

Date	No.	Action	By who	Progress	Commentary
21/09/2016	01	Copy of AGL presentation to be included with the minutes of the meeting	C Mason	Complete	<a href="http://www.penistone-gs.uk/Pages/Parents%27-Partnership.aspx">http://www.penistone-gs.uk/Pages/Parents%27-Partnership.aspx</a>
21/09/2016	02	P16 structure to be included on the website for information.	C Mason	Complete	<a href="http://www.penistone-gs.uk/post-16/information-advice-guidance">http://www.penistone-gs.uk/post-16/information-advice-guidance</a>
21/09/2016	03	Include an outline of priorities for Student Support/Inclusion on website and provide updates of progress against each area.	A Gillett	Achieved in Part	Information contained within PPT shared with minutes of meeting however; priorities still need to be put into a separate document for ease of identification and for tracking purposes.
21/09/2016	04	Identify key statistics to report to parents alongside achievement and include these within the school website as well as communicating these through Principal and Associate Principals' letters home.	A Gillett/ C Mason	Achieved in Part	Agreed in principle, A Gillett to draft key performance indicators for parents' information.
21/09/2016	05	Consider providing a simple version of the anti bullying policy for parents alongside the full policy (request from parent).	A Gillett.	Outstanding	Will be considered further once policy is approved by Governors (scheduled for 13 October 2016).
21/09/2016	06	Information to be shared with all parents (A to Z Guide for website)	C Mason.	Complete	Communicated in Principal and Associate Principal Monthly Update for October.
21/09/2016	07	Send an email home to parents with the link to any useful information that has been added to the website.	C Mason	Achieved in Part	System set up for this to happen - need to review effectiveness now in operation (to be reviewed with PLG).
21/09/2016	08	Include on home page of the website (Week A or Week B).	C Mason	Complete	<a href="http://www.penistone-gs.uk/">http://www.penistone-gs.uk/</a>
21/09/2016	09	Consider publishing assembly information (assembly slides) on website for the information of parents.	Senior Leadership Team	Achieved in Part	Agreed in principle; I Richards (Assistant Principal) to lead. Will be in place from w/c 17/10/16.
21/09/2016	10	Consider ways as a school we can collate information and include more within the Principal and Associate Principals' letter home.	Senior Leadership Team	Achieved in Part	System set up for this to happen - need to review effectiveness now in operation (to be reviewed with PLG).
21/09/2016	11	Remind parents that if they download the School Gateway App, they can receive text messages as no cost to the school.	C Mason	Outstanding	To be sent via text.
21/09/2016	12	Colleagues from English to be invited to a future meeting to discuss developments within the department with parents.	C Mason/ P Crook	Complete	Date set for meeting - 17 November 2016 16:30 to 18:00.
21/09/2016	13	To be raised at SLT level for discussion (concerns regarding inconsistencies within FROG).	C Mason/ SLT	Achieved in Part	R Lacey (Assistant Principal) has been assigned responsibility for this and will monitor/review moving forward with further updates to follow.
21/09/2016	14	Letter to be sent home to parents providing update in terms of catering provision.	CMA	Complete	Letter sent home 28 September 2016.
21/09/2016	15	Consider sharing assembly slides with parents in relation to changes to curriculum and assessment.	Senior Leadership Team	Complete	<a href="http://www.penistone-gs.uk/Pages/Changes-to-Assessemnt-KS4.aspx">http://www.penistone-gs.uk/Pages/Changes-to-Assessemnt-KS4.aspx</a>
21/09/2016	16	Consider publishing information on website including which books are available to purchase through the school shop (parents asked for support in terms of knowing which revision books to purchase for the new GCSE and A Level courses).	Senior Leadership Team	Outstanding	I Richards (Assistant Principal) to lead on this and is working with Curriculum Area Leaders.
21/09/2016	17	Consider making revision books available to order via ParentPay.	C Mason	Outstanding	(Will be reviewed further once action 16 has been completed)

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21/09/2016	18	Discuss potential for home learning calendar/overview for each year group to be developed to help parents understand what home learning their children should be undertaking.	Senior Leadership Team	Outstanding	R Lacey (Assistant Principal) has been assigned responsibility - further information to follow.
21/09/2016	19	Date for the PLG Meeting on new assessment framework at KS4 to be set and published.	CMA	Complete	Date set for meeting - 30 November 2016 18:00 to 20:00
21/09/2016	20	Date for the PLG Meeting on new assessment framework at KS3 to be set and published.	CMA	Complete	Date set for meeting - 11 January 2017 18:00 to 20:00