



Minutes of TLP Day Conference Thursday 9th February 2012

Held at Queen's Conference Centre from 9:00am to 3:00pm

Present: S Summerill (Chair), H Barraclough, D Barrett, S Bellworthy, B Berks, N Bradford, N Bright, R Bullock, R Garbett, K Greenslade, P Hanratty, C Kamin, J Lamb, S Loader, S McBride, J McCarthy, S Mills, K Milton, K Tyrrell, M Snowden, A Boxer (TLP Coordinator), M Hope (CPD Coordinator), H Millard (Behaviour Coordinator), M Reader (secretary).

Apologies: S Baker, J Bevans, S Brewer, V Coles, A Cox, H Cunningham, J Davis, E Gregory, M Lunn, K Nelson, S Pickhaver, P Sheehan, C Waldron,

Actions:

1. Minutes of Meeting held on 13th October 2011:

The meeting was opened by B Berks. The Minutes of the meeting held on 13th October 2011 were signed as a correct record by N Bright, Vice-Chair.

2. Finance Report:

Copies of the Financial Report 2011/2012 as at Month 9 were tabled. The situation report showed a balance of £175,849. It was noted that cost centre codes have been updated and these will be further reviewed at the end of the financial year to ensure correct budget headings have been allocated.

3. Review of TLP Steering Group, Structure of the TLP and Election of new Chair, Vice-Chairs and Steering Group members:

3.1 In looking at the appointment of the Chair members agreed that the workload of the Chair has increased and discussion included whether consideration should be given to a full-time/part-time salaried Chair, and/or a salaried Business Manager.

3.2 The role of Deputy Heads in supporting their Headteachers, and improving communications through schools was identified as an item for future debate. It was suggested that deputies be invited to attend alternate TLP meetings with their Headteachers. SS suggested that aspiring primary deputies could be invited to attend the SALT Group organised by Lorraine Clark. SS to consult LC, invitations would be addressed through the Primary Heads.

SS

3.3 Members asked the salaried staff, AB, MH, HM to leave the meeting whilst their roles were considered.

3.3.1 Members expressed concern that the Terms of Appointment, job descriptions and responsibilities for AB, HM and HM were not known by members. It was felt that with the changing landscape TLP action plans must have activities and outcomes which are clear and measurable. The

roles of AB, HM and HM must facilitate and coordinate strategy and be monitored regularly. The posts would be discussed by the Steering Group and details presented to members at the next meeting.

AB

3.3.2 In discussing the structure of, and appointments to the Steering Group the structure as proposed was agreed. It was unanimously agreed that a review of the TLP structure would be carried out after one year.

3.3.3 It was agreed that copies of Steering Group minutes would be available to all members, it was noted these are available on the TLP website www.tauntonlearningpartnership.org

3.4 AB, HM and HM rejoined the meeting at this point.

3.5 The following appointments were unanimously agreed:

Chair: Steve Summerill
Vice-Chairs: Barbara Berks and Nigel Bright
Steering Group Members:
Nicki Bradford
Mike Snowden
James Lamb
Ralph Bullock.

3.6 From this point the meeting was Chaired by Steve Summerill who welcomed two new members to their first meeting: Heather Barraclough and Chris Kamin.

3.7 It was unanimously agreed that the structure of the TLP would consist of the Steering Group and two branches consisting of Teaching and Learning, and Leadership and Management. Task and Finish Groups would be created as and when appropriate with leaders reporting back either through a Vice-Chair or direct to Steering Group.

3.8 It was agreed that the Steering Group would meet on Thursday 23rd February at Bishop Fox's School from 9:30am to 11:00 to visit the structure of the TLP and produce guidelines for the Task and Finish Groups to be started/ continued at the next TLP Meeting on 6th March 2012.

