

Minutes of Conference held on Thursday 25th February 2010 held at Taunton Racecourse

Present: E Gregory (Chair), R Adams, M Amos, S Baker, B Berks, S Billington, N Bradford, N Bright, R Bullock, D Collin, A Cox, N Dalton, B Dennis, R Garbett, P Hanratty, P Harper, E Hedges, M Hope, M Lunn, S McBride, J McCarthy, H Millard, K Milton, K Nelson, G Pascoe, P Sheehan, A Boxer (coordinator), A Mills-Jones (Treasurer), M Reader (secretary).

Apologies: D Barrett, J Bevans, J Burton, L Clark, H Cunningham, G Crees, K Freedman, A Hinchcliff, T Khodabandehloo, S Mills, L Porter, R Prins, P Scutt

1. **Welcome:**

ACTION:

The Chairman welcomed everyone to this TLP Day Conference.

2. **Minutes of the Behaviour Conference held on 11th June 2009:**

The Minutes were signed by the Chair as a correct record.

3. **Matters Arising from the Minutes:**

There were no matters arising which were not covered in the main agenda.

4. **Finance Report:**

4.1 AM-J tabled copies of the latest Chart of Accounts which showed a balance of £217,595.27. Next steps include the introduction of an audit trail for salaries and to ensure clear accounting across cost centres. Action Group Chairs have been asked to produce Actions Plans with budgets to assist this.

4.2 It was noted that there are two areas of ring fenced income for Behaviour Management and Extended Schools, these accounts currently stand at £77,677 and £38,474 respectively. The Extended Schools money has not been used for PFSA time as originally thought and therefore will be re-allocated.

4.4 The Chair informed members that he had hoped to prepare a three-year expenditure plan but the current accounts include the contingency fund which is already committed for this financial year. Therefore future planning, not ring-fenced, must be financed through income which is unrestricted and this is mainly received from subscriptions. The Steering

Group are to review subscriptions and prioritise spending to bring to the Annual Conference in November.

5. **Behaviour and Attendance Coordinator Role:**

It had been agreed at the Steering Group meeting on 11th February that Helen Millard's contract be extended from two days per week to four days per week. This is funded from the Behaviour Management account and funding for this is secured for at least two more years.

6. **CPD Coordinator:**

An advertisement has been circulated within the TLP for a CPD Coordinator. The need for this role was identified at the last Annual Conference and has been included in the budget for this financial year. Anyone interested in this post which will be the equivalent of one day per week should contact EG or AB.

ALL

7. **SCS Update:**

It was noted that SCS are moving their kitchen base to Swanmead. JMc reported that she has been looking at other avenues of school meal provision and will report back after she has considered the free school meals aspect of provision. AC advised that Lyngford Park are taking school meal provision in-house and are currently recruiting staff.

8. **SATs Boycott discussion:**

EG introduced this item and invited discussion on how schools can work together to ensure that individual heads are not isolated. It was noted that schools are discrete entities and therefore it is difficult to agree a single way forward. The following points were noted:

- NAHT and NUT are to ballot leadership members however if the majority vote in favour the Government could legally put an injunction in place
- If a school plans to boycott SATs minutes from the Governing Body must state that no action will be taken against the Head
- Any communication to Year 6 parents to support a boycott must be taken by the Head personally who must not use school stationery or photocopying facilities, and must not distribute on school property
- Secondary schools prefer teacher moderated assessments in preference to SATs results
- If SATs are boycotted children must turn up to school for a normal school week
- It was suggested that parents should be given information before the ballot and that the TLP convene a meeting for parents however it was felt that the standards and understanding of parents differs widely across the TLP
- If this is the final year for SATs perhaps compliance would be best route to take

- Some children are ready and prepared to take SATs and if parents want their child to take them they can take legal action if this does not happen

AGREED:

- a) Heads must raise issues at next Governor meetings. ALL
- b) AB to prepare a briefing paper for all schools giving information for Governors and parents. This could then be distributed on TLP headed paper for parents to collect or Heads could hand out personally outside of school gates. AB
- c) Learning Vision Group to look at Year 6/Year 7 moderation to ensure that it is developed at a high quality through the TLP to improve transitional issues. MA

9. Learning Vision Group Update:

9.1 MA advised that the Group will be piloting a Transition Project based on the 'bridging unit' referred to in the Rose Report Extended Study. The pilot will be with Castle School and its feeder schools involving a unit of work in Year 6 which continues into Year 7. It is proposed that teachers of Years 6 and 7 work together to prepare the cross-curricula unit of work based on community cohesion and citizenship with the use of Fronter as the main vehicle. It is hoped that children will take ownership of their own work and maybe work on it in their own time as well as at school. MA has spoken to other secondary heads and they are broadly in favour, the pilot will take place in 2010 and then be rolled out across the TLP in 2011. MA stated that an application to help fund the transition project has been made to the NCSL.

9.2 Children are seen as the heart of the Learning Vision and it is also proposed to look at transition through from Year R.

9.3 The Group proposes that all primary schools use the same tracker system for baseline data, APP, links into SIMS etc. (see Minute 14).

10. INSET 2010 Update:

The theme will be based on 'Inspirational Maths across the Curriculum' and an email with poster will be circulated. Paul Dalling is to be invited to the next Action Group meeting to initiate coordination.

