

Minutes of**Steering Group Meeting held on Tuesday 28th June 2011 at Bishop Fox's Community School from 2:00pm to 4:00pm**

Present: Eddie Gregory, (Chair), Mike Amos, Barbara Berks, Helen Millard, Karan Robertson, Steve Summerill, Maggie Reader

Apologies: Nigel Bright, Alan Boxer, Nicki Bradford, Ali Cackett, Heather Cunningham, Peter Hanratty, Moira Hope, Tim Yeandle

ACTION:**1. Minutes of the Meeting held on 5th May 2011:**

The minutes of this meeting amended at Minute 16.2(f) to read: 'The PFSAs have all received at least Level 1 safeguarding training which is still current' were signed by the Chair as a correct record.

2. Finance Report:

2.1 KR presented the Chart of Accounts which showed a final balance for 2010 of £155,484.17 to be carried forward to the 2011 account. KR requested once again that Chairs of Action Groups send her details of planned expenditure in order to enter accruals in the accounts for 2011/12.

2.2 The following points were noted:

- a. The payment of £11,000 had been received from Priorswood, this will be transferred into the INSET 2011 cost centre.
- b. **Chairs of Action Groups to send details of planned expenditure on cost centres.**
- c. CPD Group to provide an updated Action Plan to KR showing how much has been spent under individual headings.
- d. The Behaviour Group cost centres had been corrected.
- e. The remittance advice had been received for PFSA funds to be transferred to the TLP by BACS.
- g. A spreadsheet on PFSA travel expenses had been created to monitor costings.
- h. The Behaviour Management funding of £45k is still outstanding.
- i. The salary of CPD Coordinator to be coded to CPD.
- j. Agreed to retain the current membership fee and the Steering Group to ensure that value for money is achieved for all members.

KR

ALL

BB

2.3 It was noted that KR will be available at Bishop Fox's through the summer holidays for petty cash claims from PFSAs.

2.4 Bishop Fox's will become an Academy on 1st July 2011. All contact details for KR will remain the same.

3. Update from the Learning Vision Group:

MA stated that outside of the Learning Vision Group schools have been working together in smaller groups on specific issues, eg School to School, RRSA. The appointment of a new Chair for the Learning Vision Group would be addressed at the Annual Conference. EG thanked MA for his work with the Group, transition had been a main focus and it was noted that the EYFS Group had continued the work for first admissions and that secondary schools are in discussion regarding the future provision for Y6/7 transition. SS advised that there were issues and various options being considered by secondary schools with regard to transition arrangements and work experience days.

4. Report from INSET Day 2011:

4.1 HM reported that the group would be meeting on 29th June. The draft schedule of 25 workshops was tabled. It is proposed to add a workshop on the 'I Can' initiative which had been recently achieved by Trull School.

HM

4.2 EG agreed to remind Louis Goll the Inset Day and confirm to HM if LG is able to attend.

4.3 It was suggested that each school be invited to bring one TA. HM to check if this would exceed statutory health and safety numbers on site.

HM

4.4 It was noted that the PFSAs would be attending the INSET.

4.5 A practical gift for each school attending would be prepared.

5. Report from the Behaviour Management Group:

5.1 HM would be asking schools if they require anti-bullying training for LTSAs, the last session had been held in April and further courses would depend on turnover.

5.2 It was agreed that HM should proceed with Cyber Safety and an E-Safety Workshop by involving school councils.

HM

5.3 HM advised of the OpenReach website from BT which is based on SLCN and involves a communication triathlon developing speaking, listening and thinking skills. This is based on participating in three enjoyable events developing communication skills across the curriculum. It was agreed that this could be introduced as an activity week before the INSET Day. HM would circulate the website links and information on how each school could register.

HM

5.4 A 'No Pens Day' is planned for 28th September when children would be asked to put their pens down and focus on speaking and learning. HM to circulate information to schools.

HM

5.5 A NQT Conference, organised by the LA, is planned for 30th September. It was suggested that NQT training in Behaviour Management could be addressed by offering two half day training sessions at the beginning of November.

6. **Report from CPD Group:**

BB would contact MH on an update regarding the Skills for Life and for the data prepared by SM to be made available. EG would write a letter of thanks to Wendy Stevens on behalf of the TLP to thank her for her work with TLP schools.

BB EG

7. **Issues for Annual Conference:**

7.1 EG stated that it was important for the TLP that schools work together, it is central to the TLP that a system to support each other is introduced and schools should make firm commitments towards which areas will be targeted. EG had contacted Philip Bowditch to collate data and look at behaviour issues and informed that this issue would be raised at the Annual Conference, he would also seek to invite a speaker on this subject. Members would be asked to identify initiatives which could be addressed by groups of schools, for the Conference. SS said he did not feel that secondary schools would wish to share data.

EG

7.2 EG suggested that in order to identify issues school development plans could be used to identify topics relevant across several schools. HM offered to review plans if submitted by schools. Schools would also be asked to state what they have learned about specific initiatives and how this could be used to help other schools, this would help identify expertise within the TLP for data purposes.

8. **Industrial Action 30th June 2011:**

The letter of information for parents had been circulated to all TLP schools.

9. **PFSAs:**

9.1 HM had circulated job descriptions to Headteachers.

9.2 Cover for PFSAs absent on sick leave had been arranged by HM and therefore urgent cases had had to be prioritised. Headteachers had been asked to email details of any outstanding issues to HM.

9.3 Schools must make themselves aware of caseload paper trails which start with the referral forms stating expected outcomes.

9.4 The role and future of the PFSAs will form part of Compact discussions through Mark Hemmings.

10. **School Improvement Support:**

EG had contacted Alan Ranger asking what is included in the package and had also emailed secondary schools to identify other resources available. It was noted that

the Secondary Advisory Service is no longer available from the LA and therefore LAs could lose credibility with the secondary sector. HM stated that the Government continually adds items to its website and schools are expected to be aware of them.

11. **Visit from Paul Nugent:**

It was noted that Paul Nugent is to attend the Day Conference on 13th October.

12. **SAPHTO volunteer:**

Following a recent invitation to primary heads two volunteers had offered to shadow KN and HC in their roles on SAPHTO. Jan McCarthy would be asked to shadow KN and Stuart Bellworthy would be asked to shadow HC.

13. **Compact:**

It was agreed that the TLP should seek to have a representative on the Compact Committee, this would require the approval of the appropriate Governing Body. EG to first contact Karen Milton to ask if she is standing and would be able to take responsibility for this dual role.

EG

14. **Y5 Gifted and Talented Science Day:**

SS advised that a date had been agreed for this event and details would be notified to primary schools.

15. **Christmas Carol Competiton:**

SS advised that invitation letters for this event would be sent to schools during the first week of July.

16. **Date of Next Meeting:**

The next TLP meeting of the Steering Group would be held on Thursday 22nd September 2011 at Bishop Fox's starting at 9:30am.

ALL