



**Upland Primary School**  
**Meeting of the**  
**Upland Parent Partnership (UPP)**  
**Wednesday 10<sup>th</sup> January 2018 @ 9am**

<b>Staff Present</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
BM	Beth McKenzie	<i>Head Teacher</i>

<b>UPP Members Present</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>CLASS REP</b>
SB	Sukina Banks	<i>McCartney</i>
LB	Laurie Bennett	<i>Peake</i>
SG	Sacha Goring	<i>Farah and Bumblebees</i>
VH	Vicky Harbor	<i>Caterpillar</i>
VH	Vicky Hill	<i>Storey and Bumblebees</i>
JH	Jane Hingston	<i>Ladybird</i>
RJ	Racheal Jones	<i>Peake</i>
EL	Emma Laber	<i>Peake and Spider</i>
RS	Rebecca Seers	<i>Spider</i>
VW	Vanessa Wigley	<i>Bassey and Finnes</i>

<b>OTHER ATTENDEES PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
JB	John Browning	<i>Chair of Governors</i>
MM	Malcolm McKenzie	<i>Vice Chair of Governors</i>

<b>ABSENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE / CLASS REP</b>
	None	

<b>APOLOGIES</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE / CLASS REP</b>
AS	Andrea Stacey	
SS	Sam Sully	<i>UPP Member (Ladybird)</i>

## ACTION WORKSHEET

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. All UPP members to fully read the Terms of Reference document.	BM UPP	
2	Email accounts	Head Teacher to provide email accounts for all UPP members. All UPP members to ensure that they regularly check their email accounts, once set-up.	BM UPP	
3	Policy	Head Teacher to provide the Acceptable Use Policy to AS and SS. AS and SS to read, sign and return the Acceptable Use Policy to the Head Teacher	BM AS & SS	
4	Filming of assembly	Head Teacher to look into the possibility of filming the General Road Safety assembly	BM	
5	Parent Survey	Head Teacher to send draft Parent Survey to UPP. All UPP members to review questions and provide comments/suggestions to the Head Teacher.	BM UPP	
6	Next meeting	Head Teacher to set-up and circulate details for the next Spring UPP meeting.	BM	

## RECORD OF MEETING

No:	Agenda Item	Action
1	Introductions	
2	<p><u>UPP Terms of Reference</u> The Head Teacher provided the Terms of Reference document, which set-out the expectations of the UPP.</p> <p><b>ACTION: Head Teacher to provide copy of document to AS &amp; SS. All UPP required to fully read the document.</b></p>	BM & UPP
3	<p><u>Election of Chair, Vice Chair and Clerk</u> The following persons nominated themselves for these roles:</p> <ul style="list-style-type: none"> <li>• Chair – Sukina Banks</li> <li>• Vice Chair - Laurie Bennettt</li> <li>• Clerk - Jane Hingston</li> </ul> <p><b>All persons present accepted these nominations.</b></p>	
4	<p><u>Contact Details / Communication for UPP Members</u> The Head Teacher confirmed that each UPP member will receive an Upland google email account, which is to be used for all parent communications and internal UPP communications. The format for the emails was agreed as: <a href="mailto:UPPFirstname.Surname@uplandschool.co.uk">UPPFirstname.Surname@uplandschool.co.uk</a> (any previous UPP members will receive a new email account).</p> <p>The school website will be set to provide an email link to each year-group's UPP contact. <b>ACTION: Head Teacher to provide UPP with email accounts. All UPP members to ensure that they regularly check their email accounts, once set-up.</b></p> <p>The Head Teacher informed members of the following persons not able to attend today:</p> <ul style="list-style-type: none"> <li>• Andrea Stacey</li> <li>• Sam Surry – Ladybird class</li> </ul> <p>Noted: Christopher Brookes had offered to provide back-up support to the UPP group if required.</p>	BM & UPP

