**MEETINGS FILE NOTE**

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| **MEETING** | **DATE** | **VENUE** |
|  School Meeting  | **4th October 2012** |  |

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| **PRESENT** | **APOLOGIES** |
| **Attending:**  | **J.E, K.B, J.H, J.A, C.C, B.O.J**  |

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| **ISSUE** | **COMMENT/ACTION** |
| **Inspection****A.O.B** | Preparation for Inspection.T.D **–** Power point **-** Preparing for Inspection, information on areas of Inspection.Self AssessmentCourse Coordinators to meet next month, preparation for Inspection. Discuss data information, outcomes, triangulation method used by Inspectors. To be discussed as Course Coordinators meeting.* SAR and QDP information and provided by T.D to Course Coordinators.
* College SAR can be found on quality site – T.D advised all staff to read information and look for possible points of enquiry.
* No Inspection before 1pm – process on Monday afternoon – ends Thursday?
* Literacy and Numeracy – focus for Inspection.
* M.P raised issue on student numbers – ability to meet some of criteria - students complaints about group numbers.
* T.D allocation of rooms to be looked at again due to groups being amalgamated.
* Pack for every lesson, see top of page 5- 6 slides on H.O of power point – all for preparation of inspections.
* T.D check time table, staff to return corrections to T.D.
* M.P asked for all ‘what’s the verdict’ to be completed as soon as possible to be audited.
* K.S sent out e-mails with information on criteria for Inspection for all staff.
* G.D data needs to be put in to tutorial file.
* K.S Initial assessments need to be finished as soon as possible by course coordinators.
* G.D going through transition data- -information to be given to tutors, students to be directed to LC’s . All referrals to be sent via G.D for assessment. G.D will track support provision.
* T.D Introduced new team members S.D. New roles R.J Learning Coach. K.S new role of Deputy Head of School, Congratulations offered.
* MGL delivered news of excellent results of students satisfactory HE afan, came second after Oxford University.
* T.D – K.S docs income generation, inquiries from staff if interested.
* T.D, G.D student rep names to be forwarded – meeting with reps to be arranged.
* M.P training to be arranged for all staff in use of moodle – room to be arranged.
* T.D Congratulations to J.H and C.R both new Coordinators.
* C.P been to Union on large numbers- % of extra time only available to A level tutors. Union looking into matter.

None  |
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| **COPIES to:** |  |
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| **Line Manager** |  |