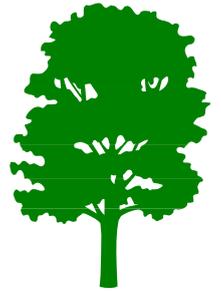


St. Peter's Centre

Management Committee Visit Report



Name: Susanna Mackie

Date: 11th May 2018

Time: 1.30pm

Focus of Visit: Portal for the MC

Staff Involved:

Sue Lynn

Becky Tejura

Ann Hawkins

Observations / Comments:

I visited St. Peter's Centre with Ann Hawkins to explore creating a secure portal for the Management Committee (MC) to access information, documents, agendas, minutes etc. utilising the existing Frog VLE. This had been briefly discussed at the last MC meeting.

I also met with Becky Tejura, VLE Champion in school.

The MC would have individual logins that fall under a separate profile (Governor Profile) this ensures that the users would only have access to the areas of the VLE they need. The VLE is accessible via a link from the school website. Documents would be able to be stored securely and accessed online from desktop or mobile devices meaning less attachments being sent and less chance of being in breach of data protection regulations, as well as making it easier for members to read the documents online without the need to save to personal devices (can still be printed if required).

Frog has created a set of templates making it very quick and easy to customise to meet the requirements of each establishment. Using the existing template we discussed having the following pages:

- Home - notices, calendar of upcoming meetings/visits etc.
- Safeguarding - information, links and file storage area
- Documents - relevant and current documents
- Skills Audit - form to collect skills info from members and a matrix to be viewable
- Committee info

There is much potential for how this area could be used and developed but it was agreed in the first instance to use it to easily access documents including:

- Agendas and minutes
- Links to relevant legalisation (e.g. education act etc.)
- Safeguarding area
- Information for new MC members

Actions:

- A meeting with Liz Penrice (Clerk)
- A presentation and tour of the Management Committee Portal at the next meeting

Signed:

Susanna Mackie

Date:

11th May 2018