**Chalk Ridge Primary School**

**Staff Meetings Autumn 2020  
All staff are invited and encouraged to attend any virtual meetings to support with professional CPD**

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| **Date** | **Focus Area** | **Person Leading**  **Preparation required** | **Minutes by** |
| 9.9.2020 | Updates & Housekeeping Action planning and questions | CB | - |
| 16.9.2020 | Updates on timetables, housekeeping e.g. registers & policies. |  | - |
| 23.9.2020 | Remote Learning envelopes for self isolation periods. |  | - |
| 30.9.2020  3.30pm – 4.30pm | Moderation of work in maths and English books.  Plus update on plans for bubble or whole school lockdown plans.  **Bring/share 4 books English & 4 books maths – children who look to be on track & have less gaps than others.** | SB/KH/HB/TG  Meet in KS teams or upper and lower juniors | - |
| 7.10.2020 | **SEN updates** PLPs and behaviour plans | AF | CB |
| 14.10.2020 | **IT updates** – internet safety and curriculum map for ICT. Use of technology for home teaching. Purple Mash.  PSHE curriculum map updates. | RL & CB  LB/GS | SB |
| 21.10.2020 | Parent Consultation meeting. 3.30pm – 6pm | All staff | - |
| 23.10.2020 | **INSET Day** 9am – 10am - Virtual – H&S, Safeguarding & Child Protection updates. **All staff.**  10am – 12noon – In KS groups & upper/lower juniors. Moderation of work & looking at progress across year groups. Assessment of class data to date. Impact of teaching to date.  **10am – 12noon - LSAs – with AF.** Intervention training. Looking at impact of interventions from Autumn 1 – planning for Autumn 2. | CB TG  HB  KH  SB | - |
|  | Half Term |  |  |
| 4.11.2020 | English updates. Feedback from planning scrutiny. Phonics updates. | CB/NM/NK | TG |
| 11.11.2020 | Maths updates. Feedback from planning scrutiny. Impact of teacher feedback on pupil progress. | KH/TG | AF |
| 18.11.2020 | Work moderation – writing samples and the impact of teacher feedback on progress. Progress in reading. | CB/NM/NK | - |
| 25.11.2020 | Maths work moderation – calculation examples |  | - |
| 2.12.2020 | TBC |  | - |
| 9.12.2020 | Preparation time for next term.  No formal staff meeting agenda. |  | - |