Kia ora Everyone

Here is the agenda for our last meeting for the year tomorrow. Unfortunately the meeting will be a short one ( 10 to 10.30 ) as TCS Prize Giving starts at 10.45.

* The **Gallup survey** result. Anything we want to take to Liz? What can I do as a Team Leader. Something to think about for next year.
* **Informal Team survey**. I discovered that this was part of my PDA. What has worked well, what could be changed. A brief frank discussion.
* **LA reports.** I will begin QAing your LA reports. Set Study Skills to do not print.
* Marilyn Ireland is looking for a volunteer to be the **LA of fee-paying students**. This role has both advantages and disadvantages: there could be as many as 18 students but they would all be ‘high support’ so there would be not LT reports to process. Taking on this role would mean giving up your current LA students. Please let Marilyn and me know if you are interested.
* Attached is a form asking about your **teaching preferences/intentions** for next year. We are looking for people willing to take on a greater LA responsibility perhaps another 0.1.
* **Non returners.** Students who have just received letter 1 we will roll over to the next year. Those who have received letter 2 will automatically be referred to NETS if under 16.

**Promotions.** I will need to check with each of you your progress with your LA group. Here are some points worth mentioning.

* Here is my **EOY letter** attached with the correct dates! I include the subjects the students will be enrolled in for next year and what booklets they should start on. There is a letter for students who are leaving school as well.
* Here is the link to **subject choices** in organisational information publications. Not all students will return their forms so you can print one off and using information from the student, supervisor, LT complete the form on behalf of the student

<http://intranet/index.php?option=com_docman&Itemid=29&task=view_category&catid=15&order=dmdate_published&ascdesc=DESC>

* **Gateway** forms and brochures have gone out with the subject choices. Kathryn has had over a 100 applications already but we do need to stress to the student that they need to have some idea of an employer in mind.
* **Young adults.** It may be more appropriate to promote a student to a young adult especially if they only want to do a couple of subjects, or want to stay on the role but not returning particularly well. To transfer the student to a young adult enrolment they need to complete a sec fulltime enrolment form. To speed up the process we can do this for the student!  Attached is a copy of an enrolment form with the ticked bits to complete, then send it to Enrolments. Thanks to Suzanne for doing this. She reckons it only takes a few minutes to complete.

Regards

Dave C

