**MEETINGS FILE NOTE**

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| **MEETING** | **DATE** | **VENUE** |
|  Btec National Diploma CCLD Course Team Meeting | 23/05/12Time-4:15 – 5:15pm | NG129 |

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| **PRESENT** | **APOLOGIES** |
| Staff - S.P, G.D, C.P, B.O.J, R.J, .C.R, S.M, S.DStudents Reps – A.D, A.H, C.P, K.R, H.R, R.M  |   |

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| **ISSUE** | **COMMENT/ACTION** |
| 1. **Student Voice Concerns**
2. **Placement**
3. **1st Year student problems**
4. **2nd Year student problems**
5. **External Verifier**
6. **Staff**
 | Issue of eating in class, letter has been written to Tania matter being dealt with (2nd years).Not enough healthy optionsRequest more benches for students.Some work is necessaryFood too expensive.Computer time – time to do whatever assignments, chance to amend at the end of year.More space to eat.Vending machines prices are too high.Decisions have to be consistent regarding late submission of work, cannot bend the rules after speaking to parents.Assignment submission – Why not consistent – assignments have to be handed in during the day not in the lesson.Students requested an assignment schedule.Students don’t like having the same tutor for 5 hours at a time (Monday)All stude3nts seen once by S.D all doing well. Some students concerned they’ve been seen five times. J. (Supervisor) unhappy with the amount of some visits.Problems with witness statements (Gnoll Primary) students told to see Mrs Coleman (or head).**1B –** **T.F:** Issues with some tutors, very confrontational. T.D invited mother to attend. Incident regarding a mobile phone.**O.B:** Attendance **S.H:** Too many absences and late submission of work always loosing her USB stick.**R.M:** Very weak, behind for Sarah.**E.P:** Struggling and feeling stressed.**1A-****S.C:** Very weak, outstanding work.**A.G:** Work outstanding – reflective practice and for S.P**A.L:** Catching up for S.P**2B-****R.W:** is returning in September 2012. In placement until October, working on completing Reflective Practice.**N:** Always late submitting work.**K.D:** Behind for C.P, absent most Fridays, Personal issues.**L.M:** Is behind with her work, working hard.J.R: Not attending placement. Reflective Practice Outstanding. Late submission of work.**2A-** C.P is ringing N mother every week. Work outstanding. Late submission of work.Waiting to hear from External Verifier for update regarding course.We need to I.V after half term. Awaiting schedule off G.D. Need I.V day for I.Ving all the work.G.D will be going part-time, she will be sadly missed.  |
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| **COPIES to:** |  |
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| **Line Manager** |  |