

**MEETINGS FILE NOTE**

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| **MEETING** | **DATE** | **VENUE** |
| **Course Team Meeting** | **26/09/12** |  |

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| **PRESENT** | **APOLOGIES** |
| **M.P, B.O.J, A.D, K.S, S.D, K.W, J.S, K.H, K.L** | **T.D** |

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| **ISSUE** | **COMMENT/ACTION** |
| **Welcome new staff**  **Year 2 assignments co-hort (2011-13)**  **Year 1**  **Year 2**  **Current year 2**  **Current Units**  **External Assessments**    **E.V.Visit**  **Class numbers**  **GCSE resits**  **Trip**  **Classroom management**  **Comms** | **MP**. Welcomed new staff onto the team and informed them she was also available to support them with her role as S.L. She had sent emails to staff offering specific times.  **MP** expressed concern that there were still outstanding assignments from last years’ students. MP handed out assignment grid which highlighted outstanding assignments. It was agreed that tutors who delivered these units last year must be responsible for collecting and marking the outstanding assignments. This alleviated any students claiming they had already given the assignment to another tutor. All tutors must follow the I.V. process as laid down by Cache, remembering to organise a meeting with the relevant I.V. to arrange the first informal meeting. Please can tutors use the grading sheet given by MP which also details handing in dates and upgrades.  Most students have progressed from year 1 to year 2 with exception of C.E. who has moved to business. She suffered from tourettes and was finding placement difficult. S.H has gone to pathways and S.F has found employment  Research task – all students passed the research task in May 2012. Well done BOJ. BOJ was concerned about her limited time with the current year 2 co-hort and felt preparation for the research task as a result of this would be hindered. T.D had agreed to support BOJ in the research task on Friday afternoons. MP would also help but only had 2hours contact time. BOJ was considering whether it would be a better option to put students in for May submission. KS suggested Jan as it would provide feedback for improvement if students referred. MP left the decision with BOJ and we would all support her.  M.W. to re-do second year due to placement issues. Student services have been involved with M.W.s case. S.R. to complete 2 outstanding units.  TD to share R. task criteria with BOJ.  MP wishes clarification from T.D regarding returning students particularly as Cache state the course has a five year registration period.  On writing up the minutes further changes to the courses have been the amalgamation of year 2A and 2B owing to number.  Team organised a work schedule for students and the I.V. structure.  Diary tasks re completed by tutors delivering the units. Unit 5 diary tasks can link with IOLP and WWO for tutors delivering Key skills.  MP advised staff of her availability to help and support and has sent an email to HSC dept. MP requested a meeting with AD JD and SD to offer guidance and support.  Exam for year 1 is Jan 22nd with the exception of Z.E who is pregnant and expecting around that time, all students will be sitting at this time. During December all tutors will work towards passed papers with the students. In addition all tutors will aim at completing Units 1 and 2 by end of February on HOS requests. This will mean early leavers will have the opportunity to receive the Cache Award.  Year 2 R.Task will be sent off Jan 2013. TD has agreed to work with BOJ on the R.Task. BOJ expressed concern for the Research task as the main staff who have led the R.Task in the past have limited teaching contact with the students. New staff are unfamiliar with the R.Task.  External assessments will be registered with the exams by mid October.  E.V. visit planned for October 22nd Course team meeting arranged prior to this date**. Year 1 assignments must be completed and I.V’d by this time.** Meeting arranged with staff for 10th October to discuss visit and organise requested paperwork.  Booklets distributed to course tutors:  **Course handbook compiled by MP for staff information**  **Finding the Level document**  **Marking Guidance**  **Exam information**  Year 1A = 23 1B = 21  Year 2 now joined for some classes 27  It has come to light since the meeting that staff are allowed a set remission time for big classes.  GCSE resits-information is on the student notice board in the base room and remains the responsibility of the student to attend  Trip to Gwyn Hall Wednesday 3rd October 2012 approximately 140 Cache and Nat Dip students will attend.  MP discussed the need for basic classroom management i.e. discipline and rules regarding behaviour in class use of mobile register and food eaten in the class. It is vital staff ensure classes are left clean and tidy.  MP working with KL and AD to combine and complement all students work regarding key skills.  BOJ stated she is working through UCAS applications with students.  MP stated the Assignment schedule will be distributed following this meeting.  Meeting ended. |
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| **Line Manager** | |  |