Kia ora everyone.

Here is the agenda for tomorrow’s meeting. Nothing too heavy.

* **Welcome Bryce**. Any questions for him?
* **Literacy and numeracy**.  All letters posted? Please follow up with students. If they are keen then do order the booklets as outlined in the letter.

Note the emphasis is for students enrolled in EN150 and NC800. Other students can turn up if they require help on a particular aspect of their work but they can’t expect all day help.

* **Nets** process from Ella

For students Under 16 years of Age:

* Check that the student has withdrawn from TCS roll (NB: that they haven’t been reinstated in the meantime.)
* Ella will advise the student’s LA that she is about to refer that student to NETS.  She will ask you to confirm the contacts details on Akona and if there is any other information that they think would help the MOE to trace these students.
* **PDAs** I will need to have a mid-year discussion on your goals before the end of term, probably the last week of June. So give me an idea on how you are going with these.
* **Innovation fund.** You can read the attachment for our  proposal I gave to Peter.
* **Reports** summary thanks to Wendy
* Check that each student has a SEP – even if you have not negotiated their goals as yet.
* Please refer John Nisbet detailed emails.

Stage One: Subject comments.

* All FTS and FPS will be getting progress reports.
* Generate subject class lists to see who you have to write reports for. They do not appear in notifications.
* All FTS need a SEPSEC09. This is where the subject report comments go.
* Set out for subject comments. Eg Science:  Darcy has made an excellent start
* Please make sure you don’t delete any other teacher’s comments.
* If a student has not completed and returned any work then this needs commenting on.  Please make this positive that you look forward to them engaging and offering help to get started if necessary.
* Curriculum leaders will be giving fuller instructions about specific areas to report on.
* Avoid jargon and try and make the comment something that parents will understand. Focus on a positive aspect and a feed forward comment.

The LA comments:

Right click on student name on la class list and select reports. Your LA comment is written at the top.

Subject teacher comments:

The brown vertical bar on the right will insert the subject teacher comments.

Key dates:

* May 18 – June 12 Subject teachers write comments for full time students
* June 13 – 21 Learning Advisors write reports.
* The QAing process works as follows: it is up to the LA to QA all the subject teacher comments in each student’s report. Then the TL will QA 10% of each LA’s reports

    AOB. Next meeting we could have Judith talking about how SEA works or maybe Chris Berentson on STAR courses.

Thanks David C

