

**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:** 6<sup>th</sup> November 2017

**Venue:** Year 1 and 2 room

**Time:** 9.10am

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

**Secretary:** Jaheda

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

**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>
<b>1) Handwriting</b>	<ol style="list-style-type: none"><li>1. Sheet with letters to copy (FP)</li><li>2. Sheet with examples of handwriting to copy to practise (SB)</li><li>3. Flicks - provide an alphabet to show which letter have flicks and which do not (SB)</li><li>4. Tall capital - have these on display to help (JT)</li><li>5. Handwriting homework book - Would this help? (AB)</li><li>6. Screen to show you have to do it (TA)</li><li>7. Handwriter of the Week display - in classrooms or throughout the whole school (SB)</li><li>8. Stickers in books</li><li>9. Cerficates (TC) - could these be given out in assembly? (AB)</li><li>10. Colourful displays around the school (AB)</li></ol>	<b>To be decided at next meeting</b>

<b><u>MEETING AGENDA</u></b>
1)
2)
3)

	11. Finger spaces for Year 1 and 2 (TC) Make finger spacers (EP) 12. Example layout for books - English, Science, Maths and Topic (SB) 13. Pen Licenses - everyone decided that people should not lose their pen license but should work to win it!	
2)		
3)		

**LEARNING ENVIROMENT  
MEETING**

**Date:** 11<sup>th</sup> December 2017

**Venue:** Year 1 and 2 room

**Time:** 9.10am

**LEARNING ENVIRONMENT MEETING MINUTES**

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

**Apologies for Absence:** Amber, Sienna,

**AGENDA POINT**

**NOTES**

**ACTION BY**

**1)Allocate jobs**

1. Sheet with letters to copy - Frankie P
2. Flicks - provide an alphabet to show which letter have flicks and which do not - Jeanelle
3. Handwriter of the Week display - throughout the whole school - Thomas, Ava and Jaheda
4. Order Stickers - Eliza and Tigerlily

**Frankie P**

**Jeanelle**

**Thomas, Ava  
and Jaheda**

**Eliza and  
Tigerlily**

**MEETING AGENDA**

- 1) To decide on jobs from the list generated last meeting
- 2) Discuss handwriting in classrooms
- 3) A.O.B

<p><b>2) Handwriting in classrooms</b></p>	<ol style="list-style-type: none"> <li>1. Alphabet in front of books is helping - handwriting book - Trinity</li> <li>2. Starting to joining up - Ava</li> <li>3. Top three handwriters of the lesson is encouraging people to do a good job - Thomas</li> <li>4. Stickers for good learning - Jeanelle</li> <li>5. Handwriter of the Week - Trinity</li> <li>6. Sheet of letters to help people - Enrico</li> <li>7. Handwriting wizard - show other how to do it! - Trinity</li> </ol>	<p><b>To be decided</b></p>
<p><b>4) A.O.B</b></p>	<p>Thomas, Eliza, Jeanelle, Trinity, Frankie, Enrico, Ava, Jaheda and Alice would like to meet with Miss B to present Mrs Garratty to decide representatives</p>	<p><b>Mrs Garratty</b></p>

**LEARNING ENVIROMENT  
MEETING**

**Date:** 19<sup>th</sup> February 2018

**Venue:** Year 1 and 2 room

**Time:** 9.10am

**MEETING AGENDA**

- 1) To discuss completion of jobs
- 2) Next steps

**LEARNING ENVIRONMENT MEETING MINUTES**

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

**Apologies for Absence:**

<b><u>AGENDA POINT</u></b>	<b><u>NOTES</u></b>	<b><u>ACTION BY</u></b>
<b>1) Allocate jobs</b>	5. Sheet with letters to copy - Frankie P	<b>Frankie P</b>
	6. Flicks - provide an alphabet to show which letter have flicks and which do not - Jeanelle	<b>Jeanelle</b>
	7. Handwriter of the Week display - throughout the whole school - Thomas, Ava and Jaheda	<b>Thomas, Ava and Jaheda</b>
	8. Order Stickers - Eliza and Tigerlily	<b>Eliza and Tigerlily</b>
<b>2) Next steps</b>	1. Prizes for Handwriter of the Day - Sienna 2. Finger Spacers for the younger children - Trinity	<b>To be decided</b>
<b>4) A.O.B</b>	Start to look at the Learning Environment - what is successful and what could be improved	<b>Mrs Garratty</b>

3) A.O.B
