

**ST IVO ACADEMY PAC MEETING
WEDNESDAY 22 JANUARY AT 18:30**

In attendance: Tony Meneagh (Principal), Donna Hartley (Executive Assistant) Paul Mumford (chair), Caroline Dennington, Denise Brandrith, Glen Sharp, Kirsten McLaughlin, Sarah Collinge (parents); Matt Finch (Parent Forum rep)

Apologies: None

Agenda:

Item	Subject
1	Review minutes of the last meeting
2	Homework
3	PE uniform
4	Complaints process
5	First aid and student welfare
6	Sixth form
7	Reinforcement of behaviour policy and expectations
8	Parent Forum role on PAC
9	Feedback to/from LGC
10	Emails to PAC

1	<p>Minutes of last meeting:</p> <p>Minutes agreed.</p>
2	<p>Homework:</p> <ul style="list-style-type: none"> PAC raised concerns that there is too much homework being set for year 11s during their GCSE mocks - TM acknowledged and agreed to consider but commented that for example in maths there is consistency between the revision needed and homework. Suggestion that there is an opportunity for more hard-copy / physical presence of homework rather than everything being online - TM acknowledged but on balance considers that online homework has over-riding benefits including supporting staff workload. TM explained that online systems allow heads of departments to quickly analyse their areas, at a question level if desired, which then allows departments to adapt their teaching plans to address any gaps in understanding. Concern that there is no real opportunity for individual feedback to students about their homework - TM acknowledged but overall approach to homework is that teachers do not mark and respond individually to students, rather the feedback is given on particular aspects to the whole class. TM advised that the school plan for writing in lessons. For example, in Y11 English they have 'golden time' where students regularly work for 20

	<p>minutes on previous exam questions to build up stamina for longer question writing sessions.</p> <ul style="list-style-type: none"> • Suggestion that revision strategies could be implemented earlier and embedded more strongly so that students had a better idea of how to revise when it came to exams - TM to consider how this could be implemented.
3	<p>PE uniform:</p> <ul style="list-style-type: none"> • TM presented possible / draft uniform policy based on current draft of Childrens' Wellbeing and Schools Bill - proposing new policy to include "Parents may opt to purchase either the St Ivo branded PE leggings or trackpants to wear instead of the shorts, a pair of plain black unbranded trackpants over the shorts on colder days; students will need to take off the unbranded trackpants when undertaking PE activities". PAC welcomed the proposed change in relation to joggers (did not discuss the uniform policy more widely).
4	<p>Complaints process:</p> <ul style="list-style-type: none"> • TM presented a simplified draft 'Concerns and Complaints' page for the school website. • PAC welcomed that a simple, clear, summary would be on the website. • TM to review presentation of tiers of process to be clear on the order through the tiers for a complaint. • PAC suggested that TM add an equivalent form so parents/carers can share positive comments/praise as well.
5	<p>First aid and student welfare:</p> <ul style="list-style-type: none"> • TM to use newsletter to give more clarity on the process. • General concern from PAC about the operation of the system and that it seems to be a fragile system. • PAC asked if there was always a member of staff in the medical room. TM explained that there isn't, and that the first aider on duty receives a notification via Medical Tracker and visits the student in lesson (receiving basic treatment outside the classroom where appropriate. If the student is unwell and needs to go home, they will then be taken back to the medical room so a call to parents/carers can be made. • TM confirmed that St Ivo has appointed a new full-time Pastoral Support Officer who is due to start after February half term, replacing Miss Tabb who left at Christmas after receiving a promotion elsewhere. The new PSO will be first aid trained. • SLT who aren't currently first aiders to receive training on 6 March. • Concern raised about students with care plans/high medical needs. TM explained that Medical Tracker displays this information on the home page of a student's profile. Medical information is imported from Bromcom - TM to remind parents/carers to update, if necessary, via the MCAS app. • Discussion about the importance of students' mental health and wellbeing - including how students could be helped to develop mechanisms to help cope with pressures. TM explained that the "St Ivo Academy Support Services Booklet" is given to all students and includes details of a variety of support

	<p>services available to students. PAC are keen for support to be in place between a student initially seeking help, whilst on a waiting list, for more escalated processes to kick in.</p> <ul style="list-style-type: none"> The relevant policy at the school is the Safeguarding Policy - PAC recommendation that mental health is specifically addressed as part of the ongoing review of this policy.
6	<p>Sixth form:</p> <ul style="list-style-type: none"> Applications for 25/26 academic year have been received, and meetings are happening [NB, at time of PAC meeting] with students who have applied to St Ivo. Concern expressed that in encouraging students to attend St Ivo 6th form, staff need to be careful to not be over-enthusiastic or 'pushy' - need to hold conversations about choices sensitively given the importance for students.
7	<p>Reinforcement of behaviour policy and expectations:</p> <ul style="list-style-type: none"> Email had been received from a parent questioning use of time to recap behaviour policy at the start of term. TM explained the rationale behind this. TM to use the weekly newsletter to explain what the school was doing. PAC acknowledged that the school would want to reinforce the policy throughout the year, but it would help if TM could explain this to parents / carers.
8	<p>Parent Forum role on PAC:</p> <ul style="list-style-type: none"> Chair reported on an earlier conversation between TM, MF, chair, about how communication between Parent Forum and school could be improved, particularly where issues might come into the public domain.
9	<p>Feedback to/from LGC:</p> <p>This feedback to be presented to LGC at Feb 2025 meeting:</p> <ul style="list-style-type: none"> PAC discussed homework, raising concern that there is too much homework for year 11s during GCSE mocks; suggested that there is an opportunity for more hard copy / physical presence of homework in addition to online; and expressed concern that there appears to be no real opportunity for individual feedback . Suggestion that revision strategies could be implemented earlier and embedded more strongly. PE joggers - possible / draft uniform policy based on current draft of Childrens' Wellbeing and Schools Bill - proposing new policy to include "Parents may opt to purchase either the St Ivo branded PE leggings or trackpants to wear instead of the shorts, a pair of plain black unbranded trackpants over the shorts on colder days; students will need to take off the unbranded trackpants when undertaking PE activities". PAC welcomed the proposed change in relation to joggers (did not discuss the uniform policy more widely). Complaints process – website being updated to clarify complaints process, and introduce page for comments/suggestions to be made. Welcomed by PAC. TM to use newsletter to give more clarity on process and how first aiders can be alerted to existing conditions that students may have.

	<ul style="list-style-type: none"> - 6th form - Concern expressed that in encouraging students to come the Ivo 6th form, staff need to be careful to not be over-enthusiastic or 'pushy' - need to hold conversations about choices sensitively given the importance for students. - Feedback to/from LGC - PAC asked TM / chair to seek swift feedback from LGC on 'P8' progress to allow understanding of how the students/school is performing overall. - Emails to PAC: Agreed that TM would prepare webpage for PAC and include on that how emails would be considered and replied to - acknowledgement or email; chair to consider if relevant to PAC; if not relevant to PAC, email to be picked up by TM - TM to prepare, share web page and make live on school website.
10	<p>Emails to PAC:</p> <ul style="list-style-type: none"> • Agreed that TM would prepare webpage for PAC which included information on how emails would be considered and replied to - acknowledgement or email; chair to consider if relevant to PAC; if not relevant to PAC, email to be picked up by TM - TM to prepare, share web page and make live on school website. • Emails to PAC inbox to receive a response once they come from either Paul Mumford as chair or Donna Hartley/Mr Meneagh confirming next steps.