



The Taunton Learning Partnership

Minutes of Steering Group Meeting held on Thursday 27th January 2011 at Bishop Fox's Community School from 9:30am to 12:30pm.

Present: Edddie Gregory (Chair), Mike Amos, Barbara Berks, Alan Boxer, Nicki Bradford, Nigel Bright, Peter Hanratty, Andrew Hinchcliff, Moira Hope, Helen Millard, Karan Robertson, Tim Yeandle, Maggie Reader

Apologies: Steve Summerill

ACTION:

1. **Minutes of the Meeting held on 14th October 2010:**

The Minutes were signed as a correct record with the following amendment - Minute 4 to read Local Support Team.

MR

2. **Matters Arising from the Minutes:** There were no matters arising.

3. **Finance Report:**

3.1 KR tabled copies of the latest Chart of Accounts. A balance of £156,930.20 was noted. KR advised that changes to the NatWest account authorisations had now been completed and payments were up to date. It was agreed that Chairs of Action Groups would advise KR of contacts would verify invoices, EG or AB would then authorise payment. Queries regarding invoices and payments should be made to KR or Emma Sears.

ALL

3.2 EG would circulate an email to members to remind that prior approval from MH, CPD Coordinator, is required before booking courses to ensure that the 25% TLP subsidy can be claimed. The subsidy is clarified as involving at least three TLP schools (that is the host TLP school plus at least two other TLP schools attending).

EG

3.3 It was noted that the payments to Steering Group members would remain the same as 2010 and AB had agreed the details to KR. Invoices for 2011/12 fees would be sent to schools by KR.

KR

3.4 EG extended thanks to KR for taking over and updating the TLP finances.

Reports from Action Groups

4. Learning Vision:

4.1 MA advised that 3 out of 4 secondary schools had been agreed to support the Year 6/7 transition project. At the start of the project it had been agreed that the new transition arrangements could only proceed if all secondary schools supported the changes. MA is to email each primary head to seek confirmation as to whether they would wish to proceed with the project with only three secondary schools involved. It was noted that the Steering Group would recommend proceeding with the three secondary schools. TY stated that Somerset College would be interested in the programme and assisting where practicable and relevant.

MA

4.2 A discussion was held on the Curriculum Consultation. NB suggested members share responses, this was agreed. MA to collate responses and circulate for schools to send the TLP response. An email to this effect would be sent to members.

MA

5. CPD:

5.1 At the last meeting of this Group the action plan had been reviewed and updated to include the results of the CPD questionnaire circulated at the Annual Conference. The revised CPD priorities would be circulated to members.

MH

5.2 It was noted that it is proposed to hold an event in 2012 to celebrate the Olympics. This would be coordinated by Ralph Bullock and Paul Dalling.

5.3 Current plans include an emergency First Aid course, a one-off meeting for Year 6 teachers is to be held, and to set up a SENCo Group following the findings of the Special Needs Group.

6. INSET Day Friday 21st October 2011:

PH advised that the INSET Day 2011 would be held on Friday 21st October at Bishop Fox's. It had not been possible to change the date to the first day after half term as suggested at the Annual Conference. The budget is limited, agreed at £11,000 using the school-to-school support fund, and PH/HM are considering a different format from previous inset days. The focus will be SLCN and the audit responses will shape and target the day, which will be inspirational. HM explained that she is not only looking pupils' speech and language but also that of teachers.

It was suggested that the final half hour of the day could be used for schools to look at next steps and agree a way forward across the TLP.

7. **Behaviour Group:**

7.1 PH advised HM would seek clarification on the future funding for Behaviour as it is not sure if funding will be available after 2012.

EG

7.2 HM advised that courses in the pipeline include a session on behaviour management for NQTs. A Food Hygiene course had been held on 26th January at Cheddon Fitzpaine.

7.3 A Cyber Safety Charter is to be drafted involving representatives from schools. A host school is being sought for the event to be held on 19th May 2011. It is also proposed to video the day to share with schools. TY proposed the use of Somerset College, it may also be possible to include the assistance from the students.

7.4 TY informed that a new website for cyber bullying had been identified called 'Little Gossip'. He suggested that schools should be made aware of the site.

EG

7.5 Forest School - PH advised that this facility is still being used and any outstanding money would be paid through the Behaviour budget.

PH

7.6 HM advised of Level 3 Attachment & Resilience training which could be arranged for £700 if 25 attended over 2 twilight sessions. BB to organise.

HM

7.7 MH to prepare a breakdown of schools which have attended CPD courses to identify any non-users and reasons why.

8. **Special Needs:**

NBd advised that initial discussions centred on priorities and identifying a baseline. A questionnaire is being drafted to be sent to Heads and SENCos. It is proposed to hold a meeting of a SENCo Group after half term.

NBd

9. **LA Compact:**

EG stated that a revised draft of the LA Compact had been circulated. A TLP meeting had been arranged for 2nd February at Bishop Fox's for discussion of the document prior to the LA meeting on 10th February. EG to prepare an agenda for 2nd February.

EG

10. **Hestercombe House:**

EG explained that he had been contacted by Hestercombe House regarding their new conference and education facilities. Agreed that a future meeting of the TLP

MR

would be held there to allow a visit of the new facilities. *(Note: Subsequent to meeting this has been booked for Thursday 26th May 2011.)*

11. **Resources for Learning:**

Following a request from RfL it was agreed that they be invited to attend the March TLP Day meeting to explain how best to use this facility.

AB

12. **Hothouse Drumming:**

Information for this company had been circulated but due to lack of interest they will be informed that we will not be making a TLP booking this year.

MR

13. **Central TLP Event/Booking System:**

In order to aid shared information and make it easier for Steering Group and KR to access common data AB agreed to look into a central database system on the lines of Dropbox, SLP etc.

AB

14. **Save Somerset Libraries:**

It was agreed that details of Save Somerset Libraries would be circulated to all members by AB for information.

AB

15. **Tone Schools Sport Partnership:**

Agreed that PH would obtain an update from Dave Bullock on the current financial situation with a possible invite to speak at the March TLP day meeting.

PH

16. **Local Support Teams update:**

16.1 AH gave an outline of the changes to the SLTs. The reduction in finance and management had been effected through efficiency savings, for example Children's Centres will continue under the management of a cluster manager. A letter advising of the new structure would be distributed at the beginning of February. AH has been appointed the Children's Centre Manager (Westside) and he would like to retain and enhance links with the TLP. It is proposed to create stronger links with Children's Centres and Early Years under the cluster manager when appointed. Information regarding meetings will be sent to MR to distribute.

AH
MR

16.2 AH circulated copies of the proposals for the Chestnut Tree where a Young People's Group has been established. He invited the TLP to be a partner and nominate a member to sit on the steering group. HM to ask the Behaviour Group to nominate a representative.

MH

17. **Skills for Life:**

It was noted that the contract for this provision will cease at the end of March. AB to contact Wendy to establish the current position with training and any future proposals she may have.

AM

18. **Date of Next Meeting:**

The Next Steering Group meeting will be held on Thursday 31st March at Bishop Fox's starting at 9:30am.