

## **Agenda for Chaplaincy Team Meeting Tuesday 24th September 2019**

- 1. Welcome and Opening Prayer** Led by Sara for our Team and school
- 2. In Attendance: SR, KG, PG, KS, JH**
- 3. Apologies:** MT, Fr. G, MB, MDF, JL, DA, AE, ARew.
- 4. Assemblies**  
Heads of Year (DG, KS, SJ, DE, JH) were invited to attend the meeting to discuss a new approach to Assemblies management and delivery.

Some changes to assemblies are already successfully in place and having a positive impact on the behaviour at the beginning of assemblies:

**Heads of Year** have been present and welcoming and settling pupils, reading notices, etc.

**Chairs have been** placed at the back of the hall during assemblies to accommodate latecomers and cut down on disruption.

A discussion was held about the desired roles of the Heads of Year with regard to assemblies.

It was suggested and agreed that HOY work with their own cohort of Tutors to agree who would deliver the designated Year Assemblies. It is at the discretion of each group and their HOY how they would work (e.g. one Tutor group delivering the assembly / all groups working together) and this would be coordinated by the HOY.

KS suggested that HOYs' classrooms could be made available for Assembly rehearsals and HOY perhaps cover a Tutor Group if the Tutor wishes to rehearse pupils.

HOYs continue to be present in their Year Group Assembly and be prepared to welcome pupils at the beginning (as mentioned above) and stand at the back of assembly to seat latecomers.

Sara to meet with Heads of House who were unable to attend the meeting.

**Date of Next Meeting:** Tuesday 26<sup>th</sup> November 12.40pm Board Room

**Meeting closed at:** 1.10pm