

Minutes of St. Olave's P.A. Form Rep Meeting

Thursday 17th January 2019 –Main School Library @ 7.30pm

- **Attendees:** Mr Budds (Assistant Head), Arunima Saha, Baoching Liu, Bisi Akpomuje, Charlotte Rutter, Fatima Zahra, Haili Cui, Justine Grant, Manish Vadukul, Martine Magnan, Moizza Mansoor, Rinku Chibber, Sangeeta Mead, Sarah Cassidy, Sue Watts, Sunita Sahu, Vicky Meehan, Xiaohong Zhang, Zey Kagan and Winnie Leong.
 - **Apologies:** Brid Nunn, Charmaine Joshua, Colette Gebbett, Harbi Kaur, Jane Bryan-Brown, Malini Rajendran, Narinder Gill, Paula McCabe, Pauline Skerrett, Ping Chan Yin, Rachel Rosser, Sandeep Bhorkar, Sarah Eldridge and Tiffany Barradell.
 - **Questions for the school (generally copied verbatim)**
1. **Armed Intruder** -What safety measures are there in place with regard to an armed intruder? Could the school please organise a safety drill for both staff and pupils? (Please refer to Q1 of 10 Oct 2018's minutes)

Answer: The school's top priority is the safety of all pupils – and the school is currently considering an electronic gated system. Whereas we have no reason to suspect an immediate or impending threat, there have been no incidents of armed intrusion on site in the 50 years since the school moved to Orpington and the current arrangements and risk assessment appear appropriate and proportionate for the site and the school's context, the school should not be complacent and will continue to review and update its risk assessment as relates to site intrusions and associated protocols. Recently, CCTV cameras have been increased as has the lighting on the Park Avenue side.

The school's current protocol if we are alerted to or otherwise become aware of the presence of an armed intruder is to notify the police and SLT. Teachers have recently been reminded of what to do in the event of anyone not wearing a lanyard appearing on the school premises. A lockdown protocol might not apply depending on the nature of the threat and bearing in mind the open site nature of the school. The school does have a lock down procedure [which in its updated draft form includes evacuation and invacuation instructions and this is pending review by governors at their next meeting]. In terms of raising an alarm, the closest the school has is the fire alarm but, if sounded, this would localize all members of the school community to a single area.

Mr. Budds will be raising with SLT [the revised draft procedure prepared by Mrs James has been the result of the discussion].

2. **Mobile Phone Policy**

- a) The new mobile phone rule at school is not effected well & quite unpopular (for obvious reasons). Apparently, one can only check mobile phones in their 'zones' & not elsewhere. A 6th Form student checked the time on his phone as he was making his way to another class (or in the corridor), he was 'caught' & the phone taken away for the remainder of the day. Effecting the rule for junior boys makes sense, as they are usually playing some games (in search of Pokemon & whichever) on their

phone but for senior students, esp. A-level ones, this shouldn't be applicable at all. They are treated as equivalent to Uni students on one hand and yet at the same time being treated like junior boys in this situation, with just 5-6 mths left at school. Please find an amicable solution to this situation.

Mr Budds said the policy has been designed with all in mind, that student consultation had taken place (with some age-specific amendments arising as a result of that consultation) and that 6th formers are free to use their phones in designated areas. The principle of the policy was that in the common areas of the school the Sixth Formers should be setting example to younger pupils and this is why the rule was a blanket one in corridors and outside during specified hours. For the same reason, staff have also been asked to set an appropriate example by not accessing their phones in corridors or in communal areas. In the policy as it stands for pupils, seniority is recognised appropriately and the implementation of the policy had been very smooth with relatively few issues arising.

- b) The new 'no phone' policy is a great idea. – is there any provision to where the boys can go and hang out to play board / card games etc which is replacing the phone games. On 8/1/19, the Form room was locked because a teacher heard them being noisy (not misbehaving it seems). Fully understandable why the staff did that... they can't have lots of unsupervised noise but where can the boys go to play board games etc they've brought in instead of playing on their phones? In the library- they must be quiet. Small hall – only after lunch and it's been cleaned. Today they were queuing for 20 minutes which doesn't leave any time to play. The big hall is currently being used for mocks so they can't go in there.

Does the school intend to allow boys to go straight from lunch to the big hall after mocks are over, or could they arrange for just a few supervised (to manage noise) rooms to be available for those wishing to play board or card games?

This situation could have been at the very beginning when the policy came into effect. This issue is no longer an issue and has been dealt with effectively. Mr Budds has observed and reported that there is plenty of space in Room 19 and the end of the small hall. It is now working smoothly as the students who first come in for lunch go right to the end and when they finished, that area can be cleaned and used for games etc. The main hall will not be suitable as there are no tables and special arrangements would need to be made which would add to the workload of the premises team.

