><b>Cars and Road Safety</b></p> <p>John Baker from the Norfolk Fire &amp; Rescue Service is currently visiting the School on a weekly basis to show a powerful video on safe driving for young drivers, which is very realistic and quite graphic. The whole of the U6th Form have seen it and we are currently working through the L6th Form. NCF confirmed that it has been well-received by pupils.</p> <p>The video was made by the Norfolk Fire &amp; Rescue Service specifically about young drivers.</p>	

JO highlighted the programme from the Norfolk County Council, called 'Nordrive', which involved groups of 6/8 young drivers tested on specific driving skills and if they passed they were offered 25% discount off their insurance. JO confirmed that this programme has now stopped. However, the NCC are now working on another programme which again will target young drivers, with the same benefits, and higher discounts but it will be more intensive. The programme will include motorway driving, skids, and going through dangerous situations and is to commence in March 2008 at a cost of £15. Again, this offers young drivers a discount of 30% off insurance if they pass the test. Further information to be provided by JO.

**JO**

### **1.6 Broadening educational aims**

NCF confirmed that Gareth Burnell, Head of 6<sup>th</sup> Form, constantly looks at other ways of introducing different life skills to the 6<sup>th</sup> Form.

**GB**

### **1.7 Welcoming of New Pupils**

NCF felt that the system currently used at the School works well for new pupils: it is inevitable that for one or two, the experience of a new school can be quite daunting, but the School has a well-proven support system to help to make a new pupil feel at home.

## **2 GENERAL**

### **2.1 Crime Reduction**

PC Willis, Crime Reduction Officer for North Norfolk, is currently speaking to the 3<sup>rd</sup> Form reminding them to take care of their possessions making them aware of the opportunities that they offer the casual thief.

### **2.2 Ski Trip – Easter 2009**

NH put to members the possibility of running a School Ski Trip during Easter 2009 for Juniors (3<sup>rd</sup>, 4<sup>th</sup> Form and possibly some from the Prep School) to either Italy or France. This type of trip is now very expensive and he will be looking at a cost of £900-£1,000 per pupil. Is this too much for parents to consider?

The cost includes the basic price for accommodation, plus any coach travel and the cost of staff for cover. The current ratio sits at 1:6/7 staff/pupils. Supervision is carried out by the trained instructors from the resort during the lesson period in the morning. The afternoon session will be supervised by School staff within small groups.

Those present felt the trip was a good idea but that information would need to be presented to parents as soon as possible. NH to send out a letter to parents of our 3<sup>rd</sup>/4<sup>th</sup> Forms, to the Prep School (after discussions with relevant staff there) and also to our feeder schools to gauge interest. He needs a minimum of 15 pupils to make this a viable trip.

**NH**

NCF stated that the School does have a fund to help with sports tours and cultural trips, but this is not necessarily a huge amount. Ski trips would not be included in this.

### **2.3 Pupils Travelling outside Europe for Sporting Tournaments**

There was discussion about sporting tours and cultural trips to foreign countries and the costs involved. Some parents feel that the pupils hear of these trips before the parent, which can put pressure on the parents. Generally, it was felt that the School does communicate well in such cases, but NCF will remind staff to be aware of this matter.

**NCF**

#### **2.4 Orders**

JO has been approached by parents on the issue of 'Orders' and the grades that appear on them do not always reflect the recent work done and achievements made by pupils. Conscientious pupils are getting higher grades during the term but then receive a lower grade on the printed Order sheet.

NCF advised parents to discuss this issue as soon as possible following the distribution of Orders with the Housemaster or Housemistress, or with the Director of Studies for clarification on any differences. He stated that Orders should reflect the work for that period, the academic achievements and effort.

#### **2.5 School Survey**

Following a discussion about the ways in which the School receives the views of both parents and pupils, it was suggested that a Satisfaction survey covering all aspects of School life should be carried out on a regular basis (say every 2/3 years). NH felt it may be useful to carry out a separate survey on the pupils and one for parents. These, of course, would be completely anonymous.

NCF to investigate this matter, but he pointed out that the Headmaster will be inviting comments from parents at the end of his next end of term letter.

**NCF**

#### **2.6 Parties outside of School/Parental Awareness**

Concerns were raised about the problems associated with pupils arranging parties at home during term time, and the fact that parents are not always aware of the problems that can arise from them. NCF stated that the School is very aware of the issues surrounding these parties and currently work hard to make sure that any information is passed on to parents.

#### **2.7 Drugs Talk**

SR confirmed that the next Drugs Awareness Session for Parents is to take place on Friday 14<sup>th</sup> March and asked members to encourage as many parents to attend as possible. Bob Tait, an experienced person in this area who addresses many boarding schools, will be speaking. NCF to make sure that this appears on the Website

**NCF**

#### **2.8 Lower 6<sup>th</sup> Parents' Evening**

GS felt that the Parents' Evening for Lower 6<sup>th</sup> pupils was held too late (after Christmas) and suggested some time after the half term holiday. NCF to look into this.

**NCF**

#### **2.9 School Year Planner**

GS raised the question of putting information onto a Year Planner on the Website detailing dates of mocks, exams, DofE, Pre-season matches, etc, to help parents when planning family trips.

It was felt that it would be difficult to get this type of information so far in advance in order to put into a planner of this type. However, thanks to the efforts of James Gray, the Website Calendar is an excellent planning resource as it stands now.

### **2.10 Music & Munch**

With the increase of numbers from the local community attending Music & Munch, it has been highlighted by parents that they regularly cannot get seats. It has also been noted that the contribution of £1 is not always paid. NCF to discuss with Paul Hands, the Director of Drama, to see if a few tables could be kept exclusively for parental use. It was suggested by Forum members that this weekly event could be used for raising funds for charity. NCF to discuss.

**NCF**

### **Teacher/Parent Forum Members**

Please contact your representative should you wish to forward your views or comments:

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