School Business Meeting

Date…2.4.2025
Present at 8.30am……. Jayne, Jackie, Louise

Christianna A, Dagmara, Donna N, Elena B, Ella, Emily W, Emma S, Graham M, Jenny M, Jessica D, Liane C, Lisa B, Loretta T, Louise A, Maria, Nicole A, Nicole R, Sana S, Sonya P, Tom, Traci P, Velda U

Apologies/Absent… Mel, Helen, Maggie (Breakfast Club), Karen, Pauline (Booster), Shelley, Gaye (do not work Wed), Ciara, Amy and Chloe (maternity leave), Maja, Jane H (unwell), Jolene (no reason given).

Item	Minutes	Action Who & When
Welcome	We are on the home run to Easter, with lots going on.	
Uniform	If you notice a child not wearing uniform please inform the office – we will call the parents. Our uniform is cheap (non-logo), we expect children to wear it.	
P.E. session	During P.E. session all staff are expected to be wearing sports clothing and trainers.	
Defibrillators	Jayne asked if staff knew where they were. Answer = In the office and in the staffroom.	
End of term jobs	Please go through the end of term jobs.	
Behaviour	On CPOMS please remember to click the colour as well when you click behaviour e.g. Amber, Red. Please refresh yourself with the Behaviour Policy or as the SLT if you are unsure. Louise has left a section as a guide in the staffroom. Educational consequences – not punishment. Staff to model and teach good behaviour.	
Lost Property	Mel has sorted it and posted it on the school Instagram. Please do not give any to Nicole. Any clothes (only clothes) please bag up and give to Louise H – she will take it to a clothes bank.	

Easter Tidy	Please ensure the whole of the school is tidy. If you are returning items e.g. to the Hub, P.E. cupboard etc please do not just leave them there – put them away where they are meant to go, ready for the next person.	
Easter	Disco – The disco is 5-6.30pm. Please can people stay to tidy up. Mel has the list of staff jobs. Raffle – Class raffle Thursday morning. Main raffle open at the disco then drawn Friday. Egg Hunt- Please ensure all the cards are return to Mel as she made them. Vegan & dairy free chocolate is in the boxes with the child's name on them.	
Dates	1st May – normal working day all staff in as usual – Mindset training for all staff. 2nd May Inset day – Teachers = subjects and resources. -Support staff not in. 2nd June Inset Day – all staff in for training. Support staff will be paid overtime for this.	
Reports	1. Please ensure the attendance is on each report. 2. Save the report in the format 'JoeBloggs'. 3. PDF the reports. 4. Inform Traci the report has been completed and saved as a PDF. 5. CPOMS the reports.	
CPOMS	Please ensure your Dashboards are clear. When you have read alerts please tick 'mark as read'. CPOMS have informed Louise H this is a GDPR concern. Please ensure you only use names for adults and children (never initials) and use full stops and capital letters.	
Last Day	Check dates on all inhalers and epipens. – send them home if they are going out of date and need replacing. Send home all PE kits. Send home water bottles.	
Happy Easter	The school will be open the first week of the holidays. We return on Tuesday 22nd April 2025. Happy Easter.	