- c) The new mobile phone policy has resulted in boys jamming the toilets, blocking access and defeating the purpose of the policy. How is the school planning to deal with this?

Mr Budds was unaware of boys "jamming the toilets"; duty staff had neither observed nor reported this to be an issue nor has any pupil reported this to be an issue. Some boys had been found under stairs area with their phones, but only a few. Regular patrols are not made to the toilets and the school would have reservations about doing this. The school has not confiscated as many phones as they had expected which proves the policy is working well. They are looking for alternative things for boys to do.

Year 7,9 & 10 form reps commented the feedback they have been getting has been overwhelmingly positive on mobile phone policy and Mr Budds thanked the Form Rep Forum for raising this issue. One parent asked if the school would want board / card games and Mr Budds said all donations would be welcome.

3. **Mock results** - Can mock results be sent to parents and not left to the boys to feed through as and when they remember?

For Year 11 this will come through their full report on February 1st, in time for the Sixth form Options evening on Thursday Feb 7th. A letter was sent from Mr Perks, Head of Year 11, giving the important date for Year 11 students.

4. **6th form Admission** - when will the 6th form admission process start/complete for internal students? When will the information evening be? What is the process?

Internal Students 6th Form Evening – February 7th. A letter, Y11 Options Evening, has been sent out telling parents and students about the Options Evening. All Year 11 pupils will have an interview with a senior member of the staff (to which parents are also invited) where they will discuss relative performance in different subject areas and informed subject choices, the Sixth Form admissions process, opportunities in the Sixth Form, career and university aspirations. Each interview session is half an hour. The school will try and match interview with teacher based on what the student has written down on their form in terms of subject aspirations but this is not always possible. All teachers on the interviewing slate are happy, able and experienced in helping any student even if that student is not doing the subject they teach. Choices will be made after the interview to give students and parents a chance to reflect on what have been discussed during the interview. The application form must be submitted by Feb 25. If they change their choices after submission, the school will try and accommodate and be flexible but it can be difficult, as the timetable is built around original stated preferences. This is why it is important that the students and the school gets it right the first time as far as is possible. Mr Perks works hard to cross reference teachers' and parents' availability for the interview process but this is a mammoth task.

5. **New School App** –

- a) Will the new parent app give us ability to view the IPM, Mock, EOY reports and test marks of our children? We saw an update on this last year but not sure if it includes these items.

This is still being discussed and in theory could cover all mentioned above if it goes ahead. The school needs to assess the cost effectiveness of this, usefulness for parents and ease of use for staff. The time frame for decision and implementation regarding this proposal is not fixed yet as this is not currently at the top of the school's priority list, albeit the potential value of the initiative is very much recognised.

Parents said there was a letter from Mrs Slyfield notifying that this is going ahead during the New Year with activation code being sent out in the Spring term but Mr Budds said there is still work to be done on this.

- b) Could class notes as well as set homework be made available online or on a suitable app? *Answered as above.*

6. **Year 7 date of next report** - When will next reports be sent for yr 7?

Spring Interim report comes out on 11/3/19

7. IPM –

- a) How does the IPM grade system work? It will help to understand more about boy's school report.

IPMs (individual progress monitoring) are summative and focus on grading rather than diagnostics. For A levels they work on grades A to U. Key stage 3 and GCSEs work on grades 1-9. IPMs assess student's current level of attainment in that subject as if he sat the GCSEs now. Heads of Faculty are meeting next Friday to discuss further. [IPM policy has since been updated]*

Parents raised concern that children who represent school at matches in the evening return late and have no time to study for the IPMS which are scheduled in their timetable. Is the school able to reschedule these for those children? Mr Budds replied that this would be more feasible if there were fewer IPMs but owing to the complexity and difficulty there would be in coordinating this if we had to factor in all possible late commitments which our students have (which go beyond sporting fixtures).

Would it be possible for the school to publish for parents and children the weekly timetable of IPMs? This would require a greater discussion for curriculum review; review will be further informed by new Ofsted framework which is currently under consultation. IPM information is available on school website under policies- the marking and assessment policy. Year 7 are informed about this at numerous places and times.

- b) Can students have their IPM papers back so that parents can see their areas of weakness and work with them?

For the new specifications subjects, the IPMS are a scarce resource and they will not be released for circulation as the papers will be reused until such time when there is a greater abundance of them. However the students do get feedback as the teachers normally goes through the IPM questions with them.

8. Second hand uniform shop. Is there any chance of it being opened once a month e.g. Friday after school for 1hr or however long it suits?

Rachael Peek: "There is no second hand shop. Sales are held at the convenience of PA volunteers who give up many hours of their own time to wash & sort lost property and donated items. We do our best to hold sales every half term and the next one is on February 1st between 3pm - 4:30pm. If anyone would like and is able to help, please contact Rachael on peeks@sky.com"

If parents can't come and are looking for something in particular, you can always send a note with your child to come on the sale day and someone will be able to help.