4. Task and Finish Groups:

Leadership and Management:	Teaching and Learning:
Middle leadership: - Leadership College - In-House expertise	Coaching and Mentoring project
Governor Links	Secondary/Primary Liaison
Existing Groups: EYFS, Deputies, Maths, SENCo, RE Coordinators,	Planning and Implementing Children's Celebratory Event, Science Day
School2School Support (ongoing)	School Council Project -Partnership Council
IT Group	Learning detectives
Coaching and Mentoring	NQTs
Data management/interpretation	Moderation / Excellent Teaching -Writing Y6/Y7

4.1 The Task and Finish Groups identified as ongoing or to be established were:

- School Council
- Children's Celebration
- Olympics
- Writing Y6/Y7
- Moderation / Excellent teaching
- IT group
- Middle Leaders
- S2S (ongoing)

4.2 The following points were noted:

- a. Somerset Leadership College to be approached to find out how they could develop middle leaders and at what cost.
- b. There is to be a Somerset celebration of RE before the October half term.
- c. Members to consider which groups they would like to join and inform AB before 23rd February.
- d. RB and JL to join the Moderation/Excellent teaching group.

ALL

5. Data Sharing:

HM presented the TLP Primary Schools Performance 2011 data taken from the DfE Schools Performance Tables. Members thanked HM for preparing this comparative data which would be useful for both primary and secondary sectors. Members were asked to contact HM direct if they found anomalies. MR agreed to email copies of the tables to members.

ALL

MR

6. School2School Support

- 6.1 An update on S2S was given by MS. He explained that after developing mutual trust and confidentiality between members of the first cohort

they had, as a group visited each of their schools to look at, inter alia, aesthetics/environment, senior leadership view and the view of the school council. Visits had been followed by a meeting to discuss strengths and to raise questions, the outcomes of which had been extremely powerful. It had been accepted by all members that it is preferable for peers to identify areas of concern rather than Ofsted.

6.2A protocol for future cohorts is to be set. In answer to questions it was noted that regular meetings with the facilitator were necessary and helpful, and brought academic rigour to the project.

6.3MS stated that funding for future S2S cohorts would need to be found as current sponsorship from North Town (£7k) and the LA (£12.5k) will not be extended.

7. CPD Update:

7.1 MH stated that training for Paediatric First Aid and Fire Safety were underway. Requests for training should be directed to MH in the first instance.

7.2 It was noted that both the Maths Group and Deputies Group had been temporarily disbanded due to lack of support. A new brokering group, consisting of Bursars and Admin staff is being launched on 5th March, future meetings will be dependent on the group being self-led.

7.3 BB advised of an initiative from Hollie King to raise funds to pay for shipping donated items to Kenya. BB to act as liaison and email details to schools.

BB

8. Cost Benefit Analysis:

Copies of the TLP Cost Benefit Analysis (CBA) had been emailed to members. MH asked members to update the CBA with individual schools input under the column 'Schools Involved' and return to MH for update.

ALL

9. Behaviour Update:

9.1 PH noted that funding for Behaviour for 2012/2013 has yet to be confirmed by the Schools Forum, it is expected that changes in how funding is devolved will be introduced from 2013.

9.2 The INSET day 2011 had been a major success, mainly due to HM who directed the event. Feedback had been very encouraging with positive comments received for the main speaker and the listening skills workshop. The least appreciated workshop being the reading and phonological skills. Several schools have arranged training in Listening and Learning as a consequence of the INSET. HM proposes to carry out a follow up with schools after one year to gauge impact.

9.3 It was noted that the INSET Day had been recognised as the major event in the County during the year of NCSL. On behalf of everyone the Chair thanked HM for the successful INSET.

10. Give It A Go (GIAG) Funding:

MH clarified the amounts of funding received from GIAG. There is a balance of £1,049 from 2010/11. Funding for 2011/2012, the Extended Schools Disadvantage Subsidy, had just been received: £21k to be allocated to the PFSAs and £19k received for Forest School funding. An additional bid for FSM area sports had also been successful and this sum of £5,950 would be used for outdoor education activities.

