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| 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 numbersDBS checks to be arranged after half termStaff 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 AcademySpare uniforms to be kept on siteUniform to be ordered for Bradley RavenscroftZip up Fleece for Emily and polo shirt for EmilyPolo 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 3/11/17Hayley & Shelly to travel to Stoke Louise - 01782 869791 07725461817 | Funding secured for 20 hours CPD and training in DyslexiaHayley & 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.  |