**MEETINGS FILE NOTE**

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| **MEETING** | **DATE** | **VENUE** |
| School Meeting | 08/11/12 |  |

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

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| **ISSUE** | **COMMENT/ACTION** |
| **Introduction****T.D** **M.P****M.P****Inspection****G.D****T.D****F.G****T.D****F.G****C.P** **F.G****T.D****G.D****F.G****T.D****M.P****G.D****K.S****S.M****M.P****G.D****M.P****Key Skills****K.S****M.P / K.S****B.O.J** **K.S** **T.D** **A.O.B** **C.P****B.O.J**  | K.J Transition Project Co-ordinator 14-19 Learning Disabilities.Explanation of job role – amalgamate all Comprehensive Schools i.e. Sandfields Comprehensive School. Objective expansion of project, person centered approach to learning – objective soft outcomes to be recorded, paper work to be handed do all present.Advocated one on one with students will fit in with Transition Project.Returns focus to student’s well-being.Time for training to be arranged with K.J.Trust an issue due to lack of time to get to know students on individual basis. Project helps individuals to take responsibility for own progression.Time for training to be arranged with K.J.E.D Lead Inspector four key areas, H&SC, P.S, A levels, Science/Maths/Construction. Lines of enquiry to be given on day of arrival, observations to be completed by Wednesday Evening. All staff need to be prepared, rooms must all be spotless. Meeting for all staff F.G on Monday 12th November at 4:15 -5:15. Reports on four key areas not specific to any school. Overall judgement of whole College, general lessons and feedback will be given to the tutor.Record keeping important to support ant questions asked by Inspectors.Important to have different levels of work to match levels of students. Proof of learning and progression of students need to be evidenced.Asked will tutor be seen twice?Internal inspection –December 3rd 2012 may be seen twice by internal and external inspectors. Start Monday morning -12 inspectors. Packs will be given to tutors for teaching files.H.E will not be inspected.Priority, get rooms clean and tidy, nothing on top of cupboards, no files on the floor etc.Placement is to be a likely focus.Tutorial- cross reference information. I.L.P’s – students understand where to get support, help.Student Parliament – students need to know the Parliament reps, where to get help, emotional and learning and help meeting their aims, objectives and what level they are.News letters to be prepared. Data to be loocked at Inspection 10/11 – 11/12/. Inspection info – check students time, registers all marked, files checked, only water in class, no eating in classes, control use of mobile phones, swearing in corridors, politeness to be reinforced also welsh signs to be in place.What’s the verdict / learning logs likely to be used, make sure they are in order.Be positive about what we are achieving, forest school healthy eating, and Pudsey bear.Tutorial schemes of work need to be in place.Inspection will last two and a half days C/C pass on information about students.Front sheet of my skills, student pictures and student names.Learner’s questionnaire to be completed by all students, done in tutorial documents to be signed.As data has not been mapped info not available – students cannot access information get them to provide it.Support needs to be increased for level 2 Cache. Second years will have data from last year. C/C need to provide all tutors with this information.Glossary for students to track new words, addressing literacy, need to know our Welsh speakers/individual needs/ testing need to be evident in all lessons/ cloud nine can be accessed at home by students as can skills builder. Schemes of work to be E-mailed to M.P to go on. Moodle/ hard copy to be put in file in staff room.Lesson plans one before, one for lesson and one for following week.Any student issues need to be emailed to G.D to be able to track students support.Thanks given to G.J for support and lead up to preparation for the Inspection.Key skills will be Inspected, scheme of work/lesson plans need to be prepared.Check data on Key Skills that K.S has sent out is correct on the hard copy and return to her.Levels of key skills must be adequate, proof from students needed of completion.Key skills are being semesterised.If Key Skills being semesterised two scheme of works need to be prepared?Option to progress onto level 3 Key Skills must be offered.Data for courses not good at present, changes being made by Monday. National comparator now at 95%.Children in need participated by all Cache students. Fun run 9:00 am at Cwrt Herbert.9:00am – 12 :00pm C.I.N – lessons to continue as normal after 12pm. |
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| **COPIES to:** |  |
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| **Line Manager** |  |