9. 6th former Proposed Bands concert - 6th formers who would like to plan an event, is this something any other class reps or parents know about or how do they do it?

Speak to Mr Budds who is only too happy to support as long as it is appropriate [now implemented - the inaugural iteration of this event will take place on 28th March].

10. **Clubs** - Could all the lunch time and afternoon clubs on offer be advertised in better and clearer way please? **Please refer to Minutes 10/2/18, Q2**

11. **Lunch queues** - impossible to beat and boys are opting to go without hot food in order not to miss lunch time clubs. Could the school please look into the logistics of this matter?
Please refer to Minutes 7/2/18, Q22

12. **Heating system** - The classrooms and school in general are very cold in the winter months. Would it be possible to improve the heating systems?

£50,000 was invested 3 years ago in new boilers. Mr. Budds confirmed that the school has turned heating on. If it is a particular room which is a problem, please let school know and the Premises Team will look at it. They have been able to uPVC half the quad but the other half is listed but not efficient hence different measures may be needed for that half. Also when doors from quad opened huge blast of air comes in making that area very cold.

A parent commented that the Main Hall where the Year 11 mocks were taking place, the students found the hall very cold.

Mr Budds informed that it is very difficult to heat the main hall evenly and as the actual exams will take place in May/June this cold issue will not be a problem but rather it could be very warm instead.

13. **Missing items** –

- a) Many items seem to go missing (even during lessons) and then mysteriously reappear at different locations after long periods of time. This is very upsetting for the pupils and sometimes results in demerits for the pupil whose items have been taken. Could the school please raise awareness that these pranks are not acceptable and punishable like a theft?

Any time someone is taking items that do not belong to them, it is theft and the school issues serious sanctions for this.

Form Reps from Year 7- 11 commented there is an issue in all those Year

Mr Budds was not aware that this problem is happening in all the years and will report to Head of Year 7-11 as this is a broader issue - the Head of Years 7-11 will reiterate this message during their year assemblies.

- b) Various personal possessions have disappeared from the boy's belongings, everything from planners, stationary, mobile phones to sports kits. Whilst some of this could be down to carelessness, some forgetting and other down to prank type behaviour... what is being done where possessions are stolen whilst at school? How is this being dealt with?

Where the school can take action they will do so. CCTV not allowed in changing rooms for obvious reasons but there is CCTV outside. Please ask your child to report items 'lost/stolen' immediately so the school can investigate. The earlier an issue is reported, the more likely the school is to be able to catch the culprit.

A parent commented that her child had reported a theft as soon as he noticed his item was missing and the school had dealt with it immediately and resulted in a satisfactory situation.

- c) Could the school please remind the pupils that there is CCTV in place that will be used to successfully apprehend thieves?

This will form part of the notification which will be sent out to students

14. **Oct Half Term** - Has the school considered revising the school holidays, in line with a large number of other Bromley schools, who now have a two-week October half term? (Pls refer of Q19 of 10/10/18 Minutes)

15. **Progression to Year 12** - How many year 11 students failed to achieve the sixth form criteria in the past academic year? Is the school aware of why they failed and has it examined the individual circumstances of each child? Are there any students whose personal circumstances merit being kept on even if they haven't met the criteria, bearing in mind the SLT's undertaking last year to be less results-orientated and more focused on the personal wellbeing of the pupils. (Pls refer to Q 12 of 10/10/18 Minutes).

Sixth form admissions criteria now ask that students achieve a minimum aggregate of 63 in their nine best subjects. This is now 63 out of a maximum possible 81, as opposed to 64 out of a maximum possible 72 as it was under the former Admissions policy, giving boys in Year 11 a stronger chance of fulfilling the Sixth Form admissions criteria. For those that did not meet the criteria, all individuals were considered and discussed on a case by case basis, not only by the SLT but also the Chair of Governor was involved. There were some Olavian students who took GCSEs in 2018 who did not meet the 63 points, but who were able to continue their studies into the Sixth Form at St Olave's.

16. **Financial Position** - Is the school still in financial difficulties? If not, why is it that some teachers are being asked to teach more than one specialist subject, such as history and PE, music and maths, geography and English.

The school, as with many others, still faces challenges in respect of the public funding available; whereas this is mitigated to an extent at St Olave's by other funding streams, the budgetary goal is still that curriculum costs need to be met by the school's public funding. In subjects where there is not a sufficient teaching workload for exactly 1.0 or 2.0 teachers, and where staff are not contracted on a part time basis, teaching time needs to be brought up to the full allowance. Often this is done through games and enrichment periods. Sometimes, the timetable relative to the staffing necessitates that teachers teach outside their subject but never in exam classes and never without expert departmental support. Mrs James is in process of sending out letter re school's financing system.

