



WAMG Notes of Meeting

Date: Tuesday 7th November 06

Present: Jan Blenkinsop, Lynne Brown, Mark Chiverton, John Dear, David Porter, Peter Shreeve, Carol Walker

Apologies: David Snashall

Matters arising from last meeting

Performance Management

All should have received the letter which includes the invitation to attend the PM training on the revised Regulations. DP didn't think that he had received this, **SP to forward again**. This training is now taking place on 8th & 9th January 07. **Please can all let Laura Seward at the Education Centre know which date you will be attending.**

1265 hours – CW to write to Headteachers re: the Confusion with PPA and Leadership and Management time.

A reminder to **CW from JD to speak to Steve Beynon**, Director of Children's Services re: requests to kept all informed on updates and changes within the LA

Questionnaires

DP apologised to all for not meeting with CW to draft the teaching staff Q/aire. **CW and DP have arranged to meet on Tuesday 14th November. Once this has been drafted CW will circulate to members for comments.**

Draft questionnaires were completed for support staff (MC & LB) and for leadership team (CW & JD). Members went through and amended as necessary.

CW clarified to group that the support staff questionnaire was for all support colleagues not just for TAs in schools.

LB to update the support staff form and email to MC to check through.

The Leadership Team questionnaire is focussed on people who are paid on a leadership scale/spine. This will identify if members of the Leadership Team

i.e. Heads, Deputy/Assistant Heads are spending a lot of time covering for staff absences.

Discussion took place re: the covering letter. **CW/LB to draft this.** Letter and questionnaires are to be circulated to the PRUs and centrally employed teachers too.

It was decided that a note should be added to explain –

- What the purpose of these questionnaires
- To give them guidance on the process on where to go for further advice.
- Reassure colleagues that this information remains confidential and in line with the Data Protection.
- Give a deadline for the response

CW/LB to draft covering letter & circulated for comments.

Questionnaires to be available online as well as sending hard copies to schools individually address for the member of staff. **CW to speak to KA re: Online questionnaire**

Discussion took place as to how many should be circulated to schools what would be a decent response. It was agreed that a 30% response from all 3 questionnaires would be sufficient.

It was also agreed to inform schools that these questionnaires will be sent out in the beginning of next term. This will be mentioned in the WAMG update flyer.

Selection on who is sent a questionnaire:

50% of teaching and support staff in each school, with a cross section in support staff i.e. caretaker, TA, admin, technician.

100% of leadership staff in each school.

JB to run off labels from the whole staff list in schools.

AOB

CW feed back to group that they have received 22 responses from the 'Whole School' WAMG questionnaire (which again is a 30% response)

Date of Next Meeting: Wednesday 10th January 07

Time: 8.30am – 11.30am

Venue: Cowes High School