

**Minutes of Steering Group Meeting held on Thursday 23<sup>rd</sup> September 2010 at Bishop Fox's Community School from 9:30am to 12:30pm**

Present: Eddie Gregory (Chair), Mike Amos, Harriet Bell, Barbara Berks, Alan Boxer, Sue Crookes, Elsa Hedges, Moira Hope, Helen Millard, Maria Morris, Steve Summerill, Maggie Reader

Apologies: Peter Hanratty, Andrew Hinchcliffe

**ACTION:**

1. **Welcome:**

The Chairman introduced and welcomed Mike Snowden, the new Headteacher at North Town Primary, who had come along to be introduced to the Steering Group prior to the meeting. A welcome was also extended to Steve Summerill, Bishop Fox's, Sue Crookes and Maria Morris, Taunton Academy, and to Harriet Bell, LSA Team.

2. **Minutes of the Meeting held on 29<sup>th</sup> April 2010:**

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

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

There were no matters arising not included on the agenda.

4. **Finance Report:**

4.1 SC tabled copies of latest Chart of Accounts which showed a balance of £160,663.83. It was noted that fees have still to be collected from North Town and Norton Fitzwarren schools. It was confirmed that Norton Fitzwarren and Staplegrove schools would be invoiced as two schools.

4.2 SC explained that the financial management of TLP accounts would be transferring to Bishop Fox's School at the beginning of October as the Taunton Academy would not be licensed to run the local authority FMS6 financial system.

4.4 It was agreed that EG/AB would be the link between the Steering Group and Karan Robertson at Bishop Fox's. The three signatories for the signing of cheques would be KR, SS and AB. Bishop Fox's would charge the TLP one hour per week.

SG KR
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4.5 It was noted that some amendments to cost centres need to be carried out. EG to email list to SC: Extended Schools, Forest School and Skills for Life.

EG

4.6 EG advised that funding for the TLP would need to be urgently addressed at the Annual Conference. INSET 2011 would need to be funded from the Behaviour Management budget in order for current expenditure levels to continue until April 2012.

EG

4.7 MH proposed that the TLP look at ways to improve income through provision of training courses.

4.8 Members requested that printouts be circulated by email prior to the meeting. Also that a breakdown of cost centres be prepared for the Conference.

## 5. Report from the Behaviour Action Group:

5.1 HB stated that the new procedures for attendance issues, across the primary and secondary sectors, would be introduced county-wide later this term. The new system is being introduced following a review of procedures instigated by the TLP. Details would be available on SiX, together with DofE guidelines, with links for standard letters available through SIMS. The letters would be word-friendly and can be adapted to include school logos etc. Hard copies of the packs would also be made available. Copies of the leaflets were tabled and members identified concerns on readability of the leaflets, especially for families with poor attendance. HB to look into bulk printing of leaflets through SCC to reduce costs to schools on small runs.

5.2 The future of the LSA team is uncertain due to budget cuts and a restructuring is expected in the next year. HB stated that the role of the PFSAs are only in place until September 2011 with 75% budget cuts in non-statutory areas. It was noted that the TLP would like to see prevention and early intervention as a focus for the future.

5.3 HM advised that the Lunchtime Supervisor training would continue on a three session on-going package. However with high turnover of staff the costs of venue hire are too expensive. MA offered the use of Thurlbear school hall.

5.4 HM is to meet with Forest School to carry out an update on training provided for TLP schools.

5.5 HM asked that schools complete online the recent DfE SEN questionnaire. HM had sent web links to TLP Headteachers.

- 5.6 HM has been nominated by Paul Birbeck to sit on a multi-agency risk committee, MARAC, to represent education in West Somerset and TDBC. Run in conjunction with the police the remit of the committee is to look at domestic violence and its impact on children. It was agreed that HM sit on the committee to act as a conduit of information to and from schools. HM will attend her first meeting in October..
- 5.7 Funding for the TaMHS Project (Targetted Mental health in Schools) went to West Somerset schools. HM will attend the meetings to ascertain how mental health is supported in schools, statistics show that up to 14% of significant mental health problems are not being addressed.

6. **Report from Learning Voice Action Group:**

Two transition projects have been operated by Castle and Bishop Fox's and a meeting is to be held to obtain feedback and identify common links and for the best practice to be introduced in 2011. MM to also attend the meeting.

MA

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

7.1 BB informed that she is to have a knee operation and MH has agreed to assist with the work of the CPD Group.

7.2 Agreed that the ICT to Inspire course at North Town be funded by up to 25% if more than two TLP schools attend.

7.3 MH reported that she had visited the CPD resource area created at Selworthy School. It is a SEN drop-in facility with information on a wide range of courses which are available. These include STC which Selworthy would be happy to lead for training other schools on Levels 1 and 2. HM would investigate the re-housing of Behaviour resources previously held at St Augustines.

HM

7.4 MH proposed that provision of training courses could be a funding stream for the TLP. She is to run a workshop on Safer Recruitment Training and income would go to the TLP.

8. **Skills for Life:**

AB advised that he has carried out the role of support to the provider and quality control for accreditation. Simon Mills is the line manager. The first assessments have achieved good pass rates and a start has been made on the next tranche of training. AB agreed to request an updated list of schools which have registered for training indicating whether training has been completed or in progress etc. AB to circulate details of the Skills for Life Scheme to invite schools to apply, especially the secondary sector.

AB

9. **Pride of Somerset Youth:**

EG informed that this scheme is organised jointly by SAPHTO and the Rotary Club. The first activity, a Deane Challenge, involves five students at risk taking part in yachting and mock interviews.

10. **Somerset Enterprise Learning:**

EH advised that The Somerset Business Partnership is offering workshops to Years 5 and 6 on finance at North Curry and will give feedback to the Steering Group.

EH

11. **Connect:**

EG advised on Connect which works with Taunton schools to bring careers and aspirations into the primary sector. A project involving Creech St Michael and Heathfield involving Y6 to Y9 is currently being considered.

12. **Somerset Music Review:**

12.1 AB reported that the questionnaires circulated at the Day Conference have confirmed that schools do want support with music with composition emerging as the main area. The Taunton Choir and Children's Orchestra would be the first step to involve instrumentalists. The responses are now being looked at to address what schools would like to happen now and in the future.

AB

12.2 SS advised that he is looking at a competition for primary and secondary schools where pupils sing a carol and the winners perform at the turning on of the Christmas Lights in the town centre. SS to forward details to MR to circulate.

SS

13. **INSET 2010 - Friday 22<sup>nd</sup> October 2010:**

13.1 SS indicated that Year 7/8 staff with low ability students may wish to be involved in the INSET and suggested that there should be separate flyers for secondary schools. EH/SS/AB to contact maths departments in secondary schools.

EH  
SS  
EB

13.2 Workshops returns have been received from all primary schools and the allocation of places is being collated by Paul Dalling.

13.3 EH to email schools to remind them of the need to car share. EG to open the day. PH has set a maths challenge. A small gift will be given as an incentive to complete the evaluation form on the day. AB to prepare press report and publicity post event.

EH

14. **Annual Conference 11<sup>th</sup> and 12<sup>th</sup> November 2010:**

14.1 EG and AB to prepare draft agenda for the Steering Group meeting on 14<sup>th</sup> October.

14.2 Items to include:

- Gifts and Talents next steps
- Champions of Learning
- Review TLP and core purpose
- Schools to sign up to new pathway
- Sustainability of TLP
- Key aims
- Curriculum
- Transition
- INSET 2011 - to establish a solid hook for secondary schools
- Establish vision, set targets and budgets for each group
- STC
- Trainers within the TLP

AB  
EG

14.2 Schools to be charged a delegate rate of £115 for the two day Conference. TLP to pay the cost of Steering Group members who stay the night before (10<sup>th</sup> November) to prepare for the event.

14.3 EG to contact JB regarding evening activities.

15. **Date of Next Meeting- Thursday 14<sup>th</sup> October 2010:**

The next Steering Group Meeting will be held on Thursday 14<sup>th</sup> October 2010 at Bishop Fox's Community School starting at 9:30am.

ALL