



NEWSHAM PRIMARY SCHOOL
MEETING MINUTES

Meeting Name:	JLT Meeting		
Date of Meeting:	13.1.17	Time:	9.05am
Meeting Purpose:	Launch of litter pick poster campaign Review of recycling and Buddy Bench	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>Yesterday, Y5 JLT members forgot to empty the Y6, office, computing suite and PPA room bins so GL and BM were sent to do this job. Kai and Georgina given 8 clear plastic bags to take down stairs so that year 1 and 2 can get their bins emptied more regularly.</p> <p>Mr Jones agreed to our poster campaign idea and was keen for us to get started tidying up the school grounds, starting from next week. As a group we composed a launch message for all of the members of staff to read on share point. We wanted it to be a bold, clear and simple message that would encourage members of the school community to think twice about what they do with their rubbish. JLT members were instructed to explain to their classes what they had to do before deciding on 2 - 4 winning examples that will be mass-produced into becoming posters around the school grounds.</p> <p>We then discussed the areas for improvement with the Buddy Bench. JLT admitted they sometimes forget to be in charge on their specific days but they are going to work together to remind each other when they should be helping out. Recycling is starting to improve again as the year has gone on but it is something that needs to be checked on regularly to make sure our good work isn't slipping as the year goes on.</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 explain the theory behind the poster campaign and pick out best examples.	JLT	Final date: 27.1.17

DG to order some stickers for Buddy Bench with CW.	DG / CW	ASAP