



Steering Group Meeting

Minutes

Tuesday 2nd February 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 (**All Present**) Libby - Yr5, Liana – Yr3n (**Apologies**)

Apologies were made to Klaudia as her name was omitted from the minutes 19/01/2016
Minutes of 19/01/2016 were ran through in brief and agreed as a true account.

Matters arising from 19/01/2016.

1. Beatriz had organised a message to all staff about a meeting to explain the staff and pupil questionnaires. Enkeled and Michael attended this meeting and with the assistance of MC explained that the questionnaire was aimed at determining a starting point of understanding of the RRSA. That we expect the levels of understanding to be fairly low as we have not worked much in school around the subject. Michael pointed out that they should be honest.
2. Log books had been given to all classes, clearly labelled for links to CRC
3. First display board has information relating to the steering group and a copy of the minutes.
4. It was agreed that a Ethan and Klaudia would go to each class on Thursday 4th Feb, to check if staff and pupils have completed their questionnaires and to collect and return to RV.

It was agreed that Beatriz, Isaac, Michael and Enkeled would see MC on 03/02/16 to start collating information from the questionnaires already completed.
5. CS asked that the steering group have a think about what could be displayed on the 2nd RRSA notice board in the hall. CS agreed that she would research what other schools are displaying on theirs.
6. CS explained that after an initial look at the submitted questionnaires it was evident that some discussion around RRSA in PSHE had given a slightly higher understanding than expected for a baseline audit.
Once submitted and collated, the steering group will need to use the information gathered from the questionnaires to complete a Level 1 Audit/Action Plan.
7. CS showed a Class Rules / CRC Links template that has been handed to all teaching staff to complete with their class. Each class needs to compare its Golden Rules to the ROC and make links to the articles. This should be completed onto the template and displayed next to the Golden Rules for this academic year by the end of February.
CS reminded steering group to keep reading and familiarising themselves with the articles from the CRC Pocket books.
8. Actions
 - Information from audit collated – Beatriz, Michael, Isaac and Enkeled
 - Outstanding questionnaires to be collected in – Ethan and Klaudia
 - 2nd display to begin – CS/Children
 - CRC pocket books to be re-read – All
 - ClassRules / CRC Link templates to be completed in class
9. Date of next meeting – Tuesday 1st March 2016, 12.30pm (Inclusion room)

