



Steering Group Meeting

Minutes

Tuesday 1st March 2016

Steering Group Members:

C. Sidebottom – RRSA Leader (HLTA), R. Valentine – School Secretary, M. Cooper – Head, Beatriz – Yr4, Isaac – Yr4, Ethan – Yr3, Klaudia – Yr3, Michael – Yr5, Enkeled – Yr5, Libby – Yr5
(All Present)

Minutes of 2/2/2016 were ran through in brief and agreed as a true account.

Matters arising from 02/02/2016.

1. Beatriz, Michael and Isaac had collated the information from the audit questionnaires.
2. 2nd display board in hall has been started.
3. Class rules have been started to be linked to CRC in class.
4. It was agreed that Michael and Ethan would speak to each class during the week to check if they have completed linking their class rules to the CRC and if these are being displayed. Information will be fed back to CS so that she can chase any o/s classes.

The CRC board in the hall still requires some more information. It was agreed that each of the children would choose a CRC article within the week (liaising with CS). This article will then be represented in picture form to be added to the display with the rules wording. Children were encouraged to enlist help from their peers if required.
5. CS had collated the questionnaire results in detail and produced a list of main points.
 - One of the main findings was that children didn't consider the School Council to be very effective in making their feelings heard. This was discussed and the following points made.
 - MC felt that they were perhaps not given enough designated time to meet and make clear goals with a timeframe in which to complete.
 - We could be better at feeding back to children in assemblies and put a 'Pupil Voice' area on website and or in the newsletter updates on what the school council have discussed, decided and actioned this academic year.
 - Are all children in school aware of the various committees such as Food for life, Charities etc., and which children are on them should they wish to discuss a matter relating to that group? Could this information be displayed on a board in school like the school council.

Michael is a member of School Council and agreed that at the next meeting he would discuss them drawing up a list of completed actions this academic year, to be fed back to children.
6. CS will complete our baseline audit and action plan, from the main findings of the questionnaires and the steering group meetings by the end of this term.
7. Some of the steering group have lost the backs to their RRSA badges. RV will try to source some back pins rather than paying to replace with the entire badge.

8. Actions

- Follow up on CRC links to class rules – Michael & Ethan
- Article pictures for display board – All children on steering group / RV to add wording
- Baseline Audit and Action Plan to be completed – CS
- Information gathered from School Council - Michael
- Pin badge backs to be sourced - RV

9. Date of next meeting – Tuesday 22nd March 2016, 12.30pm (Inclusion room)