



Upland Primary School
Meeting of the
Upland Parent Partnership (UPP)
Tuesday 20th March 2018

| Staff Present | | |
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| INITIALS | NAME | ROLE |
| BM | Mrs McKenzie | Head Teacher |

| UPP Members Present | | |
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| INITIALS | NAME | Class Rep |
| RJ | Racheal Jones | Peake |
| JH | Jane Hingston | Ladybird |
| SB | Sukina Banks | McCartney |
| LB | Laurie Bennett | Peake |
| SG | Sacha Goring | Farah and Bumblebees |
| VH | Vicky Hill | Storey and Bumblebees |
| RS | Rebecca Seers | Spider |
| AS | Andrea Stacey | Mallory |
| SS | Sam Sully | Ladybird |

| OTHER ATTENDEES PRESENT | | |
|--------------------------------|------------------|-------------------------|
| INITIALS | NAME | ROLE |
| JB | John Browning | Chair of Governors |
| MM | Malcolm McKenzie | Vice Chair of Governors |

| ABSENT | | |
|-----------------|-------------|-------------|
| INITIALS | NAME | ROLE |
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| APOLOGIES | | |
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| INITIALS | NAME | ROLE |
| VH | Vicky Harbor | Caterpillar |
| VW | Vanessa Wigley | Bassey and Finnes |
| EL | Emma Laber | Peake and Spider |

ACTION WORKSHEET – 20th March 2018

| NO | AGENDA ITEM DESCRIPTOR | ACTION | Responsible PERSON | STATUS |
|----|------------------------|---|--------------------|----------|
| 1 | Terms of Reference | Head Teacher to provide 'Terms of Reference' to those absent from the meeting. | BM | Complete |
| | | All UPP members to fully read the Terms of Reference document. | UPP | Complete |
| 2 | Email accounts | Head Teacher to provide email accounts for all UPP members. | BM | Complete |
| | | All UPP members to ensure that they regularly check their email accounts, once set-up. | UPP | Complete |
| 3 | Policy | Head Teacher to provide the Acceptable Use Policy to AS and SS. | BM | Complete |
| | | AS and SS to read, sign and return the Acceptable Use Policy to the Head Teacher | AS & SS | Complete |
| 4 | Filming of assembly | Head Teacher to look into the possibility of filming the General Road Safety assembly | BM | N/A |
| 5 | Parent Survey | Head Teacher to send draft Parent Survey to UPP. | BM | Complete |
| | | All UPP members to review questions and provide comments/suggestions to the Head Teacher. | UPP | |
| 6 | Next meeting | Head Teacher to set-up and circulate details for the next Spring UPP meeting. | BM | Complete |
| 7 | Website Review | Head Teacher and LB to meet to discuss/review the school website. | BM & LB VH | |
| | | VH to send website/communications information to LB | | |
| 8 | Next meeting | Head Teacher to set-up and circulate details for the next Summer UPP meeting. | BM | |

RECORD OF MEETING

| No: | Agenda Item | Action |
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| 1 | <p><u>Attendance</u> - Apologies received from VH, VW and EL. A new YR3 parent representative has joined the UPP, and will attend future meetings. The UPP does not have any parent representative for YR6.</p> | |
| 2 | <p><u>Update on actions from the meeting of 10th January 2018</u> All actions complete (as per Actions reference table) General Road Safety assembly did not take place. Future work still continuing at the school with the JRSO's.</p> | |
| 3 | <p><u>Draft Parent Survey</u> The Head Teacher shared that the Parent Survey results from the previous year were positive. The timings of the parents' evenings took place earlier this year, which all agreed had worked well and therefore the same format would continue.</p> <p>Reports will be sent to parents on Friday 16th July, and parents will be given the opportunity to discuss reports in person, if so required, on Monday 19th July.</p> <p>Results are also compared against the National data available.</p> <p><u>Responses/amendments agreed, for survey questions:</u></p> <ul style="list-style-type: none"> Q1-11 - Non-negotiable (Ofsted requirement) Q 15 - Split out communications, reading, writing and maths (space dependant) <p>Additions: Stems, Science, Music.</p> | |

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| | <ul style="list-style-type: none"> • PE question (new addition from previous year). The Head Teacher and the Chair of Governors confirmed that all spend is in line with the Sports Premium spend. It was noted that all children will be taking place in a PE survey over the next couple of weeks. • Q14 – Staff expect my child to work hard and, do their best <u>and reach their potential</u> • Q15 & Q16 – Move the questions apart to encourage a distinctive response (too similar) • Q18 – The school helps to support my child’s <u>wider learning & develop a broader sense of the Curriculum</u> • Q19 – The school meets my child’s <u>personal</u> needs • Q22 – The communication that I receive via Parent Mail, website, letters and texts provides me with a <u>the relevant</u> information that I need. <p>The Head Teacher will amend the Parent Survey with the agreed changes and will send to parents after Easter.</p> <p>QUESTION: Will the results be made available to parents?</p> <p>It was confirmed that they will be made into a booklet (as previous). They will also be available at Parents’ Evening. The results are not currently displayed on the school website.</p> | |
| 4 | <p><u>Communication</u></p> <p>The following areas were discussed:</p> <p>QUESTION: What is missing?</p> <p>School website is out of date:</p> <ul style="list-style-type: none"> • dates do not match those communicated by letter/newsletters • information is not easy to find • too much information on the website to maintain (by the school) • some display/colours were discussed as difficult to read (via different user app’s) • Photos are out of date <p>The Head Teacher reported that work is taking place to filter the News Tabs by year group, which will directly link to class blogs. It is planned that each blog will be updated every couple of weeks.</p> <p>QUESTION: How accessible is the information?</p> <p>It was felt that ParentMail was good and worked well. The ParentMail app needs to be promoted further.</p> <p>A discussion took place regarding the parent communications during the recent snow days/school closure. Overall, due to the high number of schools accessing ParentMail, this resulted in lengthy delays to communications being sent. Some issues were reported, which is a result of the latest version of various app’s. The school used Parent Mail, SMS, Facebook, the school website and OpenCheck to inform parents of the school closure.</p> <p>QUESTION: How relevant is the information sent?</p> <p>Overall, it was felt that a small amount of human errors have been made, but that the information sent to parents was relevant. Generally, parents are well informed with relevant information, with key dates being advertised well in advance.</p> <p>The Chair of Governors encouraged any feedback of ways to improve the ‘Introduction to the School’ page on the website, which is also reviewed by Ofsted.</p> <p>It was agreed that the main area of focus, is for the school website to be reviewed and updated.</p> <p>ACTION: Head Teacher and LB to meet to review/discuss improvements for the school website – during the Summer term</p> <p>ACTION: VH to send website/communications information to LB</p> | <p>BM & LB VH</p> |
| 5 | <p><u>AOB</u></p> <p><u>Parents Association (PA) – update</u></p> <p>Since the recent parent letter, the school now have 12 interested parents. A meeting will be taking place next week. 4 key central roles are required, in order to keep the Charity open (Chair, Vice Chair, Treasurer and Company Secretary)</p> | |

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| | <p>The UPP team discussed some ideas to help spread the workload/pressures across the PA, including the potential for school events to be distributed across Key-Stages to collectively work together to plan for an event, and for events/projects to be linked in some way to homework.</p> <p><u>Anti-Bullying - update</u> The UPP team discussed the school’s policy on Anti-Bullying. The Head Teacher confirmed that the school are due to review the Anti-Bullying policy and messages throughout the school (as part of a two year cycle), and that there are plans to incorporate key messages into ‘School Assembly’s, ‘Anti-Bullying Week’ and ‘Festival of Learning. For any isolated year group incidents, the school would respond with planned Anti-Bullying workshops.</p> <p>The Head Teacher talked through the definition of bullying and as per the Anti-Bullying Policy, any parents with a concern of bullying should report it direct to the school. The Chair of Governors also encouraged any concerned parents to speak directly with the school.</p> <p>The Head Teacher reiterated that UPP members should collectively seek parent feedback, which will be reviewed and considered for discussion at UPP meetings should a common theme (across classes/year groups) be apparent. Parents are to be reminded that individual queries and concerns should be raised via the normal protocol.</p> | |
| 6 | <p><u>Date of Next Meeting</u> ACTION: Head Teacher to set-up the next meeting to take place just before the next ½ term and circulate a date.</p> | BM |