

**MEETINGS FILE NOTE**

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| **MEETING** | **DATE** | **VENUE** |
| **Btec Course Team meeting, Llandarcy away Day** | **21/08/ 12** | **4:15pm** |

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| **PRESENT** | **APOLOGIES** |
| **C.P, S.M, B.O.J, R.J** | **G.D** |

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| **ISSUE** | **COMMENT/ACTION** |
| **Assignments**  **staff**  **A.O.B** | • This year all assignments when completed to be kept in a presentation wallet in C.P’s cupboard.  • The I.V process will take place on a termly basis on the last course team meeting of the term.  • Discussed a handing in of work policy. All students must hand in work on the assignment day, at the start of the lesson. If they are absent, it must be emailed in during the lesson time or a parent must hand it in. This will be given out to students which they and their parents must sign.  • All tutors to send a copy of their assignments to C.P, the new Course Co-ordinator as soon as possible. Assignment schedule dates must also be sent so evidence can go into the new course file.  • Staff members hoping to attend development days for the new course specifications when Ed Excel organise them. Staff need time to plan the new course.  • None – Just to wish everyone the best of luck for the new year starting. |
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| **COPIES to:** | |  | | | | | | | | |
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| **Line Manager** | |  |