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|  **Administration Cluster** |  |
| **Location:** | **Spires Academy** |  |
| **Date:** | **14th February 2019** |  |
| **Time:** | **2:00pm – 4:00pm** |  |
| **Facilitator:** | **Mrs V Hammond** |  |

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**Theme: Communication**

# Agenda Items

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| 1. Welcome & Introductions
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| 1. Attendees to demonstrate an actual activity, show a new resource or sharing effective practice in terms of communication
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| 1. Internal Communication: Email, Phone call, Text, Online Chat
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| 1. External Communication: Email, Phone, Text, Letters, social media, event invitations, Internal event preparations
2. Shadowing project
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| 1. Any Other Business
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| 1. Date & Venue of next meeting
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## Additional information

Refreshments and Parking will be provided on campus and the meeting will be held in the conference room. Please sign in and out at reception and collect a visitor’s pass for the duration of your time at the school.

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