

St. Peter's Centre

Management Committee Visit Report



Name: Susanna Mackie

Date: 1/10/2019

Time: 3.00pm

Focus of Visit: Monitor implementation of new IT system

Staff Involved:
Jo Ashworth

Observations / Comments:

- *Met with Jo to get update on chromebooks/GSuite implementation*
- *Few delays with setting up chromebooks but working towards resolving them*
- *Shared some tips regarding setting up of Organisational Units and managing settings in Admin area*

Actions:

- *Continue to support implementation of Google Education apps – have provided some links to training and resource materials staff can access*
- *Attend Inset on 6/1/20 to support staff with becoming familiar with the technology*

Signed:

Susanna Mackie

Date:

17/11/19