



PARENT COUNCIL AGENDA AND MEETING NOTES

Initial meeting	Monday 27 June 2022
Autumn Term 1	Monday 10 October 2022
Autumn Term 2	Monday 5 December 2022
Spring Term 1	Monday 30 January 2023
Spring Term 2	Monday 20 March 2023
Summer Term 1	Monday 15 May 2023
Summer Term 2	Monday 3 July 2023

Monday 10/10/2022	Attendees: (MQU) Michelle Quayle (TLA Community Champion) (LFL) Lucy Flower (SLT) Juber Shaikh	Invited: Leanne Bonner Donna Hogan Nicola Keeligan
Times	Arrive from 5:00pm to 5:30pm	Meeting from 5:15pm to 6:30pm

Point	Description	Notes	Action
1	Welcome and refreshments	Tea, coffee, biscuits cakes	
2	Introductions		
2	Constitution	Read through the Parent Council Constitution for new members	No new members
3	Code of Conduct	Read through the Parent Council Code of Conduct. Signed and dated 2 copies. One retained by school. Completed by Parents represent current Y1, Y3 and Y8	No new members

4	<p>Communication</p> <p>Letters, emails, texts, classcharts</p>	<p>a) Trips and events: It was noted that some trips and events are communicated to parents with short notice. TLA endeavour to have all trips and events listed on the school calendar on the school website to give as much notice as possible. This enables all of the admin surrounding trips to be completed in a timely manner.</p> <p>b) Short notice trips may happen (eg: recent PGL trip for Y10 students), where school has been given an opportunity that benefits the students and is also grant paid (free to parents).</p> <p>c) App to communicate with school: Classcharts is the primary contact between parents/carers and school. This allows parents to check homework, messages from classteachers and monitor behaviour points. If a message is sent to a class teacher it is expected that the teacher responds within 48hours. If the message is urgent contact school via info@tla.rklt.co.uk</p> <p>d) Dogs, scooters etc in the playground: notice to be sent to primary parents reminding of not bringing into the playground during drop off and collecting times.</p> <p>e) Primary afterschool clubs: some complaints of siblings not coordinated on club days.</p>	<p>a) MQU to check the school website to ensure that events are listed – coordinate with Laura Peycke.</p> <p>b) If there are short notice trips letters will make reasons clear (eg: funding received etc)</p> <p>c) MQU to send note to staff to regularly check the message button on classcharts.</p> <p>d) MQU to chase up note to all parents.</p> <p>e) Note to Miss Durn (Primary) to consider siblings when setting after school clubs</p>
5	<p>Community Space</p>	<p>Noted that the school has a remit to support the local community with use of space, criticism that school selects events to be held.</p> <p>This issue was discussed in depth, TLA has recently begun to open up to community activities. One event was rejected this October due to planned building works on site during the October half term. One event that was prebooked in the summer term will go ahead. (East Leeds Youth Summit – see attached).</p> <p>Discussions are ongoing to provide the local community with space to use, including events that happened prior to lockdown and when the site was a leisure centre. Hoping to have events running from the new year (Jan 2023).</p> <p>Considering links with TNLP/TNCP around community events during holidays. Advertising these events on the school website.</p>	<p>MQU to update at next meeting progress with local community events, notice board, web developer so that all is in one place.</p>

6	Parking issues	TLA has two car parks that are used for staff and visitors. Unable to provide parking for parents at drop off / pick up due to restricted space.	If anyone would like to discuss further email info@tla.rklt.co.uk to book an appointment with Mrs Flower.
7	Bullying	TLA has the report It Sort It campaign. All staff have forms available for students to report a matter – either of being bullied or witnessing someone else being bullied. The forms are passed directly to the pastoral advocates. Information is on the school website: https://www.templelearningacademy.org/for-parentscarers/report-it-sort-it/	If there is a particular issue you wish to discuss please contact info@tla.rklt.co.uk to book an appointment with Mrs Flower.

8	SAT and GCSE results	To be discussed at next meeting with Deputy Head in attendance.	
9	Setting Agenda for December 2022 meeting	<ul style="list-style-type: none"> - GCSE / SATS - Review Communications - Review Community space / Events - Feedback around parents evening (survey to be sent in December) - Diary of events 	
10	AOB	Discussion around procedures for Y9 options and careers guidance.	<p>MQU to request Y9 options / Y10 college open days / Y11 college information is placed on the school website calendar.</p> <p>MQU to send out links to Barclays Lifeskills to parents.</p>
11	Next meeting	Monday 5 th December 2022 – 5:30pm	