

**LEARNING ENVIROMENT  
MEETING**

**Date:** 28<sup>th</sup> September 2017

**Venue:** Canteen

**Time:** 9.10am

**Chair Persons:** Amber (Chair), Sienna (Vice Chair)

**Secretary:** Jaheda

**Treasurers:** Thomas (Deputy - Alice)

**MEETING AGENDA**

- 1) To introduce Learning Environment Team and discuss roles and responsibilities
- 2) To decide on roles within the Learning Environment Team
- 3) To decide on Action Plan focus
- 4) Handwriting

**LEARNING ENVIRONMENT MEETING MINUTES**

**Present:** Amber, Thomas, Jaheda, Alice, Sienna, Trinity, Ava, Enrico, Frankie, Jeanelle, Eliza, Tigerlily, Mrs Garratty

**Apologies for Absence:**

<b><u>AGENDA POINT</u></b>	<b><u>NOTES</u></b>	<b><u>ACTION BY</u></b>
1) Introduce the team	Discussed roles and responsibility  How will people know? Display, badges, booklet, telling people	Mrs Garratty  Miss Britton
2) Decided on roles	Elected chair, vice chair, secretary and treasurer	All team
3) Action plan	Introduced and completed	All team
4) Handwriting	Mrs Garratty asked the children to think about ways of improving handwriting across the school and to come to the next meeting with some ideas.  Next meeting - planned date: 19 <sup>th</sup> October	All team

**LEARNING ENVIROMENT  
MEETING**

**Date:** 19<sup>th</sup> October 2017

**Venue:**

**Time:**

**Chair Persons:**

**Secretary:**

**Treasurers:**

**MEETING AGENDA**

1)

2)

**LEARNING ENVIRONMENT MEETING MINUTES**

**Present:**

**Apologies for Absence:**

<b><u>AGENDA POINT</u></b>	<b><u>NOTES</u></b>	<b><u>ACTION BY</u></b>
1)		
2)		
3)		

3)


**LEARNING ENVIROMENT**  
**MEETING**

**Date:** November 2016

**Venue:** Year 1 and 2 room

**LEARNING ENVIRONMENT MEETING MINUTES**

**Present:**

**Apologies for Absence:**

**Time:** 9.10am

**Chair Persons:** Abi Cross (chair),  
Cameron Kennett (vice)

**Secretary:** Katie Ennis

**Treasurers:** Sydnie Osborne

**MEETING AGENDA**

- 1) To use Learning Journey evaluation sheet
- 2) To decide on how to give feedback to classes
- 3)

<b><u>AGENDA POINT</u></b>	<b><u>NOTES</u></b>	<b><u>ACTION BY</u></b>
1)Discuss learning journey displays/ evaluation sheet		
2) Feedback		
3)		
4)Manners		