

**Agenda for BSF JR planning meeting**

**28 June 2011**

1. Media handling ( )
  - issues around the media handling for 'minded to' letters
2. Status report and handling submission ( )
  - Status update for SoS ( )
  - Criteria equality impact assessment ( )
  - Handling for the 6 submission. That they will include:
    - o Information under the criteria headings inc equalities
    - o Summary of the main points from the meeting
    - o Full transcript (as an annex)
    - o PfS reports (as an annex)
    - o Recommendation/options
    - o Scoring sheets on individual schools (as an annex)
3. Recommendation / options ( )
4. Scoring ( )
  - o A-D
  - o Moderating?
  - o Condition
5. Minded to letters ( ) – links with Capital Day
6. Anything else?