



Minutes of UPP meeting

Thursday 15 January 2015 @ 9.30am

Attendees:

Malcolm Mackenzie (Governor)  
 Liz Dawes (Chair of Governors)  
 Holly O'Shea (Governor)  
 Mr Twyman (Deputy Head Teacher)  
 Vikki Wyatt  
 Aileen Copperwaite  
 Sukina Banks  
 Nicky Tuck  
 Alison Scott  
 Jude Leighton  
 Karen Spicknell  
 Rachel Collins  
 Maggie Kiss

Item	Agenda Item	Action
1.	<p>Introductions were made by all attendees followed by a welcome from Liz Dawes, Chair of Governors.</p> <p>Mr Twyman also welcomed all UPP members and outlined the role of the Senior Leadership Team (SLT) in partnership with UPP.</p>	
2.	<p>Emails: All UPP members will have their own email address. Mr Twyman provided guidance on email use. All Attendees read, agreed and signed the acceptable use statement. Particular attention was made to the rule: Any individual is not permitted to</p>	<p>All Reps check accounts</p>

	<p>enter into private conversation with any child within the school – it is a serious safeguarding concern and will result in immediate dismissal from UPP.</p> <p>Mr Twyman advised that a 3 digit number would indicate a child. Email is for UPP use only, the calendar would also be made available to view</p>	
3.	<p>Terms of reference: Terms were emailed to all UPP members prior to the meeting. No questions were raised by attendees during the meeting. All UPP members agreed to the terms of reference</p>	
4.	<p>Mr Twyman provided three key issues and asked that UPP gain feedback from parents on each point:</p> <p>1) Homework. This is something that the school really receives mixed messages about in terms of quantity, type and its return. What are the parent's views about the homework we set, how can we improve it in terms of quantity and type? What about reading records? What are parent's views about sanctions for a failure to return it?</p> <p>2) Swimming. We receive a steady number of complaints about the payments for swimming. Parents say to us that they should not have to pay for something that is statutory curriculum. Our biggest expense is the coaches to deliver and pick the children up at Crook Log. The school feels that, given the age of the affected pupils, and the relatively short distance from the school to Crook Log that it would be reasonable for them to walk to the pool and back. This would enable us to significantly reduce, if not completely remove the cost of swimming to parents. What are parent's views about this? To consult parents of Yrs. 3, 4, 5 &amp; 6</p> <p>3) Communication between home and school. This is something that we continue to receive complaints about. Given that the school now has a new website that is updated weekly, regular newsletters, text and email services, and that a minimum of 2 weeks' notice is given for all major school events what else can the school do to improve communication between home and school. Is it a case of quantity or communication, quality of communication, method or type? What would parents like more or less of?</p>	<p>All Reps check for Emails when questions published to parents.</p>
5.	<p>During the meeting it was agreed by all UPP members that Sukina Banks would act as Chair on a temporary basis and Aileen Copperwaite would be deputy chair. Vikki Wyatt became</p>	<p>SB Letter to inform parents.</p>

	Clerk.	
6.	Governors outlined the support that will be provided to UPP. UPP members were reminded that when seeking feedback from parents it is their role to remain impartial and provide a true reflection of all comments.	All Reps
7.	Nicky Tuck and Alison Scott offered to support with the design of the UPP webpage and Karen Spicknell with SEN representation	NT & AS UPP website content
8.	Next meeting will be held Friday 27 <sup>th</sup> February 2015 at 0930 in the studio. Future meetings to be set in advance for the rest of year to ease availability for representatives.	SB,AC & VW Set agenda