



Minutes of the Phase 2 Progress Meeting held at TTE on 19 November 2014

Attendees

Anne Cannon (AC) Ian Taylor (IT) Brian Eccles (BE)
Sarah Ball (SB) Claire Roberts (CR)

Apologies

Peter Kudiersky (PK) Paul Gallagher (PJG)
Frank Rogers (FR) Eddy Cody (EC)
Ray Collins (RC)

Actions From Previous Meeting	Action
BE still needs word 2010 like EC has to print off trainees work	AC to see GW
<p>ROA Progress 2FR No feedback</p> <p>2IT No feedback</p> <p>2PJG No feedback</p> <p>2PK IT - really good group, very keen, most had '2's especially in practical's, all similar. Concern James Blundell as he doesn't know what he is ultimately going to do on site. IT had words with him about taking responsibility and owner ship and he took this on board</p> <p>2BE Mixed group Josh and Ryan are the strongest ones both very good, rest are ok except Joe Parker and Karl Aspinall. BE gave them a talking too during their review. Joe is immature and didn't realize his behaviour was poor so he wants to do something about this. Karl is very nervous. BE spoke to him too need to monitor them, rest ok , all on programme.</p> <p>BTEC Pieces of work incomplete AC to send a note out and remind at mentor session, no issues with behaviours</p> <p>Cause for Concern None</p> <p>Timekeeping Sheets handed out. S&G for 3 or more lates</p> <p>Mentoring Session tomorrow with E&D and Toll box talk</p>	<p>Need to monitor Joe and Karl</p> <p>AC to send email re incomplete work</p>

<p>E&D Bullying and Harassment. CR wants the team leader to lead the discussion, read the info sheet and discussion points and delegate someone to write the group feedback down and hand back to Claire</p> <p>Tool Box Talk From Essar this week on winter precautions and driving. Team leader to cascade information to the group</p> <p>PLTS Ongoing with CR at 12 week reviews. Trainees to record if they do any projects like Daniel Adamson etc</p> <p>Functional Skills 2IT all passed except 2 resit on review Fridays 2FR – all passed 2PK – doing next week with FR/EW 2BE and 2PJG need to be arranged</p> <p>AOB Site visits – see charlotte to organise a bus</p>	
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Date of next meeting: Wednesday 10th December 2014