



Stanbridge Primary School

PIP Meeting Notes

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

Team: PIP	Date of Meeting: 17/11/17
Apologies: Shamina Connellan Attended: Miss Bertham Mrs Walker Sarah Parrott Sarah Jones Jemma Millard Jane Lenton Susanne Weaver Rachel White Lucia Weaver Abbe Hooper Nicolette Usher Frances-Lindsey-Clark Emily Baker Natalie Thompson	Agenda Items: <ul style="list-style-type: none">• Update on actions from the last meeting• Ofsted• Jobs Jamboree• AOB
Meeting Notes Actions from the last meeting: <ul style="list-style-type: none">• Spelling log books – Oxford Owl scheme. These log books should be coming home every day with their learning diary. These should contain any words from their unit that the child is finding tricky. Staff have been reminded to organise the children to ensure they bring these home each day (getting ready before an assembly). Red homework book is bought back in on a Thursday and then sent home on the Friday. This needs to be organised to take home by the teacher before celebration assembly.• Christmas Shoe Box Appeal - 103 Christmas shoe boxes donated!• Year 1 had a meet the teacher session following feedback from PIP meeting.• Staff photos has been added to the school website.• Governors have received the newsletter via email.• Apologies regarding parents not being notified about staff leaving at the end of term 6.• Parking letter came out and parents appreciated this. The parent parking tickets (that parents can put on windscreens) have been used to warn parents when they are paring dangerously.	

- The term 2 newsletter will contain an article about PIP reps so that parents know who they are.

Ofsted:

- One day inspection as school judge Good from last inspection. One inspector (HMI). School were ready for it and it went well. Judgements remain the same. Inspector felt the school has been transformed in every way. Stanbridge was praised for being a strongly good school. Enthusiasm and the positivity of the staff, work in books extremely high standard and the pupils take pride in their learning. School is part of the community – fliers got mentioned. 3 page letter from Inspector will be sent out when it arrives.
- HT shared that the comments on Ofsted parent view were extremely positive. This survey can be viewed online.

Jobs Jamboree:

- The last Jobs Jamboree was 2 years ago so Stanbridge would like to another one this year. Parent volunteers (can offer an hour or more) run a workshop for a specific year group. A planning meeting will be held to support parents that volunteer and workshops will be mapped out so that every class gets something.
- Jobs Jamboree will be held in term 4 or 5 to allow plenty of time to plan.

AOB:

- Newsletter: Year 2 class newsletter did not get emailed out in term 1 or 2. Paper copies do not get sent. Sent out 1st Friday of every term.
- Homework – paper copy to children 1st Friday every term which is stuck in their Homework book and put the class page on the website.
- Whole school newsletter week 4 of the term emailed to parents – no paper copy.
- Parent request to notify the office if any letters have not be received.
- Parent feedback - A big thanks to Miss Thomas for helping children to settle in and impressed with class assembly.
- Celebration assembly explained to new parents. It is held every Friday to celebrate children's learning. Parents are invited in to see their child receive their certificate – text goes out Friday before.
- All Star certificate - one child is nominated by the teacher from each class, each week. An Aim High and Fly award is given for excellent learning/ effort/ progress over several weeks. One child each from each class is nominated each term for a Head Teacher award for outstanding effort and behaviour. From this, a child from the KS1 and a child from KS2 are chosen to receive the Infant/ Junior cup.
- Feedback was given that the organisation and information for Clubs much better this year.
- Feedback was given that parents are happy with live Kitchen menu – HT has meeting with Dolce to feedback issues. He took everything on board. Buy one get one free offer – parents can come in and experience the food. Online order issues have been ironed out. Term 3 menu will have a daily baguette or Jacket potato option – with topping options.

- Handwriting – on website handwriting progression is available. In KS1 there are discrete lessons and it is also dripped into other sessions where appropriate. Tweaked and refined throughout KS2 – specific support given if a child needs it.
- Rewards: Why can't Stanbridge have more regular celebrations than just one certificate per year. HT fed back that a record is kept – rewards are not kept to one per year. Other rewards happen daily in school such as wall of fame, HT stickers, little rewards cards. In class rewards with the reward chart, team points.
- Lunch time nurture club was explained. It is run by 2 Teaching Assistants and is for children who find big, fast lunchtimes difficult – can be for a short period or longer. Computer, games available. Children are referred to Nurture Club in partnership with parents. Some children come on their own some bring a friend and this is decided and supported by the class teacher. If a child would prefer to not go, please speak to the class teacher.

Actions from meeting

- Remind teachers again that they must allow 5 mins every day before assembly for the children to set out their Learning diaries etc.
- Check with Year 3, the frequency of testing spellings.
- Newsletter – Jobs Jamboree information to go in Term 3.
- Class newsletters – follow up with the office to ensure they are emailed to parents 1st Friday of every term.
- Reception 'Frequently asked questions' to be sent out – HT
- Possible reward card to go home if a child was on Aiming High, etc/ Pupil recognition for 50, 100 nights reading achieved.
- Send Behaviour system leaflet – HT
- Flu vaccination – when are they going to be done? Inform parents. – HT
- Reading Ranger meeting – to raise awareness and inform volunteers of how to support reading development when supporting children in school. - HT
- Reading Ranger leaflet to be sent out - HT

NEXT MEETING: Friday 26th January 2018