11. Continued Professional Development Group Update:

11.1 The Lunchtime Supervisor training on safeguarding was well received by the 47 delegates who attended who have asked for more training opportunities. HM will follow-up with an email on the outcomes of the training. HM

- 11.2 MH is to hold a Safer Recruitment session for Governors at Blackbrook on Monday 1st March to complete the on-line training unit.
- 11.3 Deputy/Assistant Heads group continues to be a positive group which works well although attendance could be improved and those schools who have not attended were encouraged to do so. Issues to be looked at include making the curriculum more creative and appraisal and assessment. ALL
- 11.4 The Early Years Group is also a successful group, the next meetings being 3rd March at Creech St Michael and 20th May at Holway. Staff from Childrens Centres are also invited to attend these meetings. It was requested that Primary Heads be included on the circulation list for Minutes. ALL
- 11.5 Food Hygiene courses are still being looked at.
- 11.6 BB reminded members that funding of 25% was available for shared training and she thanked organisers and those who have hosted courses. BB stressed the need to be able to verify claims for payment, eg supply cover. MR will maintain a diary of dates for meetings and training courses which will be reported to the Steering Group, therefore please send dates and copies of attendance to MR at Trull. ALL

12. Behaviour Group Update:

- 12.1 Ongoing areas include Nurturing, Forest School, Attention Disorder Training and the Resources Library. A box system is now being developed to circulate resources across schools.
- 12.2 Anti-bullying is a continuing issue and anti-bullying week will be repeated during 15-19 November 2010. Suggestions for the main focus for this week were invited and one proposal was for a visiting drama/theatre group such as Action Works from Weston Super mare.
- 12.3 Attendance: there are issues across TLP schools and the Education Attendance Officer is looking at templates which could be sent to schools setting out the levels at which action will be taken. HM stated that now her contract has been extended she can progress attendance issues with secondary schools.
- 12.4 Other areas which being addressed by MH include: exclusions for KS4, LTSAs, Localities Group and Attendance officers. It was noted that Paul Birbeck is looking at areas in which LPs can work together.

13. MAPIG:

MH advised that the Somerset Local Safeguarding Forum has asked the TLP to contribute to the Multi Agency Practitioners Interest Group. An email has been sent to Members and HM asked that members reply to her asap to coordinate a response before the meeting on 1st April.

ALL

14. School Pupil Tracker:

In response to a request from the Learning Vision Group, Neil Livesey gave an informative and detailed presentation on the whole school assessment solution provided by School Pupil Tracker. Using a model school format he was able to provide examples on how data initially downloaded from SIMS can be analysed and used. It was noted that the system is being developed to use the data for SEF preparation. Information packs were distributed together with an order form giving 10% reduction to TLP schools. The annual cost for a school with up to 120 pupils is £499 less the discount.

15. Role of PRU:

Steve Baker gave a verbal update on the role of PRUs and their new status as Short Stay Schools. There had been no permanent exclusions this year in KS2 and KS3 largely due to the work of the PRU. The focus on KS3 and KS4 now extends to address issues in KS2 and SB would welcome information from schools on what they require and how they would like to see the units develop in the future. He offered to visit schools and talk to staff and children to support and follow up any issues.

ALL

16. Forest School provision:

The Forest School provision continuing the work of the PRU is growing. PH sent an email to members detailing one more training session for leaders, the TLP can access up to fifteen places at a cost of £250 from each school, plus associated costs. Eight schools have already expressed an interest and if no further replies are received the spaces will be offered to the West Somerset LP. It was suggested that Pre-Schools and Childrens Centres may also be interested in places.

17. PFEG:

A brief but very useful presentation was given by Lief Tarry from PFEG, a national charity which provides free resources on personal finance for school children. This project which is free to schools has not received many enquiries from Somerset and PFEG are keen to include Somerset schools before the project ends in 2011. Members were able to ask questions and view teaching materials during the lunch break.

18. Skills for Life:

A paper written by S Mills was tabled to update members on implementation of the Skills for Life training. Members were asked to inform AB if they are interested in the next tranche of training by Wendy Stevens who has been contracted to work for the TLP for two and a half days per week for one year. Interested schools will be invited to a meeting at Holway before Easter.

ALL

19. TLP Mutual Support:

MH tabled copies of a questionnaire to be completed with details of areas where mutual support could be given to help colleagues. MH will collate responses and circulate information to members. If a significant amount of support is given an application could be made to the TLP for supply cover. An example of mutual help has been from the Premises Manager at Castle School visiting local primary schools to help with premises management and health and safety.

20. Somerset Music Collaboration:

AB advised that Glyn Bowen, Somerset Music, had asked if schools would be willing to celebrate music across the TLP. Over a set period individual pieces and a collaborative piece of music would be produced for a TLP performance. This was AGREED and AB would coordinate the event with Glyn. PH offered Holway Park as a venue.

AB

21. Visiting speakers:

It was agreed not to follow up a request from Hays Education to make a presentation to the TLP.

22. Give it a Go:

PH and RA outlined a proposal to use an underspend of commissioning money from Give it a Go aimed in particular at pupils on free school meals of in care. Funding of up to £300 per child maybe available. PH/RA to report back from their next meeting on progress with this item.

PH/
RA

23. SAPHTO:

KN gave a verbal update from the meeting and would send the minutes by email.

24. Date of Next Meeting:

The next day Conference is Thursday 17th June 2010 at 9:00am Taunton Racecourse.