

St Chad's C.E. (C) Primary School
Support Staff meeting
Thursday 2nd February 2017 at 9.30am
Minutes

Present: S. Clarke, M. Gerber-Mellish, N Machin, S. Humphries, M. Kirkham, C Anderson, N Snape, J Heath, J Sutton, D Eardley

1	Apologies	EY staff were not present as an alternative meeting will be held to detail their performance management targets.
2	Minutes of previous meeting	Read and agreed. SC distributed SIP overview to staff absent at last meeting, and new staff.
3	Staff meetings	Summary minutes from all autumn term staff meeting were distributed to TA's. Target setting data was distributed for Y1,2,5,6 and a discussion was held regarding how these targets had been set. SC explained that all EXP at EY were targeted to be EXP at the end of KS1 in RWM. At Y6 all 2b+ children (KS1) were targeted to be EXP+ at the end of KS2.
4.	Safeguarding policy	New document 'KCSIE' was discussed and all staff were thanked for returning their submission of 'Read and Understood- Part One of the document. The new school Safeguarding policy is written and awaiting governors approval. This will be shared at the next meeting. The current policy is on the school website, in the shared area and in the Staff handbook.
5	Performance Management.	All TA's had been given copies of the PM target (2016) prior to the meeting, so that they could add their notes. SC discussed with the TA their summaries and a discussion took place on the following items:- <ul style="list-style-type: none"> • Pace and challenge were raised as TAs were initially concerned about the amount of work required, particularly for the LA groups. SC clarified what was meant by this. • TA's also raised concerned that when they work with LA groups, their ability to move the whole group forward is sometimes compromised by the lack of independence of SEN pupils. <p>As a result, SC suggested that this become their PM objective for 2017-18 and that she would discuss this with S Hollins (SENCo T&L) with a view to providing professional development in this area. SC to write up the PM proforma for the next meeting. SC also distributed the TA grade 3 Job descriptions and profile.</p>
6	English Reading and Writing at GD	SC summarized the work currently taking place in English writing. SC/EH have created a new sentence progression document which shows when each year group should teach each type of sentence and how that progresses year on year. SC then fed back on game/ activities from recent training session. SC also showed website- pobble365 and Onceuponastory . SC also demonstrated the Descriptosaurus resources- shared area.
6	Health & Safety/Safeguarding	Policy discussed
7	Equality issues	None
8	Date of next meeting	23 March 17 9am
9	AOB	MK asked about information sharing between staff, when children move classes. SC explained that all teachers have hand-over sessions, but TAs felt these only covered academic aspects and should include social information.