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| Middle **Voyager PLC collaboration AGENDA**  Term 2 Week 4 Wednesday 23rd May 3.15-4.15pm | | | | | | | |
|  | **Agreed norms**   1. **Be time conscious-arrive on time and stick to time allocations** 2. **Decisions are centred around a SMART approach** 3. **Pro active contributions and critical reflection of suggested ideas** 4. **Attentive listening, positive language and solutions** 5. **Challenge each other to be accountable** 6. **Snacks and fun (rostered snacks or end on fun activity)** | | | | | | |
| **Chair:** Heidi  **Location:**  Room 1.5  **Time Keeper:**  James  **Minute Taker:** Mel/Marilynn  **Norms Observer:** Alex  **Fun/Food coordinator:** James - Fun | | |  | | | | |
| **Attendees:**  Michael Chapman Marilynn Jackson  Mel Moore Dani Chedid  Kelsey Bannan Heidi Nelson  James Dixon Jo Spillman  Saba Rahi Milly Searle Doug Muirhead Alex Keil  Morgan Dunk Amelia Ioannides  David Hardy Jo Spillman  Eleanor Hughes Kath Byrne | | | **Apologies:**  David Hardy  Jo Spillman  Eleanor Hughes | | | | |
| **Item & Topic** | | | **Name** | **Time Allocated** | **Notes/Actions** | |
| 1. Our norms | | | Alex | 2 mins | Read 1-5 | |
| 1. Our PLC : Reflect and review | | | All | 5mins | 1. **What do we want our students to learn?** 2. **How do we know they have learned?** 3. **How do we respond when students do not learn?** 4. **How do we respond when students have learned?** | |
| 1. PLC house | | | Mel | 5 mins | Revisit to add amendments and strengthen | |
| 1. Goal setting | | | Mike | 5 mins | Are we doing this on seqta? Do we need support? | |
| 1. Feedback on seqta | | | Dani/  Alex | 5 mins |  | |
| 1. Lesson Design feedback | | | Mel | 5-10 mins | How did it go? How can we learn from each other? | |
| 1. Wisp | | | Doug | 5 mins |  | |
| 1. Seqta- Masqurade, projects and assessments | | | Mel | 3 mins |  | |
| 1. Lates and attendance | | | Mel/  Marilynn | 3 mins |  | |
| 1. Vocabulary in lessons | | | Mel | 2 mins |  | |
| 1. Norms | | | Alex | 2 mins |  | |
| 1. AOB | | |  |  | MM-checking pigeon holes | |
| 1. Fun/Food | | | James | 2 mins | Fun | |
| **Actions: Tasks to be completed:** | | | | | | | |
| **Name** | | **Task/s** | | | | **Timeline** | |
| All | | Five positive communications home a week | | | | Every week | |
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| **Next meeting: Wednesday30th May room 1.5 @ 3.15pm** | | | | | | | |
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