

Minutes of Steering Group Meeting held on Thursday 14th October 2010 at Bishop Fox's Community School from 9:30am to 12:30pm

Present: Eddie Gregory (Chair), Mike Amos, Alan Boxer, Peter Hanratty, Sue Hayman (guest), Elsa Hedges, Andrew Hinchcliffe, Moira Hope, Helen Millard, Tim Yeandle (guest), Maggie Reader

Apologies: Barbara Berks, Steve Summerill

ACTION:

1. **Minutes of the Meeting held on 23rd September 2010:**

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

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

4.5 - Finance Report: It was noted that AB and EG have agreed the changes to cost centres and that the handover to Bishop Fox's will be during week commencing 18th October. AB to contact SC and KR to ensure a smooth transition.

AB

3. **Big School Experience:**

The Chairman welcomed Sue Hayman, from Somerset Learning, to present feedback on the Big School Experience. The scheme to involve families in their children's learning has been a success. It was noted that the role of the PFSAs had been pivotal to this success. She thanked the TLP for its involvement with the scheme to help vulnerable families during the transition stage. AH stated that the PFSAs were enthusiastic about the scheme but some experienced difficulties as events are held over weekends. SH distributed copies of the information package. It is proposed to extend the scheme across the whole TLP by inviting willing staff, ie those trained in Forest School, drama etc, to become involved. TY advised that Somerset College has conferencing facilities suitable for primary school events.

4. **Learning Support Team Update:**

4.1 AH gave a verbal update on the possible future outcomes for the Learning Support Team (LST) during the current financial cutbacks. The LST will not exist in its present structure. A 90-day consultation period has commenced with the unions.

4.2 AH outlined activities which had been developed over the summer involving North Taunton, Halcon and St George's. He also informed the Group of proposals to establish a voluntary organisation to develop the Chestnut Tree centre.

4.2 AH agreed to provide a situation update to AB before the Annual Conference.

AB
AH

5. **Finance Report:**

- 5.1 In the absence of a Financial Report a full breakdown will be presented at the Annual Conference in order to balance the budget and ensure sustainability.
- 5.2 MR to send TLP Payment Request Firms to Heads and Offices to advise members regarding the change in Treasurer.

MR

6. **Report from the Learning Vision Group:**

- 6.1 MA advised that the Group were finalising a proposal to be presented at the Annual Conference to introduce an extended transition visit to secondary schools. This could be for a week or two days each side of a weekend. HM stressed the need to consider the huge emotional experience of the final days at primary school and the need to ensure these are enjoyable and celebrated. It was further suggested that secondary school staff come into primary schools to take lessons during the summer term.
- 6.2 MA stated that a Thurlbear Governor was to visit Bishop Fox's and Castle School to interview current Year 7s about their transition arrangements.
- 6.3 MA will send a draft paper to his Action group members prior to the Conference.

MA

7. **Report from INSET 2010 Action Group:**

- 7.1 EH reported that although she had invited the Heads of Secondary School Maths Departments to the INSET no replies had been received.
- 7.2 The Group had discussed possible changes to the INSET Day protocol, including the day to be held on a Monday, moving the date to the start of the summer term before plans are set and, to have non-curriculum focus to encourage participation from the secondary and college sectors.

8. **Report from the CPD Group:**

- 7.1 MH reported that the Food Handling course had been postponed due to lack of interest. A course on Safer Recruitment is planned for 1st November at Creech St Michael. There are three school-led initiatives which qualify for a 25% subsidy: talk for Writing, ICT and Pupil Progress Tracker. Details of the LSTA training for Behaviour Management have been circulated by HM.
- 7.3 MH had been unable to complete a full CPD evaluation due to lack of information and will be setting up a register to record all courses under CPD umbrella. She is to attend the Deputy Heads, Maths and EYFS Groups to evaluate the impact of TLP input.
- 7.4 Following a review of the budget some invoices have been re-directed to correct cost centres.

- 7.5 A revised job description for the CPD Coordinator had been drafted to agree with BB.
- 7.6 MH reported on a meeting with Wellington School and a planned meeting with West Somerset School to help promote the services of the TLP with a view to marketing the Behaviour Management training package. It was agreed that where there are vacancies on TLP courses these could be filled by external bodies who would be charged at the full cost rate. However, TLP schools would have first refusal on all courses.
- 7.7 TY requested that Somerset College be considered when looking for venues to hold courses, or other events and welcomed opportunities to extend the links between TLP and Somerset College.

8. Report from Behaviour Group:

8.1 HM tabled a paper setting out:

- a. The proposals for Anti-Bullying Week on 15th November with an emphasis will be on cyber-bullying. Leaflets for parents have been prepared and wristbands with the slogan 'B safe.... B cybersafe' will be purchased at a cost of £2,400. It was also agreed to introduce this topic at the INSET Day and inform staff of the need to keep themselves safe online.
- b. The National Year of Speech Language and Communication (NYSLC) will be celebrated in 2011. As every TLP school has been graded good or better for behaviour management it is proposed to focus and build on these strengths. HM will send details to Heads with a link to an on-line self assessment tool. Rick Beaver, Assistant Principal Educational Psychologist, has requested to use TLP schools as a platform to launch the initiative in Somerset. The TLP agreed to be part of this pilot. After a discussion on the way ahead for NYSLC it was agreed to introduce the topic at the Annual Conference. EG would contact Sarah Cooke.
- c. A letter had been received from Dave Bullock regarding the inaugural meeting of the Friends of Long Run Meadow on 8th November. Agreed that PH would ask Paul Sheehan to represent the TLP in order that TLP schools could benefit from membership.
- d. Grants 4 Schools. Agreed that the TLP subscribe through membership by HM at a cost of £99.
- e. Details of the Somerset Children's University were tabled for information.

HM

EG

PH

8.2 PH tabled for information copies of the latest structure proposals for the Somerset Learning Trust.

9. **St John Ambulance:**

AB advised that packages are available from St John Ambulance, agreed AB to inform TLP members over network. EH also advised that a parent at North Curry is qualified to give training and charges preferential rates.

AB

10. **Annual Conference:**

A draft agenda was tabled. Agreed to bring Working Groups session to Day 1 and move Curriculum Focus to Day 2. EG to invite David Haywood to attend Day 1.

EG

11. **Maggie Reader:**

MR left the meeting whilst this item was discussed. Following a request from MR for a grading review it was agreed to pay her on Grade 13 Point 17. AB/EG to complete the necessary paperwork.

AB
EG

12. **Date of Next Meeting- Thursday 27th January 2011:**

The next Steering Group Meeting will be held on Thursday 27th January 2011 at Bishop Fox's Community School starting at 9:30am.

ALL

Summary of Payments agreed at Meeting:

Code:	Action:	£:	Minute:
CPD	25% cost of Talk for Writing	-	7.1
CPD	25% cost of ICT Training	-	7.1
CPD	25% cost of Pupil Progress Tracker	-	7.1
Behaviour	Wristbands B safe...B cybersafe	2,400	8.1.a.
Behaviour	Grants 4 Schools membership - H Millard	99	8.1.d.

Signed:

Date: