Confidential School Business Meeting

Date…24th April 2026

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

Farzanah B, Lisa B, Elena B, Amy C, Liane C, Annette D, Andrea G, Ciara G, Abbie H, Jane H, Tasha H, Ella H, Kirsty L, Tom M, Donna N, Maja, O Sonya P, Traci P, Laura S, Alice S, Emma S, Dagmara S, Holly S, Velda U, Lilly W, Emily W.
Late… Sarah H, Sana S,

Apologies/Absent… Mel H, Maggie M, Helen C (Breakfast Club), Karen W, Pauline H (Booster), Gaye H, (not working), Jessica D (unwell),

Item	Minutes	Action Who & When
Nicknames	We have received a complaint from a parent. Please do not use nicknames for children. Some are getting upset when they have called them and some are getting upset that they do not have one.	All staff
Sports Run	15th May am – Nursery & Reception Teddy Bears Sports Day 22nd May am – Y1 to Y6 Sports Day	
Colour Run	22nd May pm – Colour Run (to be alternate years in the future). We are looking at having an obstacle course, paint stations & lap cards. We would like to have a tombola stall & sell ice creams and drinks rather than having an outside company. Children will probably be able to come to school in PE kits (white t-shirt), so no changing of clothes. No book bags that day. Staff to be at the gate to ensure children are with their parents at the end.	22nd May All Staff
Trips	Please send Traci the OV9's, excel sheet and any OV5's for your trips. Louise sent the trip volunteer expectations sheet (adaptable for each trip) to staff previously – and can send it again if your request it. If volunteers do something you are not happy with talk to them straight away, do not wait. Reminder – adults should be roadside – not children. Fuel for coaches has gone up by 51%. We need to be aware when booking trips next year. Emily applied for a grant and will send the link to teachers.	
Phishing	If you have an email from Connor Moran (Action Required), please delete it.	

Invacuation (Martyn's Law) Evacuation	We have a new system (TeamSOS). We will have an invacuation practice this term. Blinds down, windows and doors shut/locked and go under tables (everyone, including staff). Jayne will hold an assembly and discuss it with the children but teachers should talk about it and explain safety etc. Suggestions: Social stories. Parents will be informed by Jayne via email a week or so before we practice. Louise would like a list of children that may need risk assessments in future for this.	Summer term Teachers
Budget & Orders	Budget - The budget will reopen 15th May if the Governors sign it off. If you need anything urgent, please speak to Jayne. Ordering – when stock runs out, please can you write it on the ordering sheet in the office, rather than telling Liane.	15th May
Nourish	SDM with the Nourish Program has been cancelled today, due to illness. There are sessions of online training available to staff on 12th May 3.30-4.30 – please let Jayne know if you are interested.	
R.S.E	There is new guidance. We must consult and consider the demographics, consider online safety and terminology etc. Suggestions are: Y6 – sex and Y4 up puberty. Children cannot be taught gender based but a question box can be used if children do not want to ask out in person. Louise will send out a questionnaire.	
Staffing Sept	We will start looking at staffing for September today. It is provisional as it can change depending on any staff leaving and children joining. Priority - We put staff where they are needed and where they are best used for the children and their needs.	