NEWSHAM PRIMARY SCHOOL
MEETING MINUTES

Meeting Name:	JLT Meeting				
Date of Meeting:	20.11.15		Time:		9.05am
Meeting Purpose:	Recycling as our first target		Meeting Lead:		DG
			Prepared by:		JLT members

Minutes of last meeting agreed as a true record?	Yes	

Matters arising: Grace brought it to the group's attention that the girls' toilets needed the soap replacing. Liam said that the same was true of the boys' toilets. DG to speak to Mr Sanderson about this.

1. Present (name and position)

BH, KS, JB, OE, BM, ER, NB, GL, AMc, MT, DG, LH

2. Meeting notes, decisions and issues

DG opened up the JLT meeting by sharing with them what had happened when he, Mr Jones and then Mrs Watson had had a meeting about some of our targets. After our initial complaints about table sizes in the hall which had arisen from many classes, Mr Jones has now already ordered some new larger tables. Mr Jones has also shown DG how to create a JLT blog and it was initially discussed as to what this will look like and how the JLT will be involved with the running of our blog page.

The main focus for the session was our goal to get the school to recycle more. DG explained that he put the JLT's concerns forward and Mr Jones was keen to move forward with this but he needed convincing. He had several concerns about where recycling should go and not giving cleaning staff extra work to do and he wasn't sure whether it might cost the school too much money to get a new recycling bin to be collected each week. It was requested that JLT members should draft a letter to be looked at during SLT and it would then be agreed as to what the schools' next actions should be.

DG then explained to JLT members that he spoke to Mrs Watson following that meeting and he found out that we already have a large recycling bin which gets collected every Thursday and is currently empty most weeks. Mrs Watson, Mrs Hartgrove and Mrs Johnson were all happy for recycling to be brought into the corridor outside of the office at the end of every day. We have clear plastic bin bags for the class recycling bins so all the cleaning staff would need to do would be to put them on the recycling bins instead of black ones. The JLT then discussed how we would make sure recycling would be collected and sent down at the end of each day. JLT agreed that it should be their responsibility to check that only card and paper went into the bin. Abbie suggested

that ten minutes before the end of each day (when the rest of the children were getting coats) that they could take the recycling down then.

Once we had agreed to how this system would work, the JLT then worked together to come up with a letter draft for the SLT outlining what we all felt should be done to improve recycling and why. A copy of letter can be found in the JLT resource folder on Staffshare and will be put onto the school website's JLT page when created. At the end of the letter, the JLT members said that they wanted to tell the SLT what would happen to our recycling and this would be a focus for a future meeting. The letter was then printed and signed by every JLT member, once it had been agreed that what had been written was what they wanted to say. The letter is to be read by SLT on Tuesday 24th November.

DG said that the JLT blog would not be too far away and that members would need to go back to their classes and ask their classmates what they would like to see on our page. This will form this basis of next week's meeting discussion.

JLT members then went to the Lighthouse Mosaic by the office to have their photograph taken for the school website.

Actions from previous meetings
DG met with NJ about JLT objectives.
Blog page ideas to be carried forward to next session.
DG working on getting badges for JLT members.

3. Action items		
Actions:	Assigned to:	Agreed date for completion or review.
SLT to read letter draft and decide next steps.	SLT	Next week.
Ask classmates what they would like to see on the JLT blog page.	JLT members	27.11.15
Discuss JLT pin badges with CW AMA and NJ.	DG	Ongoing discussions