|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Time | Staff | Discussion | Action |
|  | 10:00 | HB MH LS DS | Opening Welcome. Itinerary of what will be covered.  Discuss action’s met from last meeting | Question and answer |
|  | 10:10 | HB MH LS DS | **Timetables**  New timetables for forthcoming academic year  2017 – 2018  How are the timetables working?  Any improvements necessary for timetables? | Check that all staff are happy with timetables and that they are productive. |
|  | 10:15 | HB MH LS DS | **Staffing**  Staffing issues resolved from last meeting.  New staff members now on board – Kay Cook and Shelby Cherrington. DBS checks to be arranged with Mary Crilly Shelfield School(1st part of the check completed online) | Look at timetable and discuss staff numbers  DBS checks to be arranged after half term  Staff to be aware of identification needed to take with them. |
|  | 10:25 | HB MH LS DS | **Uniform**  New student uniforms - Polo shirt with new logo, Hairdressing tabard. | New uniform successful but new logo needs to be updated to Alpha Training Academy  Spare uniforms to be kept on site  Uniform to be ordered for Bradley Ravenscroft  Zip up Fleece for Emily and polo shirt for Emily  Polo shirt for Rio |
|  | 10:30 | HB MH LS DS | **Team building**  Christmas meal (Ramada)  Sunday 10th December 2017 | Book Ramada –  £10 deposit per person  £22.95 per person |
|  | 10:40 | HB MH LS DS | **Dyslexia Training**  Arranged for 4 Friday’s commencing 3/11/17  Hayley & Shelly to travel to Stoke  Louise - 01782 869791  07725461817 | Funding secured for 20 hours CPD and training in Dyslexia  Hayley & Shelly to train other staff members next term.  Cover on a Friday |
|  | 10:50 | HB MH LS DS | **Tutorial/Report**  Discuss new report | New tutorial must include either ILP or care plan actions. |