



Stanbridge Primary School

PIP Meeting Notes

Team: PIP	Date of Meeting: 12/5/17
Apologies: Kiran Ganpatlal Julie Toy Mrs Walker Attended: Miss Bertham Mr McGovern Jane O'Connor Lucia Weaver Leonie Pollinger Jenni Lewis Frances-Lindsey-Clark Nicolette Usher Laura Hudson Emily Baker Sandie Bidwell Shamima Connellan	Agenda Items: <ul style="list-style-type: none">• Date of next meeting-
Meeting Notes (T5): Update on actions from last meeting in Term 4: <ul style="list-style-type: none">• Miss Bertham shared all actions as detailed below.• Miss Bertham shared more details of the new catering provider in regards to ensuring children have the dinners parents want them to. Homework: <ul style="list-style-type: none">• Staff discussed hand in day for homework being on the same day as the Beat That Tests and it was decided that from Term 6 the homework hand in day will be Thursday and the Beat That Tests will be on Friday. This will allow the teachers to mark the homework Thursday and the Homework Books to be in school on the same day as the tests (Friday) to enable children to write their 2 Learn Its on the homework sheet.• All staff were informed at briefing that from Term 6 they need to ensure the children in their class stick the homework sheet in their Homework book during the session where new homework is given out.• Mrs Walker has spoken to the Year 1 teachers and, each week, 3 common exception words are sent home, as well as a list of spellings for the spelling patterned being covered that week. In addition to this, the children have their Big Maths learn Its. This is the weekly expectation (as well as one Chilli Challenge	

per week) and parents need to manage practising these over the week not every day.

CLUBS:

- Parents who booked their child onto too many clubs have been contacted.
- Sign up for clubs have been looked at and those clubs that had space have been identified. A text went out to parents informing them of the clubs that had spaces.
- The club booking system won't allow places to be restricted to only 2 bookings per year. In September, parents will be informed that they are only allowed to book their child onto 2 clubs for the year.
- Mud Pie club does counts as one of the 2 clubs limit, even though it is paid club, as it clubs are about given the children more opportunity.

AOB:

- If parents have a concern that a payment hasn't gone through on the Gateway system they need to follow this up with the office.
- Mrs Walker spoke to Miss Owen about the Keywords for RA not being refreshed on a regular basis and she is aware however has been finding it a challenge to stay on top of this without a TA. She has informed parents that they can come into class and take the next set themselves and all the keywords are on the school website (Year Groups/Reception)
- Mrs Walker spoke to Mrs Hamshire about the menu choice sometimes not being available on the day. Mrs Hamshire is only aware of one occasion where this happened due to the dates on the menu being printed incorrectly however a text was sent to parents to inform them. If at any time the food on the menu cannot be provided a text will be sent to parents. Regarding baguettes, from September the school is changing its catering provider and more details will follow. This will enable online ordering of meals.
- Time has been spent on updating the school website. It is now up to date and a full audit has been completed.
- Parents will be provided with a time table for the year of the masterclasses in September.
- Miss Bertham has emailed the PTA about Recycling provision at PTA school events.

School Website- parents volunteers to check and feedback:

- Website:
 - Miss Bertham has asked PIP group to support in the ongoing checking of school website. Two volunteers Jenni Lewis and Emily Baker have agreed to assist.
 - Miss Bertham to introduce Mark 'Webmaster' to the school through the newsletter.

Sports Day:

- Miss Bertham to ensure additional text for sports day change of date to go out.
- Leaflet will be e-mailed by 15.5.17.
- Could old P.E. tops be sent back into school to keep a stock/ or nearly new sale at summer fete?
- Miss Bertham to research Sun cream administration. Letter will be shared will all year groups.

- **AOB:**

- Drama club performance will likely be at the beginning of term 6.
- Y6 performance will be in term 6.
- Y6 hoodies look great! PIP group agree that purchasing them earlier has worked well and the children enjoy wearing them.
- Y2 SATS
 - Miss Bertham shared that a print out of the child levels will be attached to final school report.
- Information meetings
 - Concern raised around information meetings. FB shared that all details of meetings, including SATS meetings are placed on website.
 - Miss Bertham will share on a newsletter that information about when meetings are.
- Fluid Seating groups
 - Concerns raised around why children are changed seating groups so often. Miss Bertham asked PIP members to encourage parents to have the dialogue with their class teachers to ensure clear understanding.
 - The Governor suggested that teachers could use a 'Growth Mindset' approach to explain why fluid groupings are so important.
- Y6 leavers
 - Miss Bertham shared that the Y6's have chosen to go to 'Kidzania' rather than a disco.
 - Miss Bertham encouraged PIP parents to discuss with other parents regarding end of term ideas. Year 6 PIP parents will liaise with Year 6 teachers.

Actions from the last meeting (T4):

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Actions from T5 meeting:

- Clubs:
 - CG to ensure all clubs for the year are open in September to allow parents and children to plan the year.

- On a newsletter Miss Bertham to share that pupils can be taken off of registers if they decide they do not want to take part in a club freeing up space for others.
- Recycling:
 - PTA to used clear bags to help with recycling at big events such as summer fete.
 - ECO warriors to conduct a recycling challenge. One day collect all waste and photograph. Next day promote 'naked food' challenge encouraging children to not bring waste into school and photograph again.