



Minutes of

Steering Group Meeting held on Tuesday 20th September 2011 at Bishop Fox's Community School from 9:30am to 12:30pm

Present: Eddie Gregory, (Chair), Alan Boxer, Nicki Bradford, Nigel Bright, Heather Cunningham, Peter Hanratty, Moira Hope, Helen Millard, Karan Robertson, Mike Snowden, Claire Winter, Maggie Reader

Apologies: Barbara Berks, Steve Summerill

ACTION:

1. **Minutes of the Meeting held on 28th June 2011:**

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

2. **Finance Report:**

2.1 KR presented the Chart of Accounts which showed a balance of £174,126.57. AB and KR would meet to agree the transfer of funds across cost centres in relation to staffing costs, payments to Steering Group members and allocation of membership fees.

AB KR

2.2 KR advised that the PFSA money of £7,000 had been received and a spreadsheet for travel expenses and claims and been set up, this would be extended to give a running total for ease of use.

2.3 It was noted that KR will send detailed transactions to budget holders before future Steering Group meetings and would also attend the TLP Day Conferences to present the accounts and ensure openness.

3. **School2School Project Update:**

3.1 MS advised that the initial members of this project would be attending a residential on 11th/12th October at the Institute of Education at Worcester University (MS, PH, EG, NBt, KN, SB, JM). The residential will provide a focus to address collective responsibility and the sharing of information across the TLP. In the long term the contact from Worcester University could help formulate the way forward and gain accreditation status. LA financial support is available which is to be used to give supportive help to the more vulnerable schools.

3.2 The pilot group will develop a strategy to encourage other schools to join by the end of the first year and then to extend across the TLP. MS will give regular updates on progress and report back to the TLP Steering Group and conferences to ensure that members not included in the initial model do not feel isolated. MS was asked to ensure that the secondary sector is also included in the collaborative model.

4. **Educational Endowment Fund:**

HM explained that bids have been invited for funding to raise standards for free school meals and vulnerable children. It was agreed that school data should be analysed, this to be done via LA data for Foundation Stage and Years 2 and 6 and secondary schools, and schools providing information from pupil tracker or by completing a data sheet for Teacher Assessments for the other year groups. HM and MH to draft a data sheet for circulation at the conference on 13th October. It was agreed that EG would circulate a copy of the Bid paper and HM would circulate details of her proposal.

HM
MH
EG

5. **Consortium Conference:**

As a result of the work of the Brokering Group MH had circulated information regarding a conference to be provided by the Consortium on 4th October at Oake Manor. The conference is open to all Heads and Finance staff and currently twenty four schools are sending representatives.

6. **Playing for Success:**

This funding has now been agreed, split between Yeovil CP and the TLP, the TLP will receive £10,000. It was agreed to hold one session for Years 4/5 and one session for PFSAs to provide parental opportunities.

HM

7. **Rights Respecting Schools Award (RRSA):**

EG advised that approximately fifteen people had signed up for the RRSA and a meeting is to be held on 22nd September at Bishop Henderson School.

8. **TLP Compact Representative:**

EG advised that Karen Milton had agreed to be the TLP representative and would be invited to attend Steering Group meetings.

9. **LST Updates and PFSAs:**

9.1 CW tabled a draft agreement to be used between schools and the Children's Social Care Early Intervention (EIP) Team Leader. The agreement would be amended to show the TLP as the employer with HM as the line manager. HM would also have responsibility under the TLP to make contact with schools where any concerns arise.

9.2 HM advised that she had met with the PFSAs during the summer holiday and there had been no issues. The planned summer activities of Forest School and swimming had been successful.

9.3 CW stated that the TLP model for the PFSAs has worked really well and the number of cases reported during the holidays had dropped considerably compared with other areas. It was agreed to prepare a report on the Summer programme as an example of a successful PFSA working model. AB to

AB
CW
HM

coordinate and draft. It was suggested the finished report should be distributed in a pro-active way including Louise Goll, Paul Nugent and the local MP.

- 9.4 EG thanked HM and Ali Cackett for their work in managing the PFSAs.
- 9.5 HM advised that Parkfield had employed a PFSA in addition to the TLP role. This would be monitored to ensure the PFSA is not isolated.
- 9.6 CW advised that she had been working with the Minehead cluster and an issue had arisen where information was not up to date. The LA had been urged to set up a database but have advised this is not feasible and a program 'Prime' under the SLP is being progressed. In the interim lists of children will be prepared manually on a monthly basis for AC to share with HM and track changes.

10. Agenda for October Day Conference:

The following items were noted for inclusion within the agenda for the Day Conference on 13th October at Taunton Racecourse:

- Paul Nugent
- School2School update by MS
- PFSAs
- Data collection
- SAPHTO
- Leadership College
- The Consortium
- Endowment Fund
- Playing for Success
- Working Groups Update including Olympics event (Dave Bullock)
- Agenda for Annual Conference
- Hotspots - admissions/appeals, six year old tests, KS2 writing SATs, moderation.

Members were requested to email additional items to AB/EG.

ALL

11. Agenda for Annual Conference: 24th/25 November at Woolacombe:

The main focus for discussion will be addressed at the October Conference and EG will email schools to identify main areas for attention. Members felt the two days should include: Day 1 - change management for leadership, with a guest speaker (NBt and NBd to contact Julia Stewart and Emily Davis respectively and liaise with AB), Day 2 to include business items including election of Officers.

EG
AB
NB
NB

Working Group Updates:

12. CPD:

- 12.1 Initial discussions have been held on an Olympics event to be held in conjunction with TDBC on 21st May 2012. Paul Dalling and Dave Bullock are considering an athletics competition to be held at Castle or Longrun Meadow

including an opening ceremony and with schools representing different countries. DB will attend the October meeting to give a presentation.

12.2 MH had drafted a 'CPD Message' to be circulated to schools to identify future training and for details to prepare a comprehensive TLP database of school contact persons.

12.3 It was noted that Wendy Stevens is to be contacted with a view to providing training for First Aid, Food Handling and Manual Handling. It is also planned to offer additional Child Protection Level 1 training for new staff members. Feedback will be obtained after the Inset on the provision of Talk for Writing offered by Maria Richards.

12.4 MH to email members copies of the update from Simon Mills on Skills for Life.

MH

13. **INSET:**

13.1 HM advised that the paperwork for the INSET Day would be forwarded to MR for distribution to members.

13.2 It was agreed to continue the support of Anti-Bullying Week in November and HM would purchase wristbands.

HM

13.3 It was reported that Attendance Officers are calling on the support of the PFSAs who are already working at capacity. NBt agreed to forward HM the latest email regarding the attendance information pack.

NBt

14. **Additional Educational Needs:**

NBd reported that a recent meeting regarding funding had been inconclusive and it is thought this is to be progressed through a Compact Working Group.

15. **Date of Next Meeting:**

The next TLP meeting of the Steering Group would be held on Thursday 3rd November 2011 at Bishop Fox's starting at 9:30am.

ALL

Signed:

Date: