

Action Points – from 31/8/17

Attendees: Chris Farrell, Richard Noakes, Vicki Sheridan (PC), Lorraine Thomson (PC)

Careers Fair

2018 Date – Thursday, 7 th June – agree with Management Team	RN
Progress agreed improvements	PC
Produce Survey Monkey survey for feedback on 2017 careers fair	VS
Consider how PC can support/assist with Pathway Events	RN
Develop communication for Parents promoting details of Pathway Events	RN & PC

S5 Work Experience week

Contact all parents re work placements for June work experience week	CF & PC
Copy of 2017 Career Fair volunteer excel spreadsheet to CF for info	LT
Establish use of excess career brochures	CF
Forward contact details of Jane Dennehy/ career brochure business owner, to School to allow them to establish her business proposition	VS & CF

S5/6 Interview Skills

Obtain details of what EFLW covers and produce a Parents version for issue	RN & PC
Establish how three (Prudential staff with interview skills experience) Parent volunteers can be utilised	CF & LT