**MEETINGS FILE NOTE**

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| **MEETING** | **DATE** | **VENUE** |
|  Btec National Diploma CCLD meeting | 26/09/ 12 | 4:15pm |

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

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| **ISSUE** | **COMMENT/ACTION** |
| **Welcomed Student Reps****Student concerns****Staff concerns regarding students****Year 2****Assignment Schedule** **New Course Developments****A.O.B** | Eating in rooms, students request a room to eat in. Suggested a letter addressed to D.B in Learner Services then to A.O.J.Would like to be able to use credit cards in the canteen. Letter to D.B in Learner Services. Also the food is too expensive for students. Room limited at break times.Regarding Key Skills: students are unsure of what to do, issue’s need to be addressed with T.D head of School. Personal Statements being used for Key Skills.Students think payments for bus passes are too expensive for their age. (C.N). Advised to find out more information about the ALG in Learner Services. The toilets are dirty and the soap doesn’t smell very nice. Also require more toilet paper regularly. Issues with 1A have been addressed the matter seems to be resolved. Students appear to be happy with result. A – Will need supportK- Will need supportP –Still seems to be isolated from the group, however, when speaking to her she says she is happy to be on her own.Spoke with A. D chewing in class, G.D voiced concerns of her severe weight loss.27 students in second year.35 students in first year.Needed for the Inspectors and the Internal Verifier. Useful for students to help manage their work.Assignments/schemes of work to be handed on to C.P. Everyone has received a copy of the new specs.’ Need development days’ with Edexcel.Told today 2nd years to be merged.R.J -sp needs ( Thurs)B.O.J – Specialist Comm (Wed)C.P – Supporting Numeracy (Fri)B.O.J – merge Fri classThanked people for their support.Meeting schedule to be sorted out.  |
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| **COPIES to:** |  |
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| **Line Manager** |  |