

**MEETINGS FILE NOTE**

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| **MEETING** | **DATE** | **VENUE** |
| **School Management Meeting** | **24/09/12** |  |

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| **PRESENT** | **APOLOGIES** |
| **Attending: G.D, K.S, M.P, T.D** |  |

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| **ISSUE** | **COMMENT/ACTION** |
| **Enrolments**  **Audits**  **Roles and Responsibilities**  **Data and Benchmarking**  **Celcat**  **A.O.B** | Numbers healthy on all courses, year 2 Cache dropped to 26. Principal stated that H.O.S have to make 5% cut across schools. This could be done by merging groups for theory sessions.  Audit of workloads and remission – H.O.S to tighten up on workloads by making sure number of weeks are accurate.  T.D said to ensure that we were prepared for ESTYN Inspection. S.L needed to provide evidence of meetings held with staff for support sessions. Also minutes of meetings to be passed to H.O.S.  Meetings need to be regular and calendarised for the whole year.  Role of the H.O.S to Coordinate this amongst the team. All Course coordinator to be shown how to access the school data and make checks.  T.D to give out finalised Celcat timetables and all staff to add on campus and remission hours and return to H.O.S.  G.D and R.J to discuss with H.O.S new roles and how this role can be used within the school. |
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| **COPIES to:** | |  | | | | | | | | |
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| **Line Manager** | |  |