

Events and Capability Team meeting notes

11.12.2008

Present: Dean, Doreen, Mark, Jacinta, Karen
Apologies: Chris, Danae

Lead Teacher's Workshop

9.00 - 3.00 Friday 13 February

- Dean to book Worsler Bay Boating Club. Chris to organise catering.
- The aim is for all lead teachers and all principals to attend this workshop
- The focus will be on getting ready for the Learning Carnival. The timeline for 2009 will be discussed (see attached). The plan for the learning carnival and teachers' party will be outlined. Templates for presentations will be available in electronic and print formats. Lead teachers will begin to put together their presentations. Lead teachers will share and critique each other's research questions, success criteria and assessment tasks for their term one projects with the aim of refining these further. Lead Teachers will be refamiliarised with the "relationships for leading learning in swell" and "the mind sets, roles, knowledge and competencies of a lead teacher in swell".

COPs meeting

11.00 - 12.30 Thursday 19 February

Swell Boards of Trustees meeting

7.30 - 9.00 Wednesday 11 March

- Dean to check if we can hold it at RPNYC. Back up venue Owhiro Bay School. Dean to organise wine, cheese, nibbles, tea and coffee to be available on arrival
- The aim is for every school to have every member of their board present.
- Run through presentation similar to that used at EHSAS conference. Allocate 25 minutes for this.
- Then in five smaller groups cycle around five stations where they hear from principals about some aspects of what we are doing. Stations will be "the action research cycle", "swell baseline data summaries", "swell numeracy and literacy trends", "tools for measuring student engagement and effectiveness of teaching approaches", "swell website and teacher research blog". These sessions will need to be snappy and last for eight minutes each with 2 minutes to move to next station. People to save questions until group session at end of meeting.
- Meeting to end with a questions and answer session based upon what they have heard and seen.
- Cash bar open at the end of the night.

Principals' Swell Team meetings

11.00 - 12.30 Thursday 26 March

(Might need to rethink this as Chris and I should be at both team meetings and if they are held at the same time then this won't work!)

The Learning Carnival

9.00 - 3.30 Friday 24 April

- Jacinta to get a quote for holding the Learning Carnival at the Brentwood. We need space to be able to present to around 130-140 people. Two of the break out spaces will be set up in the main presentation area. We need an additional five breakout spaces in

- close proximity to the main presentation area. Each break out space to cater for up to 20 people. Need to include the cost of lunch and morning tea in the quote. Need to check whether a cash bar is available at the end of the day.
- Dean to get a back up quote for the Overseas Passenger Terminal with external catering.
 - Chris to approach Phil Ramsay to provide a keynote presentation on learning communities during the first session of the day. Time allocated is 40 minutes.
 - Dean to describe the technology needed in each break out space and organise schools to provide (likely to be projector/LCD display, laptop, screen)
 - Dean to organise boards for displaying printouts of each of the presentations plus numeracy and literacy data and baseline data. These boards will be around the main gathering area and will be viewed at the beginning of the day, during morning tea, during lunch and at the end of the day
 - Dean to publish a programme and have a booking system in place by week six term 1 2009.

The Teachers' Party

8.00 to late Friday 24 April

- Karen to check availability and cost of hiring The Pines for a party from 8.00PM through to 1.00AM. Need to check if they have a band or whether we need to find one ourselves. In the quote get a cost for a light supper. Need to also check whether we have access to a cash bar during the night. There will be no theme for the party. Teachers are encouraged to bring along their partners. Target is 150 people attending.

Community building ideas to be discussed at future meetings

- A swell schools arts, or music or performance festival
- A swell information stall at people's market in Newtown
- A combined swell schools fair aka the Brooklyn Fair