5	<p><u>Acceptable use policy</u> All persons present read this policy and returned a signed confirmation to the Head Teacher. <b>ACTION: Head Teacher to provide a copy of the policy to AS and SS. AS and SS to complete and return to Acceptable use policy to the Head Teacher.</b></p> <p>The Head Teacher highlighted the following:</p> <ul style="list-style-type: none"> <li>• The email accounts are not to be abused</li> <li>• Emails are not to be sent to staff or children</li> <li>• The school have search access to all google accounts. Any misuse of the email accounts will result in the person leaving the UPP</li> </ul> <p>If UPP members are approached by parents with specific school matters/complaints, the parent should be encouraged to take up the matter with the teacher/school in the usual manner. If a common theme is evident from parents, then inform the Chair (SB), who will then consider if escalation is required or whether it can be added as an agenda item to the next UPP meeting.</p>	AS & SS
6	<p><u>Walkability</u> The Head Teacher informed members of a current YR3 walkability project, which is taking place over the next 4 weeks. Although previously trialled in YR6, the school want to ingrain into children at an earlier age. In groups of 4 (wearing high visibility jackets), children will be working with a Bexley Road Safety Officer outside the school. Parents were required to give permission for their child to participate in this project.</p>	
7	<p><u>Well-Being and Safety Week – Engaging Parents</u> It was proposed for the following ‘parent events’ to take place:</p> <ul style="list-style-type: none"> <li>• A ‘well-being’ and ‘general road safety’ assembly on Tues 6<sup>th</sup> Feb (<i>during ‘safety’ week</i>). Junior Road Safety Officers (JRSO’s) to plan the assembly and Sally Barrett (Bexley Road Safety Officer) to be invited to present.</li> <li>• A parent workshop during the afternoon on Fri 9<sup>th</sup> Feb (<i>during ‘Festival of Learning’</i>). Sally Barrett to repeat some information from the assembly on 6<sup>th</sup> Feb, and to also have a table with child car seat safety information.</li> <li>• Members discussed ways to increase parent attendance to these events. A lengthy conversation took place on the road safety on surrounding roads, including previous requests made to the council for a lolly-pop person, zebra crossing, safe crossing (all of which have been rejected).</li> <li>• It was suggested that the assembly could be filmed and link could be provided within the school newsletter (no children in view).</li> </ul> <p><b>ACTION: Head Teacher to look into the possibility of filming the assembly</b></p> <p>Further options:</p> <ul style="list-style-type: none"> <li>• Children to design Posters to promote/encourage the benefits of walking to school.</li> <li>• The Head Teacher advised that a reminder will be included in the next school newsletter regarding appropriate parking.</li> <li>• Junior Road Safety Officers (JDSO’s) will work alongside YR3 to personally write to the Council themselves.</li> <li>• ‘Billy’ and ‘Belinda’ child statues are being considered outside the school gates.</li> <li>• UPP members were in agreement that a council re-assessment should be requested due to the school expansion / increase in pupil numbers.</li> <li>• Children to be encouraged within their classes to discuss road safety issues and to be encouraged to highlight dangers back to their parents.</li> <li>• A reward scheme for walking to school – class based.</li> </ul>	BM
	<p><u>Mobile Phone ban</u> The Head Teacher updated UPP members of a recent, serious incident at school, involving children and the inappropriate use of mobile phones/social media on the school premises. The school now have a ‘mobile phone ban’ within school. The Head Teacher respectfully supports the needs of children requiring mobile phones for journeys to/from school and will request verbal approval with each child’s parent. On arrival to school, children will be expected to bring their mobile phone to reception and will be able to pick it up at the end of the school day.</p>	

	<p>No mobile phones are permitted in classrooms.</p> <p>This led to a detailed discussion regarding children's well-being. The Chair of Governors shared his experiences from attending a recent Internet Safety training session, run by the Bexley Local Authority. The school are planning to run a parent workshop on this topic.</p> <p>The Head Teacher advised that every year-group receives information relating to Internet Safety, which is deemed appropriate for their age. Miss Smiles is working with YR5 and YR6 to rewrite materials for the spring term.</p> <p>A suggestion was made to incorporate Internet Safety awareness into homework, working with parents.</p>	
8	<p><u>Parent Survey</u></p> <p>The Head Teacher advised that a Parent Survey will be emailed to all UPP members, requesting for feedback before this is circulated to all parents.</p> <p><b>ACTION: HT to send draft Parent Survey to UPP. All UPP members to review questions and provide comment/suggestions to the Head Teacher.</b></p>	UPP
9	<p><b>ANY OTHER BUSINESS</b></p>	
	<p><u>School Uniform stock</u></p> <p>The Head Teacher updated members that the school are finding it difficult to fund and stock school uniform items on site and had therefore proposed a number of online school uniform providers, whereby parents can order direct from the supplier. UPP members discussed the options available and a sample sweatshirt with the school logo badge was available to view. It was confirmed that all standard uniform items will be available, clothing, bags etc.</p> <p><b>All persons present agreed for the school to confirm school uniform options with Tesco online, who were deemed the most cost effective supplier.</b></p>	
	<p><u>Social Media</u></p> <p>The Head Teacher reminded all UPP members to be mindful of any social media communications, ensuring that any comments relating to the school are of a respectful nature.</p>	
	<p><u>Confirmation of UPP members to parents</u></p> <p>The Head Teacher confirmed that details of all UPP members will be included in the next school newsletter.</p>	
	<p><u>Date of next meeting</u></p> <p>All present agreed to hold another meeting for the spring term.</p> <p><b>ACTION: HT to arrange a spring term UPP meeting date and circulate to all.</b></p>	HT