



NEWSHAM PRIMARY SCHOOL
MEETING MINUTES

Meeting Name:	JLT Meeting		
Date of Meeting:	09.12.16	Time:	9.05am
Meeting Purpose:	Buddy Bench - catch up General discussion	Meeting Lead:	DG
		Prepared by:	JLT members
Minutes of last meeting agreed as a true record?	Yes		
Matters arising:			

1. Present (name and position)
BH, JB, BM, ER, NB, GL, DG, LV, Kai, Georgina

2. Meeting notes, decisions and issues
<p>DG started the meeting by explaining that we are still waiting on confirmation from Mr Jones about the litter pick poster campaign. Hopefully we will be able to greenlight this after half term and start our push for this in the spring.</p> <p>Buddy Bench - JLT discussed how things have gone so far this term. They said some people aren't using it as they should and they want to make some guidelines for how it should be used. They requested some stickers to use for those people who have been a good friend to the people sat on the bench. They were also some times forgetting what day their buddy bench duty is. DG said he will print of a rota and put it by the 5/6 and 3/4 doors so JLT members know when they have to meet.</p> <p>Recycling - it was felt by all JLT members that recycling needs to be done more regularly, especially at this time of year. DG to ask for extra clear plastic bags. It was brought up about KS1 not doing there's as much as they should. DG talked about how y6 JLT members had not been doing all the classrooms, offices and other areas they were supposed to so now Y5 will take on this role.</p>
<p>Actions from previous meetings</p> <p>n/a</p>

3. Action items		
Actions:	Assigned to:	Agreed date for completion or review.
JLT to talk to their classmates about the poster competition and gauge their responses / develop ideas.	JLT	Next Week
DG to speak with Mr Jones about litter campaign.	DG	ASAP
