



Date of Meeting: Monday 14th Jan 2019

Time: 17.30h – 19.30h

Location: UWCM Secondary Classroom B1.05

Note: Parents, please register at Reception first

PC MEETING – Part I (17:30h – 18:15h)

Time	Topic	Reason for Discussion & Pre-reads (links to docs Team Drive)	Division / Delegation¹
17:30 -17:40	Review of actions last meeting and overview open items		All
17:40 -17:50	Updates from Subcommittees & Delegations	Including PC review of Finances/Budget 2019 Finance Documents Answers to PC questions Budget 2019	All
17:50 -17:55	Messages from the Community		All
17:55 -18:05	Document review	PC discussion of documents submitted Dec2018 by SLT for PC consent Strategic HR Policy Dec2018 HR Policy on Promotion of Staff HR Policy on Health and Wellbeing of Staff Complaints Policy Dec2017	Staff only All
18:05 -18:15	Fundraising and Advancement	Preparation for discussion with SLT	

MEETING WITH SCHOOL LEADERSHIP TEAM (18:15h – 19:00h)

Time	Topic	Reason for Discussion & Pre-reads (links to docs Team Drive)	Division / Delegation¹
18:15 -18:20	Finances	Update from SLT on spending of Government Funding (Wellbeing of staff)	All
18:20 -18:25	Fundraising & advancement	Discussion	All
18:25 -18:30	Digital safety	Request for update	All
18:30 -18:35	Communication School-Parents	Discussion on communication lines	Parents
18:35 -18:45	Policy review (& planning)	Submitted for consent: - Complaints Procedure - submitted for PC consent - Strategic HR Policy - review - HR Policy on Promotion of Staff - review - Policy Health and Wellbeing of Staff - review - RI&E (staff wellness survey) Need to plan review of: - Anti-bullying Policy – update by SLT	All

		- Safety Plan - review planning - Care Plan - review planning	
18:45 -19:00	Document review and discussion	- Formation 2018-2019 – update by SLT - Student Handbook – review & process - School Guide – development planning - Curriculum details School Plan – update - Publication of Documents and Policies	Staff only All

PC MEETING – PART II (19:00h – 19:30h)

Time	Topic	Objective & pre-reads	Division / Delegation¹
19.00 -19.15	Debrief after meeting with SLT		All
19:15 -19:25	PC Meeting Schedule & Minutes	Discussion	All
19:25 -19:30	Summary and Meeting closure		All

¹ Division: Primary or Secondary Delegation: Staff, Parents or Students