

## Meeting information

### **SENIOR LEADERSHIP**

- **Monday - Friday 8.00-8.15am**
- **Monday 3.00pm-5.00pm**

Membership: Executive Principal, Headteacher, Deputy Headteacher, Assistant Headteachers, Associate SLT(When appropriate), School Business Manager

Purpose: To discuss major matters of policy, day to day matters, to make recommendations and decisions.

### **MIDDLE LEADERS TACTICAL MEETING**

- **pm as per calendar**

Membership: SLT, Heads of Subject, SENCo, Heads of Year

Purpose: **Pupil support and intervention.** School improvement; consultation; discussion; leadership, accountability; review/evaluation; consistency

### **LINE MANAGEMENT**

- **Once per half term formally as per calendar**
- **Regularly informally**

Membership: Head of Subject, Senior Leadership Team, Heads of Year

Purpose: School improvement; consultation; discussion; leadership accountability; review/evaluation; consistency

- 1) whole-school issues
- 2) department issues
- 3) leadership and management

### **DEPARTMENT MEETING**

- **Thursday 8.20-8.30am**
- **2.55pm -3.55 pm as per calendar**

Purpose: 

- 1) To deliver Department planning
- 2) To focus on departmental SEFs and Line Management Agendas
- 3) To share experience and develop mutual support.

Matters relating to the progress of departments

- 4) Development of school ethos
- 5) Whole-school issues: progression rates and sharing good practice
- 6) School events; charities

Chair: Head of Subject

### **WHOLE STAFF**

- **Every Monday 8.15am -8.25am**

- **Every Friday 8.15am-8.25am**
- **Others as per calendar**

Membership: All staff (teaching and non-teaching)

Purpose: School Improvement; consultation; discussion; leadership accountability; review/evaluation; consistency, whole-school issues.

Dissemination of information for teaching and support staff.

- 1) To deal with the daily business of the school
- 2) To give opportunities to recognise areas of good practice and success
- 3) To inform staff of current developments

## **PASTORAL MEETINGS**

- **Every Wednesday 2.55pm -3.55pm**

Membership: Heads of Year, SENCO, Behaviour support, Attendance Officer

Chair: Deputy Head

Purpose: 

- 1) To monitor and evaluate students' attainment, progress and behaviour.
- 4) To discuss matters related to Safeguarding and pastoral support
- 5) To consider impact of initiatives and improvement plans.

## **PARENTS' FORUM**

Membership: Executive Principal, Headteacher, Deputy Headteachers, Parent Panel, Guests

Chair: Executive Principal

Purpose: 

- 1) To provide a forum for dialogue between staff and parents on school matters.
- 2) To provide greater involvement with the parent community
- 3) To consult parental views on key areas of school improvement

