Felsted Parents' Group Minutes

7.00pm, Monday 3 February 2025

Coffee Shop, Felsted School

1. **Attendance/apologies**:
Deacon's: 2, Elwyn's: 3, Follyfield: 3, Garnetts: 2, Gepp's: 3, Manor: 3, Monts: 3, Stocks's: 1, Thorne: 1, Windsor's: 3
Staff: CJT, GWSM, MJN, CNL

2. **Matters arising** (where not on agenda)
   a) **Catering survey:**
   The catering survey has been sent out to all parents, pupils and staff and responses are being gathered. Please do fill it out and encourage others to do so if you are able to do so.
   b) **Speech day**:
   Parents updated in the newsletter about the plans for the end of the summer term; only one response, which was positive, so take that as 100% happy. We will make sure that it is a positive experience for all.
   c) **Girls' rugby**:
   We hope to have a fixture coming up towards the end of this term, the group in training (non-contact), and are working towards the Rosslyn Park competition in 2027

3. **Friends of Felsted** (CNL, Jessica W-A):
   - Friends of Felsted is now a whole school approach combining parents from both Prep and Senior;
   - The Friends of Felsted Ball will be on 27 September 2025 (Exeat);
   - Christmas Fair event will take place on the Senior side of the road;
   - We are looking for volunteers from right across the parent body (Senior and Prep; they definitely don't have to be reps) to help in general and with particular events;
   - **Action: parent reps to promote to parent body volunteering to help**

4. **Careers provision update** (Lou Scofield, Director of Professional Guidance)
A slight reduction in those going through UCAS now. More routes being explored. Various people are using Apprenticeship route, although these are very competitive. Growth in international applications as well, e.g. with seven applicants to IE Madrid. UK and international students are looking at well-renowned courses abroad. Really good employability.

   Threats for pathways at the moment - AI is big and some of the traditional pathways are less clear. 50% of people are now going to university nationally, and the result is that some of those in the university stream are not finding it easy to get to graduate jobs.

Careers provision here - Y11 and Y12 have careers lessons. Prep has introduced this into Years 7 and 8. We are planning to increase offer for Years 9 and 10, in place of stand alone days (current provision). All pupils will then have careers input.

Used a careers platform Unifrog for seven years. Now looking to move away from this to Morrisby. Allows parents to be able to view child's profile. Also looking at platform for reverse applications, with universities coming to them - for certain groups of students, for whom the UCAS route isn't right. Concourse (Match).

Working with a couple of companies at pathways and partnerships, to put people forward for insight days, take on a couple of students as juniors, into employment. Looking to broaden that reach as well, so that we have a team of expertise to draw on. More and better partnerships. Any offers gratefully received.

Work experience - looking at moving forward in a different model. Current provision is encouraging Y11 to do something at the end of summer, and through 6th form to build CVs. (Also, get a job) Still want that to happen, but looking into possibility of using provider to find placements - towards the end of Year 10, enable them to reflect on the experiences.

5. **Review of timing of the day - afternoon provision for prep for Y9/10 day/contemporary boarders** (CJT)
    - Looking at the structure of the day, making the best of the time available
    - Years 9 and 10, mainly day and contemporary (unlike the older year groups) but structured as if more boarding 5/6 nights per week. They have a long day, then have to travel home and then do homework. Boarders could do with a slightly earlier bedtime with calm preparation for bed, more reading time.
    - Push for later part of the afternoon to be used more for independent work i.e. prep. Co-curricular drama, music etc would still be able to carry on as now but those not occupied would do work. Structured time in the late afternoon (e.g. 4.30 - 5.30pm) as well as in the Marshall after tea (7.00 - 8.00pm)
    - Support expressed by some for this.
    - Important that houses are seen as places where you can work.
    - Parents don't want the weekly boarders to lose their prep time in the evenings in the Marshall
    - Increased supervision in the latter part of the afternoon would also help with behaviour
    - Children with SfL support benefit from support while doing their independent work
    - i.e. structure and support for Contemporary Boarders and day pupils before they go home

6. **Tutoring update** (GWSM)
    a) **Meet the Tutor** events:
    Confirmed two Meet the Tutor events in place for next year (Years 9 and 12) to take place together at the beginning of the year. Identified as the highest priority groups. Other year groups, tutor relationships

are generally in place. Tutors/parents can arrange to meet up with one another at a different time.

b) **Role of the Tutor**:
Key staff in place looking at steering the tutoring experience across the academic year, building a grid to provide resources and structure for the year. Across the week might be, for example, one session focused on PSHE, and one to remain autonomous to deal with needs of the tutees. Mixture of more directed and less directed time.
Suggestion made by a few that tutor contact is not happening on a regular basis. Highlights the inconsistency of this. Need to follow up with tutors in terms of contact. **Action: GWSM to follow up with Tutors via HMs**

7. **Review of new Newsletter format** (CJT)
   - A few parents find the new format easier to navigate and are looking at it more;
   - Some look at it the same amount;
   - Some are finding it less easy to navigate and harder to find relevant information;
   - A number of people struggling with the newsletter going into Junk mail;
   - Would be good to colour code Prep and Senior, where applicable;
   - It's hard to get back to the first menu page once you have clicked on something;
   - **Action: CJT and MJN to discuss with Marketing dept**

8. Payment of fees - direct debit (CJT)
   - **Action: CJT will circulate an update separately**

9. AOB
   a) Statutory duties regarding school attendance have increased recently - for reassurance, this is simply the school acting on the statutory changes. **Action: parent reps to reassure other parents**
   b) Form for Absence Requests through Head's office - the Head needs enough notice to be able to consider and process. **Action: parent reps to promote this to all parents**
   c) Absences from away fixtures - Head and HMs will be asking for parents to support ensuring pupils are honouring their commitments. **Action: parent reps to promote to all parents the honouring of Away fixtures by all pupils**
   d) Parent Survey coming up in the next few weeks - important to get as many responses as possible from parents. **Action: HMPA to ask parent reps to promote once live**
   e) Leavers' Ball - make clear to parents that they will be invited as well **(to be communicated via U6 houses)**
   f) Food Survey suggestion from parents - another survey asking specifically about particular menu items to go out to the pupils. **Great idea, which we will action!**
   g) GWSM and MJN Investigating SMS communication e.g. around trips returning later than originally planned - **update at next meeting**
   h) Concerns around the 'borrowing' of kit in houses - **to be discussed with HMs.**

Date of next meeting: Monday 12 May 2025 at 7.00pm

CJT/GWSM
10.2.25

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