**MEETINGS FILE NOTE**

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| **MEETING** | **DATE** | **VENUE** |
|  Staff Meeting | 12/03/12Time-4:15pm | NG008 |

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| **PRESENT** | **APOLOGIES** |
| Staff - G.P, CE, J.E, K.H, R.J, G.J, A.J, B.O.J, C.P, M.P, S.M, K.S, E.R, S.D, A.D, J.H, J.S, C.R.  |   |

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| **ISSUE** | **COMMENT/ACTION** |
| 1. **Welcome new staff**
2. **Swot Analysis**
3. **F. G**
4. **Operational Development/Updates**
5. **Teaching and Learning**
6. **Welsh Language**
7. **Essential Skills**
8. **A.O.B**
 | A.D, C.R and J.S.Poor response from staff.Inspection preparation – F.G role of Deputy Director2012 Jan appointment of four staff.Cluster of groups of similar ethos. Sport/Pre voc/ HSC/HHAT – link to SMT, Directors etc. F.G explained Directorship/SMT and how they feedback to the Schools via Managers e.g T. DF.G explained issues such as benchmarking, quality, M.I.S, QDP SAR, Inspectorate, Admin, meetings. Survey 14th April – 28th May on copyright.Challenge learners, attendance monitored, ensure PL03 are completed.Tutorial sessions can be the time to speak to the students. Classroom behaviour, mobile phones, eating in class is not allowed. Submission dates/turn around marking of work two weeks, providing work is submitted on time. T.D is aware of large numbers on Heath Studies.M.P – Marking codes given out. Moodle training 1-4 Wednesday 28th March with C.B.Take off courses on Moodle if not using. Download Programmes from Moodle – held for 3 weeks editing function will be available.B.O.J – Resources off bi-lingual websites.K.S – Can staff only submit work by Easter Monday 26th March. Full day training session Communications, level 1,2,3.Email from C.H will invite staff who will be delivering Communications.Please give T.D the timetables back as to ascertain on campus time.  |
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| **COPIES to:** |  |
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| **Line Manager** |  |