**Teaching and Learning Forum MINUTES**

**Focus: Whole School developments at strategic Levels**

**Monday 12th December 2011 Conference Room – 2.00 pm**

1. Forum model of operation and organisation:
* Sharing group objectives (see PPoint) and agree foci in advance for the year
* 2/ 3 hours max - pm meetings better
* Parallel meetings?
* Encourage participation with colleagues and other schools
* Make the activities more interactive / active involvement in sessions
* Needs to be more published through secondary heads
* Item ideas exchanged by email prior to next meeting
* Presentations to be emailed to all
* APS and Highgate Woods happy to host so is GCA in time
* All preferred half termly meetings (instead of termly)
1. Dates for 2012: (2.00 to 4.30 pm)
* 7th February
* 26th march
* 28th may
* 16th July
1. Possible Foci:
* Active learning workshop
* Teachers Protocols (item for February?)
* Inclusion
* Development of literacy across the curriculum
* Differentiation from the bottom end
* Shadow a QTL strand
* Communicating with parents
* How to achieve consistency..?
* How to be an outstanding HOD
* Lesson observation programme

**Vote to see what are the most popular ones?**

1. Next Forum meeting: Tuesday 7th February

FOCI:

1. Teachers Protocol (bring example?)
2. …
3. …

Please see list above (non-exhaustive) and suggest what you wish to see as a foci for next meeting

**General feedback from the meeting was positive.**

**All members keen to carry on with Forum.**