



Minutes of the Phase 1 Progress Meeting held at TTE on 18 November 2014

Claire Roberts (CR) Sarah Ball (SB) Peter Kudiersky (PK) Ed Weir (EW)
Anne Cannon (AC) Ray Collins (RC) Paul Gallagher (PJG)

Eddy Cody (EC)
Paul Graham (PG)

Actions from the last meeting	Action
Minutes from this meeting	
<p>1PG Group profile updated with comments from EW EW - there is an issue with the 4 girls, they went to a party at the weekend and one didn't attend, she is now being excluded which is noticeable in class</p> <p>1EW Group profile updated with comments from EW</p> <p>1RC Group profile updated with comments from PJG At the start of the carousel PJG looked at their test papers and then spoke to then about improvements he wanted to see.</p> <p>BTEC</p> <p>Timekeeping Sheets were handed out EW to a S&G with Liam Flood in the number of lates</p> <p>Cause for Concern Liam Flood - failing tests first time Matthew Salinger - suspected ADHD Austin Siegertsz - struggling Lewis Morgan - struggling Connie Jones - struggling</p> <p>Support and Guidance PK mentioned an incident of horseplay in Process with PPE and wanted to do more than just a S&G with the trainees. It was discussed and decided to do a S&G and reflect the incident in his accountability scores in his review</p> <p>Mentoring Remind groups about the phase 2 learner who lost his sponsorship[due to not doing what</p>	<p>Need to monitor</p> <p>EW - S&G with Liam</p> <p>PK - S&G with trainee involved in horseplay</p>

Date of next meeting 9th December 2014