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|  **Voyager PLC collaboration AGENDA 2019**Term 3 Week 9 Monday 16th September 3.15-4.15pm |
|  | **Agreed norms**

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| **Communication** | * **Open and honest conversations**
* **Respectfully share the air space**
* **Attentive listening (eye contact/no screen)**
* **One voice at a time**
* **Positive language**
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| **Action orientated** | * **Identify a problem**
* **Discuss a consensus solution**
* **How will we implement the action**
* **When and how do we review it’s success/impact**
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| **Chair: Alex****Location:**  Room 1.5 **Time Keeper: Sev****Minute Taker: Karen****Norms Observer: Kath (collect PIF jar)****Fun/Food coordinator: Cat (Food)** | The norms observer will oversea: If you breech a norm snoopy will be held up and a PIF awarded |
| **Attendees:**Michael Chapman Seva MozhaevMel Moore Tod BrennanCatherine Coetzer Jo Spillman Doug Muirhead Alex Keil Matt Meinema Marilynn JacksonAlanis Jones Kath ByrnePeter Horton Heidi NelsonKaren Marchant | **Apologies:**   |
| **Item & Topic** | **Name** | **Time Allocated** | **Notes/Actions** |
| 1. Our norms
 | Kath | 1 min |  Read or norms |
| 1. Previous minutes actions
 | Alanis |  3 mins | -Positive communications home: **reward cards(2 min to do some NOW)**-Commnity assembly ‘this is us’ are we still doing week 9? Only 3 staff sent pictures and blurb!!! |
| **PLC KEY QUESTIONS AROUND HOW WE OPERATE AS A PLC** | All | 5 mins | 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. S O W

In preparation check past achievement on our googledrive | All  | 3 mins | 7- 8-9- |
| 1. Open conversation (support, teaching and learning).
 | All | 20 min |  |
| 1. Formative and summative assessment
 | All | 15mins | Following on from whole staff PL |
| 1. Any Other Business
 | Alex |  |  |
| Norms and actions | Kath | 1 min | Reflection ANY PIFS? |
| Food or fun | Cat |  | Food thanks |
| **Actions** |  |  |  |
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| **Next meeting Term 3 Monday 16th September** |

**VOYAGER STUDENT TRACKING 2019 AND MENTORS AND STRATEGIES: SEE Goggle drive**

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|  | **Behaviour** | **Mentor** | **Strategies**  | **Learning** | **Mentor** | **Strategies** | **Attendance** | **Mentor** | **Strategies** |
| **7** | **Alex cook** | **Jo** | **-Monitor phone use****-Seating plan: at front for easy teacher check in****-Check ins and let Alex have a voice****-** | **Molly Hendry** | **Mel** | **Limit iPad use in class.****-Make sure she sits away from friends/distractions.****-Regular check ins****-Prompting.****-Sitting next to, or close proximity to the teacher/front of class.****-Individual consequences for lateness enforced by teachers****- Hands on tasks****- Verbal check-ins****- Verbal assessments where possible****- Hands-on tasks****- Withdrawn from class to calm down when necessary.** | **Trystan House** | **Mel Mike Cat** | **Case meeting with mum x2****-Change of lessons to be with friends****-Meeting with Q****-AP involvement****-1 to 1 meetings with LT to see how he is going****-Attendance letter** |
| **8** | **Bobby Dennis** | **Mel****Mike****Alex** | **Allow take up time for instruction****-Set goals for that class (begin/middle/end) check in****-Consistent approach****-Positive reinforcement****-Differentiation: model what to do before he starts****-Student mentor** | **Mading Majok** | **Tod****Doug** | **Give him the choice to work with LSM or regular check ins and encouragement.****-Positive phone calls when he takes responsibility for his work.****-Limit iPad use for everyone - don’t single out.****-Use free time on iPad as a reward.****-Using visual warnings.****-Encouraging gestures.****-Don’t single out.****-Check for understanding.** | **Archie McArdle** | **Mel Mike Alanis** | **Attendance letter****-Phone call home****-Check in with Archie (nan unwell)** |
| **9** | **Phoinix Bell-Rowles****Sophie Holmes****Sophie Holmes****Jordan Parratt** | **Matt****Mike****Mel** **Cat** | **Rapport and support for his learning regarding future courses****-Referral to pathways teacher.****-Case meetings****-Stick to RMP plan with uniform and attendance****-Seating plan (not with students who distract)****-Case meetings** | **Spencer Cairo** | **Mel****Sev** | **1 to 1 check in teacher and LSM support****-No ipad****-Time to access the work****-Work booklet and sheets** | **Jaykeb Mari** | **Mel Mike Matt** | **-Attendance letters****-PD with Jaykeb regarding his low attendance-sickness to do weather****-Case meeting with mum**  |