

### **Staff Briefing- 17/5/17**

1. Debs ran through the diary of events for the next week
2. Sports Coach to go to Forest Crew with 3SE on Friday afternoon due to parents being in for World Day for Cultural Diversity
3. Manchester Day Parade workshop in the studio on Tuesday 23rd May- children making costumes in groups of three.
4. Internal Comms Policy will be discussed in the next staff briefing- please can all staff read it before then and go to the office to sign to say that they have done so.
5. Time in lieu will be transferred over to Autumn term for the staff presence at school discos during the last week of term.
6. All staff reminded to give two weeks minimum notice of events to parents, which means that the letter needs to go to Ellie, checked by Debs/Jon and then sent out at least two weeks before an event. Only exception is certain sporting events where the fixtures are announced with less than two weeks notice.
7. Clarity of leadership roles until July was discussed.
8. BUDGET- we are experiencing an in-year deficit, which means that spending is being capped. Anna has chosen not to come back after her maternity cover, and this role will not be replaced. Similarly, Linzi's role is not being replaced. Maths is the only subject with a budget, apart from equipment being bought for PE where needed. There will be no staff training apart from training delivered in house to large group. Please do not take this to mean that you should buy school things out of your money- please do not do this!
9. There is a rally this Saturday in St Peter's Square in town against funding cuts in education- this has been promoted to parents on social media.