



**CITY AND COUNTY OF SWANSEA  
DINAS A SIR ABERTAWE**

**Education Department/Adran Addysg**

**RECORD OF MEETING/ACTION LOG**

<b>Meeting:</b>	TA Budget – Working Group	<b>Venue:</b>	Assessment Room
<b>Date / Time:</b>	8 <sup>th</sup> March, 1.00pm	<b>Next Meeting:</b>	Thursday 7 <sup>th</sup> April, 1.30pm
<b>Present:</b>	SD, KSL, BS, KT, CS, KSM, FN		
<b>Apologies:</b>	AB		

No	Details	A/I/D	Action/Lead	Due Date
1.0	<b>Monitoring (CS)</b>			
1.1	<p><b>CS</b> and Kat Gilbertson are developing a monitoring spreadsheet. <b>CS</b> presented the work done to date. It is hoped that the spreadsheet can be further developed to include survey pupils and provision mapping.</p> <p><b>CS</b> is developing two separate spreadsheets:</p> <ol style="list-style-type: none"><li>1. Internal spreadsheet monitoring the demand to Panel</li><li>2. An individual school spreadsheet for each school which will monitor TA support for pupils with statements and those with complex needs. This spreadsheet will eventually include Survey pupil data also</li></ol>	I		
2.0	<b>HR Guidance</b>			
2.1	HR guidance needs to be written	A	<b>SD &amp; KSL</b> will provide written guidance for the delegation pack	asap
3.0	<b>Memorandum of Understanding</b>			

3.1	<b>SD</b> tabled a first draft.	A	Groups' comments taken on board, and <b>SD</b> will update the paper.	asap
<b>4.0</b>	<b>Formula Allocations</b>			
4.1	<b>FN</b> confirmed that these figures have now been provided to <b>KSm</b>	I		
<b>Date &amp; Time of Next Meeting: Thursday 7<sup>th</sup> April, 1.30 – 3.30pm</b>				