Kia ora everyone

Agenda items 12/08/09

* **Event days**. Looking for new ideas. This year LTs would like us to build on what we have done already with literacy and numeracy, next steps? different standards? Exam coaching for English, Mathematics, Science and other subjects.

1. Need soon to identify those students we could target again for building on literacy numeracy and engagement. Identify which standards.
2. Beginning of next term identify qual students sitting externals

Next year in Feb possibility an event for new enrolments and supervisors around organisation, procedures, supervision. Outdoor education later in the term eg Sunshine ranch. Other ideas.

* **Forum next Friday**. For the breakout session we have a few of the new teachers from ALK working with us. Then working in smaller groups look at

1. The future - what education in NZ will look like and how can TCS contribute to this
2. From the data, -main messages, how can I do in my job, team, school to improve these results.

* **Meeting with LT’s**. LAs do a great job but remember

1. when an LT sends you a report **write your own comments on the LT report** to show that recommendations have been actioned and to give any other feedback of which the LT should be aware. Use a different colour if necessary so that it is clear which comments have been written by you. Please do not just send an email to the LT to say that you have followed up on the report – please put your comments on the report itself
2. **please do not change the title of the LT report**. If the report keeps the original title then it is much easier for the LTs to replace   the original copy of the report with the one with your comments on it. It also makes it easier for them to find the report on the SEP. So please save the LT report on the SEP with its original title

LTs do like the LA to give them a summary of the student’s progress before a visit

Please give the LT feedback about their reports. They like to know if the information they are putting in reports is the sort of info you want. They are open to suggestions and change

* Peter Lee. **What works in distance education**. A summary of Ormond Simpson, a British distance education professor now working for the Open Polytechnic. The following points are taken from an article in *Education Review.*

Did you read the doc?

1. helping them to select the right course
2. providing “taster” course or information
3. probability of success can be estimated by collecting information
4. proactive motivational support. Initiative to contact students
5. motivating students by concentrating on what they do well.
6. Being well organised
7. interventions have a statistically significant impact on retention - making it five per cent more likely students will persevere with their studies.

Other notices

* **Quals Aug newsletter.**
* From Theresa Trotter. New Facilities Maintenance and Cleaning Services to commence at Wellington sites. “Please continue to encourage staff to l**og all issues via the office services helpdesk**, we will enter these on the issues log and circulate responses”. The same message is in the attached brochure.
* **SRC Issues**. From Marie Talbot

“A new initiative has been set up to help improve the communication of any issues that arise between Learning Delivery and SRC.

The following process will occur each month -

* I will send out a reminder to Regional Managers and Team Leaders for staff to send any issues to be sent to me
* A meeting will be held on a monthly basis between myself and the Manager of SRC (Chris Lawrence)
* An  issues register will be maintained to keep a record of issues and outcomes
* An update of the issues register will be sent to Regional Manager and Team Leaders after each monthly meeting

Issues can be emailed to me at anytime, but they need to be specific and if there are examples then these should be included.

If an issue is a one off this will be forwarded straight to SRC requests for follow up.  When a problem develops into a trend then it will be added to the issues register.

Many thanks for you help with this.”

* **Change over for YR10 students**. Quite a few LAs have Y10 LA students. Do review their POLs to check:

1. that they have covered the essential learning areas over the last 2 years (MX, Science, Social Studies, English, Arts, HPE, Technology)
2. that they are studying programmes now that will give them background for their NCEA programme next year (if you know what this is). For example, a student who is very keen to do GD100 next year could be doing GD500 this year.

So please review the POLS of your Y10 students and make any necessary changes. However, for a low engaging / or low ability student it may not be appropriate to make many changes to their POLs.

* **SEP review** to be carried out by Mary Day.

**“**The two big evaluative questions are:

Do SEPs fulfil their purpose?

Is this the right purpose?

Out of these a subset of questions will be developed.”

* From Leon. “ I would like names of students for The Correspondence School **Snowboard team** for the North Island Competition. Entries close 24 August”.