



The Taunton Learning Partnership

Minutes of Steering Group Meeting held on Thursday 11th February 2010 at Bishop Fox's Community School from 9:30am to 13:30pm

Present: Eddie Gregory (Chair), Mike Amos, Barbara Berks, Alan Boxer, Peter Hanratty, Moira Hope, Helen Millard, Amanda Mills-Jones, Lee Porter, Maggie Reader

Apologies: Elsa Hedges, Andrew Hinchcliffe

ACTION:

1. **Minutes of the Meeting held on 3rd December 2009:**

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

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

4(d) - Payments: AM-J advised that payments had been made to schools for membership of Steering Group and Chairs of Action Groups. Agreed that in future a breakdown of payments included in the cheques would also be sent to schools, however it was also requested that each school keep a record of claims made for payment. Payments to Ladymead School for role of Treasurer to be based on timesheets submitted termly by AM-J and S Crookes.

ALL

4(e) - Headteacher Support: MH tabled a copy of a flyer to be sent to Headteachers asking them to complete details for areas of expertise/knowledge in their school which they would be happy to share with other colleagues. This would result in a formalised support network which all TLP Heads could access as needed.

3. **Finance Report:**

3.1 AM-J tabled copies of a brief situation report and the latest Chart of Accounts which showed a balance of £217,595.27. Next steps include the introduction of an audit trail for salaries.

3.2 AM-J requested that Chairs of Action Groups provide Action Plans with costings as soon as possible for cross-referencing purposes.

ALL

3.3 Members were asked to email any queries regarding the Chart of Accounts direct to A.Mills-Jones@educ.somerset.gov.uk.

ALL

3.4 It was noted that at the Financial Review meeting on 9th February between EG, AB and AM-J the following schedule would be implemented:

- November: Annual Conference to agree way forward and review payments.

- b. January: To make payments to Steering Group Members.
- c. February: Action Plans to EG/AB/AM-J.
- d. May: Invoice schools for membership fees.
- e. Termly: Chairs of Action Groups to update AM-J of expected expenditure.
- f. Steering Group Meetings: to authorise invoices for payments.

4. Three Year View and New TLP Roles:

- 4.1 EG tabled a three year Outline Plan for the TLP for the years 2010-2013 based on the decisions made at the Financial Review and the agreed Action Plans. The Plan recommended that the role of the Behaviour Coordinator be extended to four days per week and a new role of CPD Coordinator be implemented.
- 4.2 HM left the meeting while Members discussed her employment contract. PH stated that HM had carried out her role with diligence and expertise and without HM the planned workload of the Behaviour Group could not be achieved. It was unanimously AGREED to extend the role of the Behaviour Coordinator from two to four days per week with effect from 22nd February 2010. The increase in salary to be met through behaviour grants and TLP contingency fund if necessary. On her return to the meeting HM agreed to accept the four day per week contract.
- 4.3 The continuing success of the CPD Group has created a huge administrative workload. It was unanimously AGREED to appoint a CPD Coordinator. The post to be advertised as a one day per week equivalent and an email will be sent by EG to TLP Members advising of the vacancy. It was felt important that the appointee has prior knowledge of the TLP and the teaching/school community.
- 4.4 It was agreed that MH would assume the personnel role for the TLP. MH to confer with Human Resources regarding a new contract for HM and for a model employment contract for the CPD Coordinator, whether this should be on a self-employed or supply basis.
- 4.5 In looking at future roles within the TLP a brief discussion was held on areas which are currently undertaken by the LA and where the TLP could adopt more areas of provision or the ability to commission specific services from the LA. This discussion also included the role of other CLPs. PH/HM would seek further information from P Birbeck on the future role of CLPs.

EG

MH

PH/
HM

5. Skills for Life Project Action Plan:

- 5.1 BB tabled copies of the Skills for Life Project Action Plan prepared by Simon Mills which it is proposed be introduced from the Summer Term 2010. It was noted that schools which have already started the current Skills for Life Scheme are Holway Park and Halcon. Ladymead is due to start shortly. The project would involve the employment of Wendy Stevens who it is proposed would be managed by termly meetings of SM, WS and AB on behalf of the TLP. WS would also need a base from which to work.
- 5.2 It was AGREED that BB would draft an email with a simple flyer to be sent to schools before the TLP Meeting on 25th February to ascertain how many schools would be interested in taking part in the project and which term they would wish to start. Schools would be asked to pay £10 per candidate as a commitment. BB
- 5.3 Simon Mills would give a brief presentation at the meeting on 25th February.
- 5.4 AB to contact SM to clarify his role in this project. AB

Working Groups Update

6. CPD Group:

- 6.1 BB reported that the Deputy Heads, Early Years and Maths Groups are established on-going fora. Paediatric First Aid and Manual Handling courses have started and there is a Safer Recruitment for Governors course at Blackbrook on 1st March. The Group continues to react to needs and the next round of courses to be set up will be Food Handling courses.
- 6.2 As part of Science Week a practical science activity is being organised at Huish Woods as a follow up from the INSET DAY 2009. Funding has been secured and there will be a request for the TLP to fund the transport.

7. Learning Vision Group:

- 7.1 MA advised that the Group will be piloting a Transition Project 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 unit of work based on community cohesion and citizenship with the use of Fronter as the main vehicle. Other secondary schools will be invited to be part of the pilot which will take place in 2010 and then rolled out across the TLP in 2011. MA stated that an application to help fund the transition project has been made to the NCSL.

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

7.3 The Group proposes that all primary schools use the same tracker system for baseline data, APP, links into SIMS etc. To this end a representative from School Pupil Tracker has been provisionally booked to speak at the TLP meeting on 25th February.

8. **INSET 2010 - Friday 22nd October 2010:**

EG advised that EH had updated him on progress for this Group. The working title would be 'Creative Maths' and it is hoped that secondary schools will be involved in the provision of workshops.

9. **Behaviour Group:**

9.1 In looking at the way forward HM will review the feedback from the November Conference which included:

- Forest Schools,
- alternative KS4 provision,
- Nurture Group Training,
- continued attachment and resilience training,
- team teach,
- behaviour training for all staff,
- anti-bullying with a particular focus on cyber bullying
- Attendance across the TLP - a meeting is planned for March to further this
- Common Policy for exclusion and vulnerable pupils
- Transition and pupils at risk
- Resource Library
- More dedicated PFSA time
- Improved communications with social services

9.2 It was noted that the Head of Lilac Sky, Steven Davidson, should be invited to attend the TLP.

EG
MR

10. **Early Years Group:**

The decision by EG to agree the funding of supply cover for the Chair of the Early Years Group meetings was ratified.

AM-J

11. **MAPIG:**

It was agreed that HM send a reminder after half term inviting schools to attend the Conference of the Multi Agency Practitioner Interest Group.

HM

12. **Agenda for TLP Day Conference 25th February 2010:**

Items for this meeting to include:

- Transition Project
- First Aid for Parents course
- Skills for Life Project
- Extended Schools Funding
- MAPIG
- SAPHTO
- SCS
- Pupil Tracking
- Vicky Haytor
- Future Roles for the TLP

EG AB

13. **Date of Next Meeting- Thursday 18th March 2010:**

The next Steering Group Meeting will be held on Thursday 18th March 2010 at Bishop Fox's Community School starting at 9:30am.

ALL
