

## Staff Briefing- 7/12/16

1. Debs will be in on Monday for a TA meeting.
2. Minutes will now be taken at staff meetings. Teachers will take it in turns each week to make notes. This is following feedback from TAs to say that they were not aware of what was being discussed at meetings they did not attend. Powerpoints/handouts from these meetings are to go on display in the staffroom.
3. The upcoming Spelling Bee was brought up, but concerns were shared that this would exclude SEND children and cause upset amongst parents. Agreed that Ellie would hold off on sending out the letter until a decision has been made as to how to approach it.
4. Staff were reminded that Christmas parties would take place in school on the last day of term (Thursday 22<sup>nd</sup> December), as there will be no afterschool discos this year. It will then be up to phase leaders and teachers to organise the parties amongst themselves. There will be a SEND inclusion space in the dance studio for those who prefer a quieter space. This will be manned by SEND TAs. Jen B has made a Spotify playlist for teachers to play during Christmas parties.
5. Jon and Sarah T will be doing a maths book scrutiny next week.
6. A TA forum is going to be set up after Christmas. Nina will be the union rep for this.
7. All staff must complete their MSCB safeguarding training, then send their certificate to Donna. Any staff who have not completed this by the end of term will need to come in on INSET day on 23<sup>rd</sup> to complete it!
8. Reading helpers will be starting soon- a reminder to please make them feel welcome when they arrive!