



**Meetings Calendar 2023-24**  
**Key priorities for TEABAG 2023-2025**

1. Develop Teaching & Learning in the Vocational College
2. Develop the buildings and resources in the College and the Schools.
3. Develop the infrastructure and support the Community of Mankoadze, IE Water & Plastic

**TEABAG Groups:**

<b>Full Trustee Board (FTB)</b>	<b>Chair</b>	<b>Patrick Sullivan</b>
<b>Education &amp; Community Relations</b>	<b>Chair</b>	<b>Joe Sparks</b>
<b>Finance &amp; Administration</b>	<b>Chair</b>	<b>Chris Moller</b>
<b>Fund Raising</b>	<b>Chair</b>	<b>Roger Gillman</b>
<b>Estate Management &amp; Community Resources</b>	<b>Chair</b>	<b>Chris Moller</b>

Dear Trustees

I hope this report finds you well. Please find attached our annual meetings calendar, with dates provided by Chairs of Committee. I hope this helps you in forward planning and diary setting.

<b>Week Beginning Monday .....</b>	<b>Which group is meeting:</b>	<b>Meeting led by ....</b>	<b>Trustee Visit to Ghana</b>
23 October 2023	Education & Community	J.Sparks	
30 October 2023	Finance & Administration	C.Moller	

6 November 2023			
13 November 2023	Estates Management & Community Resources	C.Moller	Joe Sparks
20 November 2023			Joe returns
27 November 2023	Finance & Administration	C.Moller	
4 December 2023	Education & Community Full Trustees' Board Saturday 9 December – In-person	J.Sparks P.Sullivan	
11 December 2023	Fund Raising	R.Gillman	
18 December 2023			
25 December 2023			
1 January 2024	Finance & Administration	C.Moller	Tom Yendell
8 January 2024	Estates Management & Community Resources	C.Moller	
15 January 2024			
22 January 2024			Patrick Sullivan
29 January 2024	Finance & Administration	C.Moller	
5 February 2024	Education & Community	J.Sparks	
12 February 2024	Fund Raising	R.Gillman	
19 February 2024			
26 February 2024	Finance & Administration - Friday 1 <sup>st</sup> March	C.Moller	
4 March 2024			Tom returns to UK
11 March 2024	Estates Management & Community Resources	C.Moller	
18 March 2024			
25 March 2024			
1 April 2024	Finance & Administration	C.Moller	
8 April 2024	Education & Community	J.Sparks	

15 April 2024	Fund Raising	R.Gillman	
22 April 2024			
29 April 2024	Finance & Administration	C.Moller	
6 May 2024			
13 May 2024	Estates Management & Community Resources	C.Moller	
20 May 2024			
27 May 2024			
3 June 2024	Finance & Administration	C.Moller	
10 June 2024	Education & Community	J.Sparks	
17 June 2024	Full Trustee Board <b>1.00pm Saturday 15th June – Somerset</b>	P.Sullivan	
24 June 2024	Fund Raising	R.Gillman	
1 July 2024	Finance & Administration	C.Moller	
8 July 2024	Estates Management & Community Resources	C.Moller	
15 July 2024			
22 July 2024			
29 July 2024			
	<b>END OF TERM.</b>		

Dear Castro

Here are brief notes I made as we were talking during the One to One staff meetings: You also have the notes staff made on their proforma. Please return one copy to staff and keep one.

<b>Staff member:</b>	<b>Action to be taken:</b>	<b>Trustee to oversee:</b>
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<p>Godfred</p>	<p>Drafting – drawing patterns. Needs to make plywood patterns.  Wishes to improve lesson planning – Judith can help &amp; train.  Would like more Industrial Sewing machines. Currently only second Year’s have one, owned by themselves.</p>	<p>CA EN</p>
<p>Justice</p>	<p>Would like to train as a Teacher. On the job training? Castro to investigate.  Teaching og ICT very difficult with no hardware. A projector would help?  Hand tools for Maintenance Team would help greatly. It was suggested we could make a Hut (Toms?) in to a Computer room? Staff and small groups could use under supervision. 5 PCs needed?</p>	<p>CA EN TY</p>
<p>Kingsley</p>	<p>Maintenance tools equipment and storage of useful basic materials like screws, pipes, paint, nails, light bulbs etc would be very beneficial and save lots of time. Under lock &amp; key and only available to Maintenance Team.  Kingsley would like more training on Plumbing skills. Dennis could train &amp; support.</p>	<p>EN CA</p>
<p>Eric</p>	<p>Eric is aware Fundraising is vital for the Charity moving forward. This must start in Ghana and not just be UK based. Utilize resources, staff and facilities.   Lead Ghana based Business Development group. Make contacts and generate funds.</p>	<p>CA</p>
<p>Jonathon (English Teacher)</p>	<p>Jonathan would like to improve his teaching of students with SEN.  He would like to develop more lesson resources.  He is very pleased with his work in T&amp;L - engaging students in lessons. Can train other staff.  We talked about introducing a simple Bench mark test for new students in English &amp; Maths. Identify SEN students early. Share with all staff. Develop intervention strategies across the staff team.</p>	

<p>Dennis (B &amp; C)</p>	<p>92% of students passed exam. Very proud of the work of the maintenance Team. Loves being part of full staff team. Great group. 60% of week is Teaching. 40% maintenance. TO develop new Electrical &amp; Solar Engineering course – attend national courses and share good practice with team.</p> <p>Needs to improve lesson planning. Needs help and support / time. Aim to get set on PC completed this year.</p> <p>Idea: Could we have a Staff Award each Year – ‘ Best Contribution etc.</p>	<p>CA PS</p>
<p>Judith</p>	<p>17/20 students have passed examinations etc in Fashion &amp; Textiles. 3 students had very poor attendance.</p> <p>Home -school agreement model discussed. Some responsibilities are with Parents. Ie attendance.</p> <p>Judith is very pleased with Pattern cutting work. Particularly female clothing.</p> <p>Needs to improve male cutting work. Godfred can help &amp; train.</p> <p>Judith has a great smile and students love being in her lessons.</p> <p>Could contribute and talk more in staff meetings!</p> <p>Please can hole in roof of Hut be repaired asap.</p>	<p>CA EN PS</p>

<p>Vincent</p>	<p>Proud to be part of great Team. Loves teaching maths but also teaching Science as second subject.</p> <p>Would like to be better with SEN / lower ability students.</p> <p>Simple maths benchmark test for new students discussed. Share with all staff and develop intervention strategies.</p> <p>Timetable Addition Subtraction. 30 minutes maximum.</p> <p>Discussion around the 6 foundation subjects. Is this too many subjects – 9 in total?</p> <p>English Maths Science IT Social Studies Citizenship</p> <p>Can we have more improvements to classrooms, fans etc? Can we have more pay for good teaching / performance?</p> <p>These one – one meetings a precursor to Staff Performance &amp; Rewards.</p>	<p>CA EN PS</p>
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<p>Jonathan (Catering)</p>	<p>Really enjoyed hosting Eggar's last year. Was his first big responsibility. School feeding programme discussed. Could we increase to 3 meals per day? Would cost 280 000 cidis per year (19k).</p> <p>Staff non-contact time discussed. Working with SEN students a priority for Jonathon. Wishes to improve lesson planning. Castro / Jonathan a great help.</p> <p>Catering dept to write a simple Health &amp; Safety Policy. To send to Tom &amp; Castro in first instance. Keep people safe the priority. 5-10 simple rules / bullet points needed.</p> <p>Jonathan would like to study for a Masters degree. To discuss further with Castro.</p>	<p>CA ENTY</p>
<p>Joy</p>	<p>Proud of being in Team and in the Hostel.</p> <p>Needs more challenge, 'job too easy' (Joy)! Very approachable and gets along with students vey well.</p> <p>How do we make Catering – Great? From Good to Outstanding?</p> <p>Joy to focus on improving dept. Pay – Joy a member of Professional body – worked in Hospitality. Can do a lot more at College!!! Would like to attend National course.</p> <p>Can pay be reviewed?</p>	<p>CA</p>

<p>Theo</p>	<p>Coordinating farm project. Business plan. Wants to improve feeding programme.</p> <p>Teaching Social Studies - Believes hugely in developing individual students – Personal Growth.</p> <p>Do your best – don't feel sorry for yourself.</p> <p>Discussion around – 'I must model behaviour for my students'.</p> <p>Getting better at lesson planning. Discussion about his aspirations 3- 5 years time. Masters in Eduaction – perhaps study in Sweden or Winchester?</p> <p>Water project and TEABAG involvement discussed. Introduce theo to Ben in new hotel?</p> <p>Save money on lightening discussed More / bigger windows Staff accommodation -improved? Getting married in December!</p>	<p>Ca JS TY</p>
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