

AGENDA/ ACTION NOTES

MEETING:	Parent Partnership Meeting	Date of Meeting:	18 th June 2019
LOCATION:	Mersey Vale Primary School	Time of Meeting:	2.30 pm
PRESENT	Claire Varetto, Jen Haywood		
APOLOGIES	Jayne Mullane		

AGENDA
<ol style="list-style-type: none"> 1. Welcome and introductions 2. Updates since last meeting 3. Feedback from parents/ carers 4. Any Other Business

ACTIONS and ISSUES

	Issue	Discussion/Action	By Who/ By When
1	Welcome and introductions		
2	School Improvement Plan 2018-19	<p>Updates on the 3 main School Improvement Plan targets shared with parents and explained.</p> <p>Target 1: To continue to improve our writing skills and apply these in all areas of the curriculum.</p> <ul style="list-style-type: none"> • Feb 2019 - Formal observations of teaching and learning with focus on writing across the curriculum carried out by JM and CFV. Feedback given individually to all teachers + general feedback of strengths and whole school areas for development shared with teachers 04/02/19. Feedback shared with TAs 07/02/19. • 11/02/19 – Handwriting training for TAs delivered by Emma Caulfield, Literacy Focus Ltd. • Manchester Airport writing competition – whole school homework task to write a story, 3 selected and submitted, child in Y2 overall Greater Manchester winner. Prize is visit from an author to work with children to produce our own book. • 18/03/19 – Staff meeting led by Rachael Mather (English Subject Leader & SIP Target 1 lead) – focus on handwriting, presentation, staff collaboration re. opportunities to continue to improve writing • Handwriting policy written • TA meeting held and handwriting policy shared with staff • Handwriting samples in classrooms taken – photographs • Staff meeting book look – focus on spelling and handwriting. Record of discussion compiled, shared and saved • School Council suggested ideas for whole school book. • Fantastic Fiction Factory workshops • Writing display updated. • Governor book look with focus on writing 	

Target 2: To further develop the skills of all staff to maximise the impact of teaching assistants and teachers working together to support children's learning and progress.

- Weekly team meetings for teachers and teaching assistants planned into the class & staffing organisation, mostly during assembly times
- Since September 2018 introduction of half-termly team meeting 3.30 – 4.30pm to enable more in-depth discussion and joint training, TAs paid additional hour to attend. Opportunity to share planning, discuss interventions and feedback observations
- Since September 2018 introduction of half-termly staff meeting for teachers focussed on individual CPD/ research
- Since September 2018 introduction of half-termly staff meeting for teachers to feedback updates from training attended e.g. by subject leaders
- 28/01/19 – Class teacher SIP target 2 update (Teachers/ teaching assistants working together to maximise impact on T&L) What's going well? / What's not going as well? + potential solutions for improvement
- 07/02/19 – Teaching Assistant SIP target 2 update (Teachers/ teaching assistants working together to maximise impact on T&L) What's going well? / What's not going as well? + potential solutions for improvement
- Team meetings - On-going weekly team planning meetings including record of discussions and actions within planner - N = Wed 3.30pm + staff meeting times as appropriate, Rec, Y1, Y3, Y4 = Mon 10.05am, Y2 = Tues 10.05am, Y5 & Y6 = Thurs 10.05am
- Wk bg 14/01/19 & 11/03/19 1 hour sessions after school – class teachers & TAs to share planning and discuss interventions etc.
- Individual/ team CPD attended – see staff training record updated April 2019
- MITAS survey reissued 07/02/19, results gathered and analysed
- Teachers and teaching assistants continue to utilise time to support children as appropriate to their needs e.g. assembly time used efficiently for 1: 1 reading, small group/ individual intervention
- Proforma created to record class team meetings and emailed to teachers
- TAs given opportunity to request change to roles for 2019-20
- School Improvement Team/ SLT meetings – discuss whole school priorities and training needs
- In school training delivered re. handwriting by RM for teaching assistants
- See timeline of staff meetings and other training/ activities
- Half termly staff meeting to which support staff are invited to attend

Target 3: To develop teachers' skills in Science, Technology, Engineering and Mathematics (STEM) to deliver a broader range of activities to enthuse learners.

- Each class using designated folder on the "media" drive which children and staff can access to save any computing work
- Evidence of STEM activities can be saved on the network, plus additional resources teachers have found useful are kept within the designated PPA room
- Teachers are sharing their successes informally through conversations. Children are talking about their STEM skills

		<ul style="list-style-type: none"> • Wk bg 25/02/19 – STEM Week including support from STEM Ambassadors from Manchester Science & Industry Museum. Worked with Y3, Y4 & Y6 • 04/03/19 – STEM ambassadors from Priestnall School working with Y6 • STEM exhibition 05/03/19 2.45 – 3.45pm – attended by many parents, carers and children. Two children from each class N – Y6, supported by Y6 helpers, presented their work and shared their learning through interactive displays and activities. Very positive feedback • Lots of follow-up activities within classes in Science, DT, Mathematics, Computing sessions • 25.04.19; Y4 & Y5 took part in a STEM day which involved coding drones and Spheros. Feedback from staff and children was exceptionally positive. • Chromebook trial successful. Teacher and pupil feedback very positive. 	
3	Feedback from parents/ carers – priorities for 2018-19	<p>3 main areas for development highlighted by the parents at the September parent partnership group;</p> <p>1. To develop a more consistent use of Dojo as a communication tool for parents to include letting parents know what children are learning in class and give them ideas to follow-up at home. <i>All classes are now signed up to Class Dojo and the majority of parents can access site. Teachers can analyse use by their class and parents. This will then be shared among the staff to share good practice and new ideas. Class Dojo points are now linked to the Golden Time behaviour rewards. Those children with the most points choose activities first.</i></p> <p>2. Children to be recognised and rewarded for consistently good behaviour. Parents to be informed of good and poor behaviour through Dojo points and other messages. <i>New Golden Time system going well and encourages children to keep Golden Rules. End of year reports to parents will have additional information re. how many minutes of Golden Time missed during school year. Introduction of the behaviour badge has highlighted and encouraged those children who consistently follow the golden rules. JH mentioned having a different badge each half term so the children had to work to get all 6 each year. Behaviour incidents are now recorded by all members of staff through the SIMS computer system. Patterns and reoccurring incidents are fed back to parents when necessary.</i></p> <p>3. Support and challenge children to aim and achieve higher in class. Provide information for parents to encourage this at home too e.g. mini homework projects, suggestions of visits linked to class topics <i>Parents would like a more consistent approach to homework in Upper Key Stage 2 in preparation for compulsory homework in secondary school. More whole school projects and competitions have been introduced such as the Manchester Airport writing competition and the STEM homework project. Class teachers are still setting individual class challenges. Visitors to school have linked with class topics eg. Stone Age visitor to our Year Three class & Year Two STEM visit to Mercedes showroom.</i></p>	
4	Any other business	Date of next meeting: Tuesday 24 th September 9am	