**Kowhai Team Meeting Minutes and PLG 2 Writing**

**Date: 21st May 2014 Present: Rose, Kerry, Sharlene, Meg,**

**Apologies: Matt**

**Minutes: Rose**

**Some team matters and then PLG on Writing Samples.**

**Please bring your writing samples that are marked.**

**Teaching and Learning**

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| **1** | **Get wise programme** | **Timetable** | Sent to team and saved in TW |  |

**Team Organisation**

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| **1** | **TOD and SOD** | **Check that everyone is aware what is happening** | Yes |  |
| **2** | **Giraffe Art work** | **Brief team** | Done |  |

**PLG 2 on Writing Samples. We will only moderate recounts at this meeting.**

Focus: To moderate our marking of asTTle Writing samples. This information will be used for identifying children writing “below”, “at”, “above” and “well above”.

1. **Share our protocol for PLGs.** Done
2. **Purpose: To raise students’ performance levels in Writing, through moderating writing samples.**
3. **Revise analytical talk, critical talk and challenging talk.**
4. **Analytical:** **Discuss how you have got on so far marking your samples.** Tricky to assess Recounts beyond level 2, therefore writers at level 2Advanced and up must complete a Narrative sample. Teachers have found that some children need to read their writing to teacher as too hard to understand otherwise.
5. **Critical:** **Is our data reliable?** Yes as all children completed under the same conditions outlined by Rose. Children identified worked with Learning Assistant and had extra time. Moderation will ensure that we are marking the same.
6. **Challenging:** Teachers identify 3 pieces of writing each at a different level and ask another team member to mark. Then get together and discuss /moderate results. This was done – most teachers in agreement. All agreed audience is sometimes tricky.
7. **Evaluation**: **Has the process of the PLG been useful to you?** Yes but we will need to do further moderation next week.

**Rose**