



## 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: 6/10/17</b>
<b>Apologies:</b> Lucia Weaver Miss Bertham Rachel Hitchman  <b>Attended:</b> Nicolette Usher Frances-Lindsey-Clark Mrs Walker Mr McGovern Shamina Connellan Emily Baker Natalie Thompson Jane Evans	<b>Agenda Items:</b> <ul style="list-style-type: none"><li>• Updates from last meeting</li><li>• Christmas shoe box appeal</li><li>• Children in Need</li></ul>
<b>Meeting Notes</b> <b>Actions from the last meeting:</b> <ul style="list-style-type: none"><li>• Homework hand in is now on Thursday for every class.</li><li>• Clubs are set up and running and all clubs for the year have been published. Clubs are 2 clubs per child per year. Email will be sent to open up the option for a third club. It was noted that a lot of clubs are on a Monday and Wednesday. If possible could the spread be more even to allow all pupils the opportunity to go to a club? Teachers have meetings on a Monday/Wednesday each term and so this limits the days available for them to do a club.</li><li>• Food waste: a big promotion on this took place in term 6 to encourage recycling of wasted food and packaging in packed lunch boxes. Nude food: no packing in packed lunch boxes encouraged. Will be looking to do this again this year.</li><li>• Camp photographs: these are uploaded on the school website.</li><li>• Year 6 camp payments have been spread and Year 5 will be having an earlier meeting to support this.</li><li>• Swimming: the county organise this and we do not have control over whether the sessions are in block or over several weeks.</li><li>• PTA letters - if it has a tear off slip a paper copy will go home. If information only then it will be emailed.</li></ul> <b>Christmas shoe box Appeal:</b>	

- This will be happening this year. Hope for life (a Christian organisation) are the charity that run this appeal. They work with other organisations and are well promoted. Closing date for handing in show boxes is 10<sup>th</sup> November 2017.

#### **Children in Need:**

- Children in Need is on Friday 17<sup>th</sup> November. The week before this, Pudsy ears will be on sale for £2.50. It will be a spotty dress code on the day and a cake sale being run by PTA from 2.30pm in the gym.

#### **AOB:**

- School meals: parents fed back that the new system is running well. However there are concerns with food options: pizza offered 3 times in one week and one day pizza was the only option (school aware meeting booked in with Dolce) One parent raised the fact a child had eaten something different to the option booked. This should not happen however there have been a few times there have been technical issues.
- Meet the teachers: Year 1 had a meet the teacher. This has not happened in Year 2 and parents would appreciate this.
- Class Newsletters – not all classes have had their class newsletter. Parents were reminded that Newsletters are on the website and get emailed to parents – paper copies are no longer sent home. (one class newsletter per term per year group/ whole school newsletter once per term x6)
- Positive feedback about the EYFS phasing in.
- Concerns with Year 6 pupil behaviour towards Year 3 children. Mr McGovern requested that PIP members feedback to parents that it is really important all children feedback to an adult (class teacher/ lunch time supervisor) about any issues. All year groups have a designated lunchtime supervisor and any behaviour issues are fed back to class teachers if necessary.
- A parent raised concerns that Mr Passmore (Year 4) had not been in class and the pupils were being taught by Miss Molla – Mr McGovern fed back that Mr Passmore has been on some courses linked to whole school Maths development as part of the maths team, for two days but that this was not a regular occurrence.
- Parents appreciated the information about dangerous parking and quotation of laws.

#### **Actions from meeting**

- Spelling Log Books – clarity around what they are for and how often they are coming home.
- Remind staff to allow children time to organise home learning diaries, spelling log books etc before assembly so that they remember to take them home.
- Mr McGovern to check if the overview for masterclasses is on the website.
- Letter out w/c 9<sup>th</sup> October for Christmas Shoe Box Appeal to ensure parents have plenty of time to organise.

- Organise meet the teacher for all year groups. (possible invite to year 5 and 6 to pop in if they want to)
- Website needs updating with staff photographs.
- Whole school newsletter email to governors.
- Was there communication to parents about teachers leaving last year (Miss Harris)? This wasn't on letters sent home.
- Send copy of parking letter to parents.
- Article about PIP representatives in class/ whole school newsletters and possible mention in meet the teacher meeting.

**NEXT MEETING:** Friday November 17<sup>th</sup>.