17. **Geography department** - Are there enough resources and teachers in the Geography department for the boys to be able to meet their target grades? What is the average grade achieved in Geography GCSE last year? (Pls refer to AoB of 10/10/18 minutes)

There is now an abundance of teaching resources for this subject and Mrs. Beston is recovering well and will soon be back on phased return.

18. School Trips –

- a) A parent felt there is an increasing number of trips and is requesting to know if there is any rationale for this increase.

School trips are an enrichment opportunity for the children.

Parents wanted to know costs and number of trips.

Curriculum trips required only voluntary contributions. If there are any parents facing financial hardships, please inform the school as there is a fund to help pay for this.

- b) Would it be possible to have a broad overview/ list of the potential school trips that are recurring in each of the academic years so that parents can use this to make an informed choice on which ones to sign for?

A list exists and was circulated in September with costs. Trips are also listed on the school calendar.

- c) Should subject trips be offered if children do not do that subject? e.g. language trips (France/Germany)

For language exchange trips, the answer is no. The Aachen trip is not a language trip. It is for all is for all students irrespective of what language they are taking. This is a very interesting trip to the Christmas Market in Germany and there is a trip Battlefields Trip to teach our students to develop a deeper value and understanding and respect those fallen during the First World War.

19. **Sports Trips** - If boys represent a number of sports for the school (e.g. cricket and rugby) are they expected to pay full cost for all major trips?

Mr Budds has discussed the matter with Mr Kenward and he has confirmed that full cost of all major trips needs to be paid irrespective of the number of sports which the pupil represents.

20. **Uniform Policy** - A boy has raised the issue of why girls are allowed to wear earrings and boys aren't? (pls refer to Q3 of 7th February 2018 Minutes).

There has been a lot of discussion in SLT around the issue of a gender neutral uniform policy which has not been finalised yet. Further updates to follow regarding this matter.

21. **Creating an after school space for homework/study** - Referring to Q11h of 10th Oct 2018 meeting, what is the outcome of the discussion of between Mr. Budds and Mr. Rees on this matter. There is utmost urgency in this as it is fast approaching revision time for Year 11 and Year 13 as they prepare for their exams

This had been discussed in SLT. In theory students have to be off site by 4.30. Gate at Park Avenue closes at 5.30. 6th formers can sit in 6th form library as Mr. Budds is there. As long as no direct supervision is required and a number of SLT members are on site anyway after hours, students can sit in main school library or small hall.

22. **Student Safety** - can the school please send out a comms urging parent drivers to slow down on Park Avenue and not perform U turns on this road? Could the school also liaise with the authorities to request a 20mph speed limit and to have a police officer or

community officer man the gates as deterrent at least temporarily? It is only a matter of time before a child is knocked down, the cars are getting bigger and faster and it seems common practice now to perform U turns in front of the gates and park dangerously.

The boys also need to be reminded to be vigilant when crossing the road especially in front of the school gates and use the zebra crossings on Sevenoaks Road.

The students can be reminded by school. Notification can be sent out to parents re u turns. Duty staff can also challenge parents. Mrs. James has contacted the Traffic Information Officer in the Council re speed limits and the school is waiting to hear.

Parents suggested smart car with TV camera, community officer, encouraging children to use public transport, yellow box, cones. Mr. Budds reminded us that this issue is also addressed in the Head's newsletter.

23. **Voluntary Fund** - can we have an update on how the voluntary fund is being spent, the balance of the fund, the main projects for the next 6 months. Who is overseeing the standard of work that is carried out?

Mrs James is drafting a letter and will be communicating with parents on this matter.

24. **Main library** - the main library is occasionally been used as a classroom - is this correct and if so, is there a shortage of classroom space and what is the school doing to rectify this problem?

It is yes to both these questions. SLT and the Governing Body are considering repurposing the headmaster's house and moving some offices into there so that the office space currently in use on the main school building can be reclaimed as classrooms.

- **Any other business**

Mr Budds, as raised by Frau Probodziak, asked the current Year 7 form reps to ask their class parents if they will be happy to have the itinerary change for the Aachen trip which the boys will take part in Year 8. She is proposing a change to the timetabling of the trip, leaving the school during Thursday lunchtime with an overnight in a Youth hostel that night. This will enable the boys to have a proper sleep instead of sleeping on the coach travelling overnight to Aachen, which will increase the cost to £110 but is considering travelling by ferry to lower the cost.

Winnie will email a copy of the current Year 8's letter to the Year 7 form reps for them to discuss with their class parents.

- **Date of next meeting & meeting close** – *proposed Thursday 9th of May in the Main Library but Mr Budds will confirmed once checked with the school calendar.*