



Stanbridge Primary School

PIP Meeting Notes

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

Team: PIP	Date of Meeting: 04/05/2018
Apologies: Mrs Walker Attended: Miss Bertham Mr McGovern Frances-Lindsey-Clark Shamina Connellan Jane Lenton Nicolette Usher Abbe Hooper Sarah Jones Rachel White Emily Baker Sarah Parrott Lucia Weaver Jemma Millard Susanne Weaver Natalie Thompson	Agenda Items: <ul style="list-style-type: none">• Updates from Last meeting• Office communication format• Parent Feedback- What are parents looking for in a new head teacher• AOB
Meeting Notes Updates from Last meeting <ul style="list-style-type: none">• DOLCE: HT met with Dolce along with SBM. New equipment has been installed including combi oven and dishwasher. SBM and LBS supervisor have spoken with LBS to ensure children are reminded to use the salad cart to access salad and cold pasta dishes etc.<ul style="list-style-type: none">○ Further action: HT to take some photos of dinners and share with PIP and Perhaps consider renaming- 'Pick and mix'.• HT has shared OWL forms via email to parents.• HT shared that new EYFS parents letters will be sent out as soon as possible. The school has been waiting for the list. Second hand uniform sale will be advertised.• HT shared that all teachers have been reminded to remind teachers to ask for pupils' homework books. Year groups have been stamping and sharing in a variety of ways. Parent shared that in Y6 Homework is always marked without fail.	

- Further action: please could parents remind pupils to hand books into teacher/ tray or boxes.
- Non- Fiction books. Miss Owen and Miss Blackburn have worked hard to redevelop the dewy system. They have got all the resources ready and will be inviting parents to an informative coffee afternoon to learn the system. Parents will them be welcome to come into school when they are free.
- Job Jamboree: HT shared that although fewer workshops than previous years the day ran very well. One parent shared that they had a brilliant time and loved working with the pupils and found it very rewarding.
 - Further action: Next to try and get more people involved offering a more flexible approach may beneficial, also targeting certain job sectors might work.

Office communication format

- HT shared that new office communication format. See attached.
- HT stated that if agreed the format will be shared with staff.
- HT shared that where possible dates are not changed. For example class assemblies and clubs are always keep on the published date, where possible.
- Parent shared that they feel the communication from the school is very good. Even when things are changed, text reminders are great to resolve the issues.
 - Further Action: Parent asked if there could be a set time to expect a call back for a teacher.
 - Further Action: Parent shared that when a club ends, a reminder text from the office has been very useful could this become standard practice?
 - Further Action: Consider sharing how the Perfect Prefects are used to deliver messages at set times only. This could help reduce the amount of time office staff spend delivering messages.
 - Further Action: Pick up times to be shared again with parents.

Parent Feedback- What are parents looking for in a new head teacher

- Governor asked parents to share what they were looking for in a new HT. DHT and HT left room to enable an open discussion.

AOB:

- Gates:
 - Parent saw Downend pupil open Westerleigh Road gates. Number will be changed in next two weeks.
 - Reception parent asked is there a set time the gates are opened? This should be 3.00 – 3.10pm - this will be shared.
 - HT to set up controlled group who will have access to the code for school gates.

- Parent asked if parent assembly could be changed from a Tuesday? HT shared that whilst we try to accommodate parents, and give lots of notice, our whole school assemblies fall on a Monday and Friday and we have class assemblies once a week so it leaves us with limited days for parent assemblies.
- Parent asked if a reminder could go out about bikes and scooters as some older children from Downend have been riding again
 - DHT shared that their parents have been contacted and local police have been informed. HT asked if parents do hear/ see further behaviours to share with the school.
- Parent shared that on a FB page there has been lots of discussion about NEXUS academy agenda. HT shared that although there have been lots of rumours generated by the NUT it is still only a possible option Nexus have looked into.
 - Further Action: HT shared that a letter would be going out to all 8 schools sharing what was actually happening and not happening to help clarify and ease concerns from parents.
- Y2 parents have asked when will they find out about the 'Friday Teacher'. HT shared that there is a plan in motion. Meeting will be held end of T5 to share. Parent shared that they were very grateful that Mrs Bowman extended her week to 4 days.
- Parent shared that Y2 topic was fantastic, 'chocolate'! Pupils have loved it.
- Writing awards and Pen licence awards are fantastic. Plus seeing the work online is brilliant!
- Y4 Parent homework. Can pupils continue their homework sheet over the half term period? HT agreed this was as good idea.
- Parent asked why one parent has been given permission to park in school carpark. HT shared that the office are vigilant but in some cases there are exceptional reasons to allow parents to park.
- Y4 parents have asked if the final payment was due, they haven't been asked for it. HT shared she would look into it.
- Parent shared that on FB group a new Reception parent asked for opinions of the school. There were 17 very positive replies.
- Parent said that a current EYFS parent asked if there were any negative issues having a job share. Current Y1 Pip parent shared that there were no issues and her child enjoyed the year. Another parent shared the Y2 job share was brilliant. Another parent (a part time teacher) shared that she though job shares can be very positive.
- Parent asked about the Maths evening practicalities. HT shared a brief overview and rationale behind it. HT shared that the slides would be published and the KS1/2 calculation policies are online.
- Parent shared that the Model Mayhem and Phonics workshops have been brilliant.
- Parent asked if there was an EYFS Trip. HT said she would share details as soon as she had them.

NEXT MEETING: Monday 15th June