



Stanbridge Primary School

PIP Meeting Notes

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

Team: PIP	Date of Meeting: 19/10/2018
Apologies: Frances-Lindsey-Clark Rachel White Lucia Weaver Attended: Mrs Walker Mr McGovern Jane Evans Shamina Connellan Nikki Cooper Sarah Jones Emily Baker Sarah Parrott Josie New Dorota Polonowski	Agenda Items: <ul style="list-style-type: none">• Updates from Last meeting.• Food bank Christmas hamper• Children in Need• PTA fund update• Head Teacher appointment• Dates for PIP meetings 2018/19.• AOB
Meeting Notes Updates from Last meeting: <ul style="list-style-type: none">• ACTION: year 2 to 3 transition meeting – share date with parents. <i>Date was shared. Suggestion from parent for extra information/ leaflet in Term 6/ very early term 1 for EYFS to Year 1 transition. Idea will be considered.</i>• ACTION: speak to after school club about attending the PTA event on 5th July. <i>After school club attended the event.</i>• ACTION: Request for a map of the school to be added to website and send text to let them know. <i>In process.</i>• ACTION: ensure key medical information in SEN folder is accessed by new teacher and cover teachers are informed. SEN folders passed up and• ACTION: feedback in briefing that year 4 can had lots of positive feedback and parents sent a big thankyou to staff. <i>Fed back to staff. Mr McGovern shared the success of Year 6 camp this term.</i> Food bank Christmas hamper: <ul style="list-style-type: none">• The decision was made to help this charity as School council fed back that they wanted to help others. Food bank will be coming in to talk to the children. Children in Need: <ul style="list-style-type: none">• 12th – 16th of Nov. Day in school will likely be Friday 16th. This will be a dress up day and other activities to be finalised. There will be a cake sale in the afternoon. PTA fund update:	

- Thank you again for all the hard work the PTA do. They have raised a lot of money and have also received grants which will be put towards improving the outside area on the field. The Tump that is out of action will be regenerated, all weather flooring will be laid to link between the 2 thumps and a running track will be laid.

Head Teacher appointment:

- Kirby Littlewood will be starting in January. She has been coming in on Wednesdays working with Mr McGovern to get a head start on knowing the school.

AOB:

- Breakfast Club and After school places. Such few places for the size of the school. Mr McGovern has been working with them over the past two months looking at this issue. Further meetings have been booked in to work on this. One issue is space due to hall/gym bookings - this money feeds back onto school. After school club is committee run not school run therefore school can only make suggestions. Parent queried whether a grant could be used to rebuild Elliot building.

School Photographs

- Photo feedback – value for money is an issue: not enough photos for money other companies give more photos for similar cost.
- Previously there had been more than one picture to choose from. USB stick was the best value. Multiple photos across packs could be added to USB if codes for each pack were put in first – this not communicated clearly.
- Posture and facial expressions of some pupils was an issue.
- Parents can contact the company and request older photographs.
- Whole school photograph is available. This is done every 4 years.
- Mr McGovern has spoken to the photography company and has compared costs with other companies – comparable. Stanbridge has worked with company for 6 years. School will work closely with the company next year to produce what parents want.
- Request from year 5 parent for confirmation of Miss Vindel or Mrs Walker teaching 5B in January. Mr McGovern fed back that the decision would be made and shared in term 2.
- Year 4 parent raised concerns with inconsistency with homework, letters, spellings etc between the 2 classes. Expectations of handing in homework is not the same in each class or challenge of work. Have both classes completed spelling tests?
- Wraps and baguettes need to be more substantial – some children coming home hungry. Mr McGovern fed back that we have worked very closely with the Dolce and there is the salad bar which has pasta as well as salad vegetables to supplement the main dish.
- Year 1 fed back that children are not having enough time at lunch. Mr McGovern fed back lunch time routines. Children come in EYFS/ Year 1. EYFS eat first and

Year 1 after. Things may improve as the year unfolds as EYFS children will get quicker as the year progresses. Children with a packed lunch eat straight away.

- School gates code holders were discussed to try and find other options as there are parents that are not happy about parents opening gates. Care taker is unable to do his as he doesn't start work in the afternoon until 4pm. 10 parents given the code. Mr McGovern wants this approach to continue as alternative would mean taking teaching staff away from children. There are 4 parents for each gate so this should ensure the gates are opened on time.
- Daily Mile raised – what are we doing for this? It is up to teachers at the moment. Getting the balance right to ensure the curriculum is covered is paramount.
- Positive feedback about the new Head appointment and the transition period has been really good.
- Really positive feedback about Singing with Nigel. PTA will be doing a Carols around the tree which Nigel will lead.
- School Gateway – are we confident we will access all children? No one will be left behind however the aim is to get as many parents signed up to using this as possible.
- Card reader for school has been looked into. Getting that linked to our systems is an issue: it is very complex.

ACTIONS:

- ACTION: Has the club booking system opened again the enable parents to book more clubs for their children?
- ACTION: confirm year 6 camp date for 2019-2020
- ACTION: EYFS clubs
- ACTION: Feedback to Sports crew members that they have the job.
- ACTION: Mr McGovern to speak to Dolce.
- ACTION: discuss gate opening procedures with SLT to see if they can be improved/ share with parents the process of allocating the gate code to parents
- ACTION: spot check opening of gates (3.10pm) particularly KS1 (Westerleigh Road).
- ACTION: Year 4 - follow up inconsistency of homework, spelling etc concerns.
- ACTION: text parents a reminder about the Owl form.

NEXT MEETING: Friday 7th December 2018