



St. Olave's Grammar School Parents' Association Form Reps Meeting

Spring Term - Thursday 11th January 2024 7-8PM

1 Welcome, Introductions and Apologies

Thank you to all who have taken the time to submit their questions within the requested timeframe and emailed their RSVPs as courtesy to other attendees.

2 Questions for the school

2.1 Appreciation

2.1.1 7B Form Rep - Chandrika

I would like to say thank you and Happy New Year to Mr Budds and all the staff members. My son had a great start, settled very well and enjoyed the 1st term at school. Really appreciated. Thank you so much Seema for all your help and support and thanks to the PA group.

2.2 Meeting structure

2.2.1 7C – New parent - Would it be possible for more form parents to attend meetings.

Response - The overall consensus from PA Form Reps was that this would not be feasible due to unknown numbers turning up.

2.3 Curriculum, books, assignments, concepts, solution, cover lessons

2.3.1 9K – The children have received curriculum books for French and Mathematics. However, answers to book exercises are unavailable. How can we get the answer booklets for making it useful for some practice.

Response – Answers/feedback are given to pupils in class. If there are specific questions around which pupils require further clarification they should consult their subject teachers in the first instance.

2.3.2 9K - Is there overall any recommended curriculum books for each subject? Whilst we have received few books say Science subjects, but not others.

Response - Mr Budds referred to the recommended lists published for each subject on the School website. The School provides other necessary curriculum resources as a matter of course.

2.3.3 9N – The tutors seem to discuss concepts and solve easy questions during the class but during the assignments or assessments. The level changes dramatically.

My suggestion would be to teach/discuss with children some of the higher-level problems. And the way to approach the problem so that they are confident during these assessments. This applies to most of the subjects.

e.g. **Geography** - If there is a 4-mark question, how many points should a child write? Are there any keywords to include?

Maths - A simple inequality concept is easy to understand but how should it be addressed when they receive a worded problem. Keywords to look for to give them a head start.

Response - Teacher has shared the information about number of pointers to write depending on mark allocation.

The answer related to Geography:

The way mark distribution happens is based on Command words.



Describe type questions - 4 Marks - Write 4 points

Explain type questions - for 6 marks

2 Marks - Develop 2 ideas in a logical sequential way - show linkages (relation to past terms) to the 2 points explained above e.g. MALT

3 Marks - Pattern or distribution

4th Mark - quality of command word being used

Answer related to Maths question:

Teachers teach the basic concepts which are the building blocks for simple and difficult questions.

Mr. Budds gave an example of inequality related word problem that is taught in class. Example file attached.

Head of department of Maths has set a format in which the post assessments discussion should happen.

1. Showcase assessments - question papers are not sent home because they are reused.
2. Teachers explain problem solving scenarios while discussing the assessment in class.
3. A Solution Approach Document is/will be shared with children.

2.3.4 9N - Also this might be a time when many teachers are either leaving or taking holidays. There are cover lessons. Can you please suggest why there are many cover lessons?

Response - No staff takes holiday during term time. No staff are currently long-term absent, nor have there been significant issues of staff absence owing to illness. Typically the only reason staff might need to arrange cover lessons are because they are supporting another initiative in school for e.g. F1, Christmas concert, trips etc.

2.4 GCSE subject options

2.4.1 8B - Which date onwards, GCSE subject options could be submitted during Year 8? There is a deadline date mentioned (22nd Feb), however there isn't a start date mentioned anywhere. Is there any specific pattern being used for subjects allotted - i.e. students preference / marks based / a set % from each form-section / first come first served / etc?

Response – The options submission form opens right after the Year 8 Options Evening on 25th January once the registration details are sent. The preferences are granted as far as is possible based on the child's preference, although timetabling and oversubscription in some subjects very occasionally make it impossible to accommodate all pupils' first preferences. Pupils submit back up choices in the event that first choices cannot be fulfilled. Last year there were four pupils whose preferences could not be met in full. The previous year, only one pupil had to swap their preference. The allocation is purely based on students' preference, subject to availability. In no way are options choices awarded according to marks in assessments, set percentages from each section of the form or on a "first-come-first-served" basis.



3 PA Form Reps forum

- What it is and what it could or should be – please provide feedback and suggestions
- What do parents think the school is doing well and should do more of – please share your experiences

We had a couple of discussions around:

1. Form Reps stepping forward to contribute to organising volunteers for the forthcoming school events to support the refreshments. The event allocation was done randomly as below. Form Reps Coordinator posted the allocation in the **Olave Form Reps 2023-2024** Whatsapp group on the same night (11th Jan) at 21.39 which was read by all the Form Reps. No further query or objection was raised by any Form Rep for the arrangement to the form reps coordinator email address formrepsto@gmail.com.

[Year 7 Form Reps to organise](#)

1. **Thu 25th Jan 17.30 - 20.00 Year 8 Options Evening**
2. **Wed 20th Mar 16.30 - 20.30 Year 12 Parents' Evening**

[Year 8 Form Reps to organise](#)

1. **Thu 1st Feb 16.30 - 20.00 Y11 Options Evening**
2. **Wed 17th Apr 16.30 - 20.30 Year 9 Parents' Evening**

[Year 9 Form Reps to organise](#)

1. **Thu 22nd Feb 18.30 - 21.00 HE Evening**

[Year 10 Form Reps to organise](#)

1. **Thu 14th Mar 16.30 - 20.30 Year 7 Parents' Evening**

2. Historically only emails have been used for all the communication and there has been no WhatsApp group for Form Reps. Current Form Reps Coordinator created Olave Form Reps WhatsApp group when she started in this role purely to help the Form Reps. It should be noted that this WhatsApp group is an additional medium of communicating important messages, dates and reminders etc. to Form Reps as the Form Reps Coordinator emails the same information to all the Form Reps by formrepsto@gmail.com. Within the WhatsApp group, the Form Reps can acknowledge these messages as appropriate or confirm their respective actions by a thumbs-up to keep the message traffic manageable and so that the reminders are not lost in the chat.

There was a request by 2-3 Form Reps to create another WhatsApp group for Form Reps for open discussions which has been actioned by the Form Reps Coordinator after the meeting on the same night.

3. It should be noted that a number of questions (few of them unrelated to Form Reps meeting) were asked on the day without prior email or heads-up to Mr Budds and discussions around them resulted in the meeting finishing later than the scheduled finish time. This causes inconvenience to many attendees, Mr Budds and the school staff who has to lock the premises. Attendees are requested to adhere to the agenda, time and format.

4 Date of next meeting – Thursday 25th April 2024

5 Close – I would like to thank Mr Budds for agreeing to continue attending our Form Reps meeting.

Attended by:

School Representative: Mr David Budds

Form Reps: Sakthivel, Rishi Vijay, Sri Lakshmi L, Lakshmi, Shveta, Kavita, Tara, Seema, Fatima, Swati, Gang Guo, Anu, Cherry, Kate, Claire.

