

**Minutes of Parents in Partnership Meeting  
Community Room, Sunnymede Junior School  
Monday 4<sup>th</sup> March 2013 at 9am**

	<b>Name</b>	<b>Role</b>	<b>Class</b>
Present:	Ronnie Branch	Headteacher	
	Sue Burton	Parent representative	4J
	Charissa Guy	Parent representative	5S
	Dawn Locks	Parent representative	5W
	Tracy Braby	Parent representative	6K
	Amanda Freestone	Parent representative	3V
	Cariann Everard	Parent representative	4J
	Sharon Smith	Parent representative	4H & 5S
	Sam Theedom	Parent representative	4H
	Joy Fisher	Parent representative	4H
	Katy Vandal	Parent representative	3J

Mrs Branch opened the meeting and apologies were received from Angela Chapman, Louise Loss and Julie Riches. Mrs Branch also explained that because of staff shortages Mrs Whybrow was not able to attend the meeting today.

**1. Minutes of the last meeting**

These were agreed.

**2. Plans for changes to writing targets**

Mrs Branch explained that the changes to the existing approach to writing targets had been difficult to implement so a new policy has been agreed through discussion with staff. RB discussed the following policy with PIP members who all felt that this could work well and would ensure parents were up to date with their child's target. At the next open evening, parents will receive a set of targets which will be very generic and linked to the next National Curriculum sub-level the child is working towards. In addition, each child will have a unique target specifically written for them based on assessments etc. These will be recorded on yellow pencil shaped cards and will be changed when a target has been achieved. The expectation is that, generally, it will take approx. half a term to achieve a target. If not achieved, a number of questions will be asked to establish possible reasons for this. If a teacher deems it necessary, a child may also have a handwriting target. When they have reached their target they will get a green 'on target' sticker in their book. When they consistently meet the target, they will receive a 'met' sticker in their exercise book as well as on the target card. These target slips will then be put into a target box in the classroom and there will be a competition between the boys and girls in each class. The target slip should be kept in the children's homework diaries as a constant reminder in lessons. This will also ensure they are available to use at home. Parents will know when a target has been achieved as they will bring home a new target card. A discussion took place as to whether the target slip should be stapled, paper clipped or put into an envelope in the homework diary. RB said the school can provide paper clips, although parents could create a fixed envelope at the back of the homework diaries if they wanted to.

### **3. Plans for coffee morning for new Yr 3 parents**

RB suggested a 10am meeting, starting with a quick tour of the school, followed by celebration assembly. There would then be time for coffee and any questions. RB said that any PiP members who wanted to attend would be very welcome, especially if they were a Yr 3 parent. The dates are:

Thursday 25<sup>th</sup> April and Friday 3<sup>rd</sup> May at 10am.

### **4. Timing of Yr 3 induction meeting in the summer term**

At a previous meeting it had been mentioned that the timing of the Yr2 transition meeting in the afternoon was not very convenient. After a discussion it was agreed the beginning of the school day would be a good time as early evening seems to present problems with tea time etc.

It was agreed the Yr 3 induction meeting would take place at 9am on Monday 8<sup>th</sup> July.

### **5. Music Evening**

Initial dates from Mrs Whybrow are 7<sup>th</sup> or 21<sup>st</sup> June. It was agreed the 7<sup>th</sup> July was too soon after the half term holiday. The 21<sup>st</sup> June is sports day and parents represented felt that it would be a very long, tiring day for the children.

It was suggested that the musicians could play at the open evening in the summer term with a more formal evening set for the Autumn term. RB to discuss with Mrs Whybrow and feedback at next meeting.

### **6. Tracking of music lessons**

RB explained that the music teachers run independently from school. School staff would only get involved if a music teacher was away for a long time. One parent noted that music lessons are expensive and was keen to know if their child had missed a lesson and when it would be re-arranged. RB explained that all the money paid for music lessons goes directly to the tutors (we simply loan out our rooms free of charge) and they must, therefore, be the contact for parents. RB's expectation is that parents and music teachers should be communicating directly with the tutor as they have their contact details. Whilst this did not seem to be a general problem, RB said that she would ask Mrs Lyon to contact the music teachers to remind them to contact parents directly in the event of a missed lesson.

### **7. Feedback on handwriting guidance**

Feedback on the handwriting guidance was that this was very useful and parents agreed that this seemed to be motivating their children. They also liked to element of competitiveness as a way to motivate the boys and girls to improve their writing and handwriting.

### **8. Skills audit**

RB handed out copies of different skills audits for brainstorming and discussion. It was agreed a skills audit would be produced on hard copy and brought to the next meeting for approval. SF will work on developing this. If possible, the survey should be available electronically with hard copies available at open evening. It was also agreed a hard copy would go in the Yr 3 induction pack.

## 9. Any other business

- Daffodils - some parents were not aware that the daffodils had to be returned to school as they were not on Parentmail
- Author visit - it was mentioned that there was a clash with the author visit and the BSMA choir rehearsal. RB explained that the author visit was 'free' and we had been allocated a date which could not be changed. The BSMA rehearsal date has also been fixed for a very long time. The school was aware of the clash but felt that it would be better from some children to benefit from the author visit than none at all. It was asked if the event could be filmed. This could be discussed with the author on the day but RB felt it unlikely that it would be agreed by the poet.
- Swimming - it was agreed that notification of arrangements for the summer term should be sent out soon and that weekly reminders for payment should be made. SF to action

## 10. Agree date and agenda for next meeting

- Review minutes of previous meeting
- Approval of skills audit
- Music Evening
- Review draft Behaviour Policy (TBC)
- AOB

### Date of next meeting:

9am Monday 22<sup>nd</sup> April - Community room

