

## GALASHIELS ACADEMY

### STAFF INFORMATION SHEET

#### Dates for Diary

Wednesday, 9<sup>th</sup> February  
Wednesday, 23<sup>rd</sup> February

3.25: Staff briefing with Mrs McKilligan  
S2 Parents' Meeting re course choices

#### SMT Meetings 1<sup>st</sup> and 4<sup>th</sup> February

Present: K Angus, R Angus, M Bell, C Brown, B Kelly

#### Inspection materials

These were discussed and production of various policies, procedures etc were undertaken by different members of SMT.

#### Programme and accommodation for HMIE

Details were discussed. Six S5 and 6 S6 pupils will be meeting with Mrs McKilligan on Thursday, 10<sup>th</sup> February.

#### Pupil Support Inspection

This is now to be brought forward to 9<sup>th</sup>/10<sup>th</sup> February. David Martin will meet with C Brown, Guidance staff and Support for Learning staff over the course of these 2 days.

#### Pupils skipping individual classes

This has been reported to K Angus by S6 prefects. SMT to monitor corridors and toilets as far as possible. Class teachers are reminded that they must complete discrepancy slips for missing pupils.

#### Pupils causing difficulties

Three separate groups of pupils were discussed: (i) some S4 girls; (ii) some S4 boys; (iii) some S3 boys.

SMT to look at targeting these pupils re behaviour over the next 2/3 weeks. Visits to reg classes to continue.

#### Prefects on Study Leave

Because S5/S6 will have study leave during the main part of the inspection, corridor and canteen supervision will have to be rigorous. Thank you to all staff who help in this respect. It's much appreciated!