



## Stanbridge Primary School

### PIP Meeting Notes

Please email minutes out to your team members, HT, DH and link governor.

<b>Team: PIP</b>	<b>Date of Meeting: 26/1/18</b>
<b>Apologies:</b> Frances-Lindsey-Clark Jane Lenton Shamina Connellan Lucia Weaver Abbe Hooper Natalie Thompson Emily Baker  <b>Attended:</b> Miss Bertham Mrs Walker Sarah Parrott Sarah Jones Jemma Millard Susanne Weaver Rachel White Nicolette Usher	<b>Agenda Items:</b> <ul style="list-style-type: none"><li>• Update on actions from the last meeting</li><li>• PIP membership list</li><li>• Jobs Jamboree</li><li>• AOB</li></ul>
<b>Meeting Notes</b> <b>Actions from the last meeting:</b> <ul style="list-style-type: none"><li>• The term 3 newsletter contained an article about PIP reps so that parents know who they are. Many parents used the Facebook year group pages to provide feedback for PIP reps to share at meetings.</li><li>• M Walker and HT fed back to staff about end of day routines at KS meeting and briefing. Year 4 spellings not coming home. M Walker clarified spelling scheme and year group lists. <b>Follow Up with year 4.</b></li><li>• MW clarified year 3 spelling.</li><li>• HT clarified newsletters being sent home and checked with the office - PIP confirmed all current newsletters have gone home</li><li>• The EYFS Frequently Asked Questions letter has gone home last term. This shared info about being a new parent to the school.</li><li>• Reward cards and certificates – HT fed back that this will be worked on this year with aim (for consistency) in September</li><li>• Flu vaccination - texts done so parents knew – all now done.</li><li>• Reading rangers – 6 signed up. Parent coffee morning being arranged by Miss Lazenby. Timing start or end of day 2.50 until 3.15/ 8.45 – 9.05. Just before play</li></ul>	

lunch can also be ok. Reading Ranger Leaflet went out.

### **Jobs Jamboree:**

- Article about Jobs Jamboree will be in Whole school newsletter next week. Jobs Jamboree Friday 27<sup>th</sup> April 2018. 2 coffee mornings are being held. Parents interested in Jobs Jamboree can come along to find out and share information. Hopefully, those that have done it before would be a really valuable contribution. First coffee morning 9am (first 20 mins of PIP) Friday 2<sup>nd</sup> March or Monday 5<sup>th</sup> March at 5.30pm. Planning meeting will be after these sessions. Jobs Jamboree sessions are supervised by the class teacher. Nicolette Usher shared her experience: Project manager – gave the children a project group 1 building a submarine/ rocket. What do you need? Discussed definite needs. Worked with the children to create a plan what would you do first? 5 min intro talking about your job.
- Grandparents/ aunts/ uncles/other family members also welcome.
- If parents can't make to coffee morning there will be a tear off slip at bottom of letter to show your interest.
- Parent feedback – ensure staff covering normal class teacher are fully briefed about the session and expectations.
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### **AOB:**

- Lost property – issues with mislaying and named things not coming back. PIP fed back that it is a minor issue. Once per term, Mr Gardiner thoroughly goes through lost property (items not claimed or unnamed are washed and offered for purchase at a minimal cost) and staff are proactive in trying to help find lost property if time permits.
- Parents queried the call back response time when a parent calls in to speak to a teacher. If it is urgent then the teacher will try to call back sooner. HT will remind teachers of this at briefing.
- SRE meeting – some parents that could not attend could not find the information on the school website. HT will follow up.
- Spelling in year 2
- EYFS – feedback from parents that homework has some recognition – stamp/ tick/ 1 hp
- School meals – some parents are not impressed with the food when came in for eat with your child. This discussed salad bar children choose. HT and MW shared their experience of meals and pupil choice which has been positive. Investment being put in for a combination oven (£8000) to improve cooking of large quantities of food and a dish washer. (aiming Feb half term installation) HT requested that parents email Dolce with their feedback about likes and dislike as they are a business. Dolce staff are really positive about receiving feedback and acting on it. Dinner lady on salad cart for KS1 to encourage selection.

- Year 4 – requested more notice on costume days to relieve stress. HT advised we aim to give two weeks’ notice so will feedback to staff.
- Are you going to do anything on WWI or women’s vote as its 100 years? HT will look into it. Possibly an assembly as our History curriculum is planned for the year.
- Year 4 Learn its are not going on the homework sheets.
- Mad science club raised – we have used before (pressure on parents for paying clubs) our aim to provide free clubs. Possible Mad science assembly/ after school event/ PTA fayres)
- Size of clubs – 20 places only and these filled up quickly. Practical activities and resourcing is challenging with large numbers. KS1 clubs that aren’t so full on to allow younger child that may be tired. PIP fed back that we offer lots of free clubs which teachers are running in their time after school and this is appreciated.
- POSITIVES – enrichment classes – photography club really good and thoroughly enjoyed. Tennis is being enjoyed.
- HT requested that parents can review website content and email office about website issues – out of date or not up to date info. This will then be actioned asap.
- Behaviour letters – not coming home in Year 1. Attendance certificates T2 T4 T6. Set up on Sims – mail merges computer has caused issues. Parents have been asked to email/ inform office if not received or incorrect.

#### **Actions from meeting**

- Follow up spelling with year 4
- Newsletter – put in article about lost property
- Set call back time (48 hours) with staff and request that emails state whether it is urgent. Parents need to let the parent know the nature of the request.
- Follow up – SRE information on website - HT
- See Mr Baker clarification of spellings. – MW
- Homework marking – follow up with all staff (EYFS/ Year 1)
- Follow up meal photographs on school Facebook page. HT will feedback to Dolce all concerns raised by parents.
- HT to feedback that children have to choose something from the salad chart. HT will also alert lunchbreak supervisors to this.

**NEXT MEETING:** Friday 2<sup>nd</sup> March 2018