Team meeting agenda

1. **Meetings** this term. Fortnightly in Nikau 10am. November 18th a representative for Jen will talk about the big picture
2. **STARS** reward scheme, any questions? Any rewards given so far and why?
3. **Regional plan** for next year, initial ideas from Peter.

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| **Objectives** | **Key Activities** |
| 1. Implementation of SRP | * Team Leaders will work with teams to develop an “experts or buddy” based approach to initial training, then ongoing induction. * Teachers will promote and support students in the roll -out of an on line learning platform |
| 1. Continuous improvement of Literacy and Numeracy achievement for each student | * Termly monitoring as we have been doing this year. |
| 1. Participation in and implementation of revised NCEA level 1 standards | * The Regional Manager, Team Leaders and secondary teachers will work with curriculum leaders and senior teachers to rewrite curriculum and assessment items for NCEA level 1 * Teachers will incorporate this professional task into their PDA |
| 1. Identify and implement the strategies to enable Maori Students to succeed as Maori | * The region will have a strong focus on teachers developing quality relationships with Maori students both in their role as LA’s and in their teaching. * There will be a strong emphasis on being culturally inclusive, holding high expectations, rewarding/recognising effort and delivering quality teaching * To this end we will organise basic Te reo training, use appropriately simple Maori greetings in our written and verbal communication * Organise marae based events in the region that focus on building positive attitudes and achievement for our Maori Students |
| 1. Progressively develop and implement authentic learning experiences supported by mentoring and internship | * The regional manager TL’s and teachers will strive to refine and develop a clear and common understanding around authentic learning and what this means for TCS * Focus on the work of LA’s in using an effective mentoring approach and working with students and their families to set SMART goals.  LA’s will also focus on identifying important people in the family circle of influence who can help make a difference. * Implement an in region trial project with Auckland staff and in region Learning Advisors around providing mentorships and internships |
| 1. Increased capability of teaching and support services in the region | * New regional office developed * Effective recruitment and induction retention practices are adopted for the region * A regionalisation plan that ensures effective communication and delegation between TCS in Wellington and the Auckland and in region staff is maintained and developed |

1. **Processing LT reports.** A plea from Cecilia. Please process LT reports in a timely manner – ideally within a couple of days.
2. Some useful notes around **payment for supervision**

* Check that the supervisor has provided bank account details (they should have filled in the purple form and attached a deposit slip it). All supervision payments are direct credited. The supervision payment forms are purple and can be found behind Suzanne Hawes’ desk. To check that TCS has the supervisor’s bank a/c number please follow this pathway: Xtend/student profile/associations/then highlight ‘student supervisor’/jump/other person/association details/bank account
* Ensure that supervisors are aware that the payments are NOT an automatic right (as some seem to assume). Students have to meet certain criteria in order for supervisors to gain payment. Just because a supervisor has supplied there bank account number does not automatically mean that they will receive supervision payment
* The criteria for eligibility for supervision payment are: enrolment of student as FTS for at least 10 weeks & at least one piece of work per calendar month (although it is actually only the month prior to payment - June & November – that counts for eligibility for payment)
* Changing supervisors can cause equity issues. Do note that it is always the currently listed supervisor that gets the payment. If the supervisor is changed just a week or 2 before the payment period finishes this means that a person who was a supervisor for 90% of the supervision period may miss out on payment. So if you receive a request to change supervisor only a few weeks before the end of the payment period, it may be best to delay making the change until the payment period is over. Please use your discretion over this one
* The payment periods finish at the end of June & November
* Please make sure that the supervisors’ names are accurate and beware name changes as this complicates the process. Best to ask supervisors to fill in their full names on the form
* If a student has not completed any work in a calendar month but works much harder in later months, we can arrange for him/her to gain a supervisor payment. Please see Marilyn Ireland if you want to do this
* Note that in November, many students doing externals may not submit work which could make them ineligible for supervision payment. If this is the case please ensure that Marilyn Ireland overrides the non-returner’s process for this student.
* Beware the situation where a supervisor changes bank a/c. They must provide us with the details of the new account
* Supervision payments are recorded in Xtend so you can check there to see if payment has been made.
* If a supervisor is adamant that they have not been paid and our records show that they have, then it is up to them to provide a bank account statement to prove that they have not been paid (we can give them date parameters)
* Note that some families who have more than one TCS student sometimes list each student with a different supervisor in order to get the full payment of $380 per student (we cannot do anything to stop this happening). If a supervisor has more than one student they get $380 for the first student, $322 for the second, $266.50 for the third & so on.

1. **Qualifications Newsletter**
   1. Withdrawing from exams
   2. NCEA payment and registration
   3. Important dates
   4. Students accessing NZQA website
   5. Exam admission slips
   6. Confirmation of exam centre form
   7. Exam student spreadsheet
   8. Overseas exams
   9. Secondary dual results
2. Bruce.
3. Leon **Spirit of Adventure. “**URGENT please forward names of students interested in going on- Spirit of New Zealand Voyage available to male student 29 Dec - 07 Jan. Also Female berths available on V564 - 19/10/09 & V565 - 28/10/09. Please forward this to your teams.

The above  is an ideal voyage for any of our students wishing to experience something really special during the summer break.

The cost to the student is $1250, the school contributes $100 and various charities (pub charities, Lions, Rotary etc) often  contribute.

NOTE :This voyage needs to be assigned to one of our students before 02 November or we lose it.”

I look forward to your response .

1. AOB

Regards

Dave C