



Minutes of Steering Group Meeting held on Thursday 26th January 2012 at Bishop Fox's Community School from 10:00am to 12:45pm

Present: Eddie Gregory, (Chair), Alan Boxer, Nicki Bradford, Nigel Bright, Moira Hope, Helen Millard, Karan Robertson, Steve Summerill, Maggie Reader

Apologies: Barbara Berks Heather Cunningham, Peter Hanratty, Claire Winter,

ACTION:

1. **Minutes of the Meeting held on 3rd November 2011:**

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

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

2.1 **Minute 10 - Raising Attainment Project:** HM advised that this project is in abeyance. Targeted schools had now been awarded large sums of money from the Educational Endowment Fund (EEF) to raise attainment and schools are deciding on an individual basis how to use this funding. It had been felt that from an initial TLP application it would have been beneficial to evaluate the impact of the funding.

2.2 **Minute 12.1 - TLP Chairman Term of Office:** It was agreed that the Constitution be changed to state that no TLP Chair should serve for more than two consecutive years.

AB

2.3 **Minute 14 - TLP Choirs at Christmas Lights Event:** SS advised that it is proposed to invite schools to an afternoon workshop later in the year. MR agreed to contact schools to obtain the names of music coordinators.

MR

2.4 **Minute 15 - Science Day:** SS advised that the Gifted and Talented Day will be held on 19th June 2012, subject to compliance with regulations. HM stated she is qualified to provide help if required. Agreed that the TLP would allow £500 from GIAG fund to cover staff supply and refreshments for students.

SS

2.5 **Minute 16 - INSET 2011:** HM advised that the feedback from the INSET Day 2011 questionnaires had been overwhelmingly positive; the keynote speaker and the listening workshop receiving were especially appreciated. It was encouraging to note that most schools have organised follow up sessions, mainly using Talk 4 Writing. HM agreed to prepare a summary of feedback for the February meeting. AB suggested that future surveys could be conducted online using providers such as Survey Monkey, he agreed to cost and draft a proposal for future use.

HM

AB

2.6 **Minute 17 - Child Protection Training:** MH advised that LSCB training has now been offered to schools. It was agreed that an item to be included on the agenda for the February TLP meeting to decide whether further action should

AB

be taken to register a formal complaint regarding the limit on providers not approved by the LA.

3. Recent alleged snatch incident:

Members discussed the recent alleged incident at Ruishton School and how the notification had escalated. It was agreed that a protocol for notification from the office of the school involved should be introduced. NBd agreed to liaise with the Police and draft a protocol for adoption by the TLP.

NBd

4. Give It A Go Funding / Forest School Funding:

3.1 MH clarified the finance received from GIAG. £40k had been requested, being £21k for PFSA organised activities and £19k for Forest School. KR confirmed that the 2010/11 invoice in the sum of £19k for the Forest School had recently been received for payment. A supplementary £5,950 had been requested to support other FSM activities. It was agreed that the Forest School contract would cease at the end of February 2012. HM agreed to inform schools of this and to request the amount of the final invoice.

HM

3.2 It was noted that £10k of GIAG funding would be earmarked for outdoor education activities. It was noted that secondary schools use the facilities at Hestercombe which have proved very successful. It was agreed to review the providers of outdoor education in the summer term when the final invoice for Forest School had been received.

5. Finance:

KR tabled a copy of the Financial Report as at Month 9 which showed a balance of £175,849. The following points were noted:

KR

- a. Agreed transfer from Contingency to CLP staff in relation to HM.
- b. MR costs have been charged elsewhere by the LA.
- c. The Teaching Heads code would include supply for Deputies attending meetings.
- d. Transfer £11k from S2S Support to INSET.
- e. To transfer £3k from Behaviour to PFSA's. A spreadsheet is being used to monitor expenses.
- f. The balance of the Behaviour Management code to be clarified for next meeting.
- g. Steering Group payments for 2011/2012 to be paid after the February meeting.
- h. Monthly statements have been set up for CPD and sent to BB/MH.
- i. KR to send a breakdown of the GIAG balance to MH who will coordinate with HM re costings for PFSA summer activities.
- j. A new system to authorise invoices has been introduced whereby these are scanned to AB for approval.
- k. Budget holders to put the appropriate code on invoices when sent for payment.
- l. KR to open new code for Playing for Success and check with Mark Hemmings whether this needs to be claimed.

6. Response to notice of LA cuts:

EG had circulated schools regarding the notification of changes at senior level in the LA, and in particular Louise Goll. Responses indicated that some schools would be responding individually but would support a TLP response. It was noted that SASH would be responding to indicate their disappointment that no prior consultation with schools had taken place. EG agreed to contact David Hayward to suggest a SAPHTO response.

EG

7. Music Initiative:

David Hayward had forwarded details of an initiative from Dr John Cole, Director of Taunton Music Trust, who had received funding towards the sharing of professional vocal skills in activities with schools. AB would meet Dr Cole to discuss further and would report back at the February meeting.

