

Notes of a meeting of the PLT on Wednesday 13th September 2023

Item	<p>Committee Members present: Thomas C, Vinnie C, Brody H, Annabel G, Niamh S, Jachin B</p> <p>Absent: Aseel K (netball club), Amelia B (not in school), Sam A (not in school)</p>	Action
1.	<p><u>Welcome and appointment of following roles</u></p> <ul style="list-style-type: none"> Chair and vice-chair - members that were interested in roles, gave a brief presentation and closed voting took place Chair – Vinnie C, Vice chair – Brody H PLT badges handed to Mr Richbell to present in Y8 assembly (thank you, Mr Richbell). Arrange for PLT to be introduced to Year 5 during one of their assemblies. 	<p>Mrs Brown – when would be a good date?</p>
2.	<p><u>Agenda Items:</u></p> <ol style="list-style-type: none"> 1. Notice Board – PLT asked to update with their pupil bios <u>Friday 15th September</u>. Some pupils are still yet to join and have been shown how to do this. Mrs Crowley to format and add school photos. 2. Pupil suggestions and ideas box. Check if box is in LRC. KS2 use LRC more than KS3. Once a month, PLT to visit KS3 visit forms and ask if they have anything to add to the box. Note to be added to bulletin. 	<p>PLT to email bios to Mrs Crowley by Friday 15th Sept or upload to Google Classroom.</p> <p>Jachin wo compose a couple of sentences for Mrs Crowley to add to bulletin.</p>
3.	<p><u>AOB</u></p> <ul style="list-style-type: none"> Date of next meeting Weds October 4th – room 30 (time to be confirmed). Our meeting was short as not all members were present due to clubs/absence. As a result, Mrs Crowley will arrange the next meeting during a lesson time (avoiding core and rotation subjects). Action points for next meeting – look in pupil suggestions box for further ideas. Collect ideas from KS3 (note on bulletin first – sort date with Mrs Crowley either during form time or PSHE lesson). Agenda points for next meeting: Look at whole school development plan to see which areas PLT can have impact on. Set targets and goals for the year. 	

I confirm that these notes have been agreed as a true record of the meeting:

Signed _____ Dated _____

Print Name