



**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: 24/03/17</b>
<b>Apologies:</b> Miss Bertham Mr McGovern Jane O'Connor Lucia Weaver Leonnie Pollinger Shamima Connellan Jenni Lewis Kiran Ganpatlal  <b>Attended:</b> Mrs Walker Frances-Lindsey-Clark Nicolette Usher Laura Hudson Julie Toy Jo Mapstone Emily Baker Sandie Bidwell	<b>Agenda Items:</b> <ul style="list-style-type: none"><li>• Update on actions from the last meeting</li><li>• Homework feedback new Model</li><li>• AOB</li><li>• Date of next meeting- Friday 12<sup>th</sup> May</li></ul>
<b>Meeting Notes</b> <b>Minutes from the last meeting:</b>  <b>Big Maths:</b> <ul style="list-style-type: none"><li>• Children in each class across the school will now be bringing home 2 'Learn It' facts to practise each week chosen from the questions they did not get right in the Learn It test or chosen from the ones they were unable to complete in the time set. The children will answer these facts first on the following weeks test.</li><li>• Maths resources for each times tables will be added to the Numeracy page on the school website by the end of the term so parents can print them out and use them to support their children.</li><li>• All classes carried out a Learn It workshop on Tuesday 21<sup>st</sup> February to explain the Learn Its, testing and 'Popping' facts.</li></ul> <b>Spelling:</b>	

- MW spoke to year group teachers and fed back that they have been working very hard to support the children with ensuring they take their Spelling Log books home: verbal reminders are given regularly, texts have been sent to parents and there are signs up in the classroom to remind the children. Regarding the spelling lists, they have been sending home 9/10 words per term and testing the children on these 3 or 4 times during that term. Now, however they will be sending home spellings in line with the new homework format: the weekly spelling focus will be recorded and a list of spelling to be learnt that week.
- Staff were asked in briefing to spend 5 mins before assembly each day to support the children with ensuring they have all books they need to take home. (Spelling log book, homework, reading lunch box water bottle etc)
- Year 6 sent home the full list of spelling words. They can also be found on the Year 6 class page on the school website.

#### **AOB:**

- After speaking to the Year 1 teachers and other parents it is clear that 'Good behaviour' letters have been sent home in term 1 -4.
- Teachers were asked in briefing to ensure names of children are spelt correctly wherever they are written: reward certificates etc.
- The possibility of having E-Safety meeting on a different day was discussed with Mr Baker however this a great challenge due to meetings after school and clubs. He has said that if at any time he can make it happen on another day other than Tuesday he will.
- MW spoke with the office staff about the consistency of a text reminders going out for class events and it is clear they are very organised and regularly refer to the school diary to ensure this happens. Each time it has been followed up, when specific parents have said they did not receive a text, it is clear from the computer log that the text was delivered.

#### **Homework:**

The new homework format was discussed and the feedback was as follows:

- Parents really like the new format
- Children are enjoying the Chilli challenge activities and are more enthusiastic about completing the homework set.
- Spellings are more manageable with 5 each week.
- Children are finding the maths more enjoyable and the 'Learn Its' are clear for parents.
- Feedback from Year 4 homework. More organised but need clarity on spelling sets going home.

**AOB:**

- Parents in Year 6 enquired as to the plans for the Leaver's celebration in Term 6. As is the case every year, pupils will be asked for reasonable suggestions and then Miss Lazenby and Mrs Walker will discuss and offer the children to vote for their choice. Majority vote will determine the outcome.
- Dress up days being close together was discussed.
- The after school club booking system was discussed regarding parents that have signed up to too many clubs. Parents have been contacted to remove children from clubs if they had booked too many.
- Parents asked if it was possible to be provided with information about what pupils are covering in masterclasses, especially as some parents would not have booked their child onto the Mud Pie after school club if they had known their child would also have been participating in this as a masterclass. ACTION: Send masterclass timetable to the website.
- It was highlighted that there is still a need for a Reception PIP representative.
- It was raised that keywords for RA are not being refreshed on a regular basis. ACTION: MW to speak to EYFS teachers.
- School website was discussed regarding keeping it up to date. ACTION: Miss Bertham to update and Mr Baker will carry out an audit.
- Parents gave positive feedback about the cultural school dinners. However, they raised the fact that the school dinners provided do not consistently match the menu that is provided and this can cause issues with children not eating lunch: some children choose to be dinners on particular days due to what was on the menu and when they get to the dinner hatch and the food being offered is different and they do not like it and eat very little. ACTION: Feedback to catering service and request that parents are informed of menu changes via text message if possible.

**Actions from meeting:****Homework:**

- Could the hand in day and Beat That tests be on the same day?
- Could homework sheets be stuck in books in school?
- Year 1 have CEWs as well as spellings, phonic sound of the week, maths learn its. Parents would like clarification on what is the weekly/daily expectation.
- Year groups to proof read and check that all challenges are possible!

**CLUBS:**

- Find out if everyone who booked their child into too many clubs have been contacted.
- Find out if all clubs are full and registers are up to date.
- Find out if the club booking the system can be restricted to only 2 bookings per year when booking in September.

- Find out if the Mud Pie club counts as one of the 2 clubs limit as it is a paid club.

**AOB:**

- Payments going through on Gateway system – does this always happen?
- A PIP representative is still required in Reception.
- Follow up with Keywords for RA regarding keywords being refreshed on a regular basis.
- Follow up why the food on the lunch menu is not being consistently offered and how to tackle children paying for a hot meal choosing a baguette every day.
- Update the school website: calendar, policies etc. Medical Policy needs updating.
- Speak to FB regarding providing parents with a time table for the year of the masterclasses.
- Follow up recycling provision at PTA school events.