AB

8. Children's Samba Band:

NBt advised of this proposal to be held at Holy Trinity Primary School. Fliers had been sent to secondary schools and NBt would inform TLP of progress.

NBt

9. Children's Vocal Group:

AB stated that he would like to progress a TLP Children's Vocal Group and would include this on a future agenda. It was noted that any involvement should not place further burdens on school staff.

10. TLP Early Years Group:

EG requested that teachers from Children's Care be invited to attend TLP Early Years Group meetings.

MR

11. Maths Group:

It was noted that numbers attending the TLP Maths Group meetings are falling. MR to send a reminder of the meeting on 7th February. Members to be asked whether the TLP group is necessary or useful.

MR

12. Data Sharing:

HM had prepared a spreadsheet showing a detailed breakdown of the recently released DfE information on school performance. The Steering Group agreed that the information would be really valuable to all schools but queried whether the data could be more readily obtained through the LA. It was agreed that a small Working Group be set up led by NBt who would contact the LA and David Hayward for further information and also seek an update regarding Dashboard and Discover. HM agreed to circulate the primary breakdown to Steering Group members who should respond to HM with feedback. AB to include an item on agenda for February meeting.

NBt

HM

ALL

13. Skills for Life update:

AB stated that the final invoice for £600 had now been paid.

14. Services:

It was noted that Portrayal had again contacted AB and it was agreed that this be included on an item for the Bursars Group meeting on 5th March. AB would contact IDN for an update regarding their proposal.

AB

15. Steering Group Structure:

At the Annual Conference it was recognised that the TLP would need to adapt to organisational changes within both the LA and schools. The need to appoint officers to the TLP was also undecided at the Conference and would need confirmation at the February meeting. Following a lengthy discussion it was agreed that the following changes be placed before the TLP members at the February meeting:

1. AB to contact all members seeking nominations for posts of Chair and Vice-Chairs.
2. If there are no further nominations SS would be confirmed as TLP Chair for two years. If there are additional members standing then an election would be held at the February meeting.
3. Two Vice-Chairs to be appointed.
4. Of the three appointments made to the TLP Executive, of Chair and two Vice-Chairs, one must include an appointment from the secondary sector.
5. Terms of appointment for the Executive to be for two years.
6. Terms of appointment for members of the Steering Group to be initially for one year and after the first year appointments would be for two years. This would allow continuity with possible changes in the Executive.
7. The Steering Group to consist of the three Executive appointments and four other nominated officers. AB to seek nominations from TLP members before the February meeting when the membership of the Steering Group would be finalised.
8. Staff appointed by the TLP, ie TLP Coordinator, Behaviour Coordinator and CPD Coordinator, would be members of the Steering Group but would not have voting powers.
9. It is proposed that the structure of the TLP consist of the Steering Group and two branches consisting of Teaching and Learning, and Leadership and Management. These two branches would be led by the two Vice-Chairs.
10. Members would be asked to volunteer for Task and Finish Groups. Not all members need to sit on these groups as groups will be created as and when appropriate.
11. AB to draft a formal note to all TLP members setting out the new structure with proposed Task and Finish Groups and to seek nominations for the Executive and members of the Steering Group.

16. Cost Benefit Analysis:

MH tabled copies of a TLP Cost Benefit Analysis (CBA). Members were requested to email any amendments to her. The CBA would be presented to members at the February meeting.

17. Report from the CPD Working Group:

MH reported that:

- a. The first meeting of the Bursars/Finance/Admin staff had been arranged for Monday 5th March. Venue to be confirmed.
- b. Two Paediatric First Aid Training sessions had been organised for 29th February and 1st March.
- c. Fire Safety Training had been organised for four schools with two making separate bookings.
- d. MH had met with Maria Richards regarding future provision.
- e. The TLP Maths group would be reviewed after the February meeting.
- f. A new group for RE Coordinators has been established by the Bath and Wells Diocese and is open to all schools.

18. Request for funding:

BB had received a request from Hollie King to ask schools to raise money to ship collected resources to Kenya. Agreed BB to distribute request direct to schools for them to action and contact HK direct.

BB

19. PFSAs:

HM asked if there had been any information regarding future standing of PFSAs. It was noted that a decision is imminent for continued funding.

20. Role of Governors:

Agreed NBt to contact Brenda Steele to attend either the February or March meeting to give a short update on Governor powers.

NBt

21. TLP Business Manager:

It was noted that another CLP is looking at the possible appointment of a Business Manager, and that Castle School received £20k funding from the NCSL towards the new post of Bursar. Agreed that AB would monitor the situation and report back on the way forward should the TLP decide to follow this route.

AB

22. Date of Next Meetings:

The next TLP meeting of the Steering Group is to be held on Thursday 3rd May 2012 at Bishop Fox's starting at 9:30am.

The next meetings in the diary for TLP Conferences are: Thursday 9th February at Queen's Conference Centre and Tuesday 6th March at Taunton Racecourse.

ALL

<p>Signed:</p> <p>Date:</p>
