

GALASHIELS ACADEMY
STAFF INFORMATION
10th JANUARY 2005

Dates for the Diary

Tuesday 11 th January	S5 / S6 “Study” Assemblies
Wednesday 12 th January	McCrone Committee Meeting School Board
Monday 17 th January	Staff Meeting
Wednesday 26 th January	P.T.s’ Meeting

Staff Meeting: Monday 17th January

This meeting will take place in the hall and will be by way of an introduction to the inspection which it has been said will take place this term (although exact dates have not yet been given).

As a preparation for this session, all members of staff will be issued with those pages from “How Good is Our School” which are of particular relevance to them. Please have a look at them before the 17th so that all departments (including the Guidance team as a separate “department”) can discuss how they would evaluate their progress against the quality indicators. H.G.I.O.S. is the basis of all school inspections and it is therefore of the greatest importance that we are familiar with the appropriate sections.

Please bring your action plans to this meeting. You will be issued with a summary of last year’s whole school development priorities and a summary of the national priorities. I also hope to be able to give you further news/information regarding the inspection.

P.T.s’ Meeting: Wednesday 26th January

Anne Andrews from the SQA will address all PTs on various matters relating to presentations and appeals. This will be an important session where hopefully all sorts of queries regarding SQA can be answered.

INSET Day: Tuesday 15th February

It is hoped to spend this day in departments evaluating last year’s action plans and looking at constructing next year’s plans. The work done on 17th January (staff meeting), along with the minutes of PTs’ review meetings with Faculty Heads and myself, should help in identifying development issues. Faculty Heads will visit each of their departments at some point on this day and will make arrangements with PTs regarding suitable time, in advance of this date.

In preparation, PTs should ensure their action plans are readily available to be discussed with Faculty Heads before the INSET day.

N.B. It seems unlikely that a Burns Supper will be organised for 27th January as proclaimed on the calendar!

SMT Meeting
Friday 7th January 2005

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

1. Matters Arising from last meeting of term

- a) Reports: when reports are issued for each year group, Guidance staff will identify those pupils whose progress and attainment is less than had hitherto been expected of them. Identification of these pupils will be made as a result of:
- (i) the Guidance teacher's knowledge of the pupil
 - (ii) reading report comments from staff
 - (iii) reading previous reports

N.B. Assessment Manager is currently being investigated for future years so that progress can be more carefully and systematically monitored.

The pupils identified as under-achieving will then be discussed at each House's case study meetings. Following these discussions further action will be taken viz; letters home, meetings with pupils, parents, etc.

It is intended that this procedure will become part of the school's policy on "Assessment, Recording, Monitoring and Reporting" which R Angus and the assessment group will be working on over the coming months.

- b) Contract with Telford College: signing this contract was discussed with Anne Andrews of the SQA; it was advised that we should sign to give Telford sole responsibility for all SQA submissions on behalf of pupils undertaking Open Learning courses. However, we have grave concerns regarding the handling of the Open Learning courses and this matter is currently under review.

2. Quality Assurance

B Kelly and K Angus have produced a "calendar" to be used by SMT and PTs as a reminder of the times throughout the year when discussion of particular issues should be a priority. The document was discussed and a version will shortly be issued to PTs for comment.

3. Budgets

a) CPD

Approximately £20,000 still remains in this budget. B Kelly to meet with CPD Committee on Wednesday 12th January to discuss.

b) Enterprise in Education / Determined to Succeed

Bids should be submitted to R Angus. L Catto is currently putting together an information pack for all staff and L Alexander will visit school in April to further clarify the bidding criteria for this fund.

c) DTF (Discipline Task Force)

C Brown will investigate how this money might be spent. (Criteria to be found in "Better Behaviour, Better Learning")

4. School Corridors

Both janitors and cleaners have commented recently on the mud bath in our corridors and the difficulty keeping corridors, stairs, etc clean. There is no doubt that the coming-and-going between the school and the park at this time of year, in this weather, creates massive cleaning problems for us, as do the sheer **numbers** of pupils congregating in corridors out of wind and rain. It has been suggested that, on a temporary, trial basis, we open the gates which lead under the Technical block and see if this helps us with both the mud and over-crowding issues in the corridors. Pupils can be more easily "encouraged" to stay outside school at lunchtimes and intervals if we have an alternative dry spot for them to stand. If the measure proves unsuccessful in dealing with these problems, the gates will once again be locked.