11. Music Initiative:

11.1 AB advised of a proposal received from John Cole, professional musician in Taunton, who has received funding to develop vocal skills across schools. Further details will be presented at the next meeting.

AB

11.2 AB outlined a suggestion to develop further vocal projects across TLP schools and he highlighted options to be considered, including a singing day, TLP chorus and a creative project. AB agreed to email his proposals to schools to invite feedback and the initiative will be further discussed at the next meeting.

AB

12. Review of recent 'Snatch' Incident:

Following the recent alleged incident at a TLP school the Steering Group had requested NBd to prepare a TLP protocol on how notification is passed to schools. NBd advised that after discussions with CW and the LA it has been proposed that the first call from a school should be to Liz Bidmead, Somerset Direct, who would be the central coordinator. LB would then decide who to tell and what level of action should be taken. It is hoped the protocol will be agreed by the end of February and can be reported to the next meeting.

NBd

13. PFSAs:

13.1 HM advised that there had been 102 responses from Somerset to the recent call for evidence. These had shown 97% in favour of continuing the PFSA format and that the roles of the PFSAs had given positive impact for schools. Schools were in favour of continuing the PFSAs, to increase the numbers, and for them to be managed and employed by the CLPs.

13.2 M Hemmings had advised that the deployment of PFSAs would be confirmed after August 2012. Funding had been agreed at the Schools Forum for 2012/2013 and indications are favourable for 2013/2014.

13.3 SS thanked HM for her management of the PFSA's which is currently taking one and half days per week.

13.4 HM requested members to contact her if they knew of areas of local support for families with aspergers.

ALL

14. Olympics:

RB confirmed that emails had been sent to those schools participating in the event on 23rd May and that countries had been allocated. Certificates and medals bearing the TLP logo will be presented and these invoices should be sent to HM for authorisation. On 21st May SASP (Alison Slater) are organising the Year 6 event which will take place in North Street and the Brewhouse car park involving a procession, lunch and challenges.

15. Child Protection Training:

MH advised that the Steering Group had considered whether to make a formal complaint regarding the limit on providers not approved by the LA for Child protection Training. She had since received an email from Matthew Turner who stated that there is a clear protocol in place. BB offered to take this up further at the next safeguarding meeting as it is important that training is of highest quality and meets the needs of the TLP.

BB

16. Resources 4 Learning:

AB had received details of a special discount for membership of R4L, he agreed to forward the email to members.

AB

17. Children's University

AB advised that he had officiated at the Children's University, Taunton Campus, First Graduation ceremony on 31st January. The event had been well supported and choirs from Trull and Bishop Henderson had provided the entertainment. Although feedback of the scheme had been good it has not yet been proven that there is a difference in the numbers of children taking part in out of school activities.

18. SAPHTO Representative:

KN advised that she had had to step down from this role due to her increased workload. It was noted that the SAPHTO meetings are a sounding board to the Heads' briefing meetings and would involve one meeting per term, for which supply cover can be claimed. The representative would be required to circulate a summary of meetings to TLP Primary Heads. Heather Barraclough volunteered to be the TLP SAPHTO Representative.

19. Ed Gregory:

On behalf of the TLP members wished to express their sincere appreciation and thanks to Ed Gregory for his commitment, management and chairmanship of the TLP over the past four years.

20. TLP Website:

Members were reminded that main documentation and information about the TLP can be found on the TLP website: www.tauntonlearningpartnership.org. The website is maintained by AB.

21. TLP Standard Letters:

It was agreed that the use of TLP Standard Letters should be reviewed at the next meeting.

AB

22. Dates of Future Meetings:

Steering Group - Thursday 23rd February 9:30 - 11:00 at Bishop Fox's
TLP Meeting - Taunton Racecourse 9:00 - 12:30.

ALL

Signed: