

**MEETINGS FILE NOTE**

|  |  |  |
| --- | --- | --- |
| **MEETING** | **DATE** | **VENUE** |
| Course Coordinator Meeting | 1st October 2012 |  |

|  |  |
| --- | --- |
| **PRESENT** | **APOLOGIES** |
| Attending: T.D, K.S, C.R, S.P, C.P, M.P, K.H |  |

|  |  |
| --- | --- |
| **ISSUE** | **COMMENT/ACTION** |
| **Update Student numbers**  **Benchmarking** | Tania spoke about calendar of meetings. Also went through dates for Head of School meeting.  Directed to make 5% cut by Principal. Merge of second groups for theoretical lessons only.  C.P mentioned if different tutors can be allocated the heavy load in different academic years. C.P feels she has been penalised again this year. T.D mentioned manning remains the same. T.D also mentioned that she would look at this for next year.  The College having to look at making cuts and T.D feels that stability should come today.  Tutors need to put on campus time onto their timetables for T.D to be aware.  Report back to T.D back to T.D in line for the inspection remission/CIC/ meeting slots/ etc, must total 30 on campus hours.  % increased but not by a significant amount. CIC to take responsibility for the accuracy of the data. T.D is looking at data but unaware of the data to show all CIC’s, benchmarking and make corrections.  Afan found an error on First Aid instead of baby safe.  T.D emphasised the importance of the data placed upon by Estyn. SAR will be looked at by ESTYN and lines of enquiry will be looked at from the SAR.  T.D suggested in the next CIC meeting that will look at the data for our courses and preparing the answers in preparation for the ESTYN inspection.  T.D mentioned that we look at the SAR in a main staff meeting and school SAR.  M.P mentioned she needs S.O.W sent to her for moderation, file held in G block staff room. Also ‘what’s the verdict’ needs to be completed on induction. |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | |  | | | | |
| **COPIES to:** | |  | | | | | | | | |
|  |  |  | |  |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |  |  |
| **Line Manager** | |  |