

**Minutes of Steering Group Meeting held on Thursday 29<sup>th</sup> April 2010 at Bishop Fox's Community School from 9:30am to 13:00pm**

Present: Eddie Gregory (Chair), Mike Amos (from 12:10pm), Barbara Berks, Alan Boxer, Peter Hanratty, Moira Hope, Helen Millard, Lee Porter, Maggie Reader

Apologies: Elsa Hedges, Andrew Hinchcliffe, Amanda Mills-Jones

**ACTION:**

1. **Minutes of the Meeting held on 18<sup>th</sup> March 2010:**  
The minutes were signed by the Chair as a correct record.

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

**3.3 - CRB Disclosure:** AB advised that only organisations which carry out over one hundred applications are viable for registration. It was proposed that TLP applications are made through Ladymead as the administrative centre. AB to consult MT regarding the feasibility of this proposal.

AB

3. **Headteacher Appointments:**

The following recent TLP personnel changes were noted:

Bishop Henderson Primary - Eddie Gregory  
Blackbrook Primary - Stuart Bellworthy  
Creech St Michael Primary - Kim Greenslade, Acting Head September to December  
Halcon Primary - locum to be appointed to cover until January 2011  
Holway Park Primary - Sue Brewer  
North Town Primary - Michael Snowden  
Norton Fitzwarren - appointment still awaited  
Bishop Fox's Community AHT - Stephen Summerill  
Castle School - Sarah Watson

4. **Finance Report:**

- 4.1 In the absence of AM-J the Finance Report will be sent separately.
- 4.2 HM stated that a saving of £200 could be achieved if training for MAARG was paid in advance. This was agreed.

MR

HM

**Working Groups Update**

5. **INSET Day:**

AB stated that a contract had been received from BEAM at a cost of £5,420. In addition a maths consultant from Cornwall was being considered. It was noted that Paul Dalling is to project manage the event.

6. CPD Group:

6.1 BB reported that the Early Years Group and the Deputy Heads Group continued to meet regularly and were progressing well. The Maths Group had been temporarily suspended until a new coordinator could be identified. It was agreed to seek a replacement to lead the Maths Group at the TLP meeting on 24<sup>th</sup> June.

6.2 It was noted that the initiative for schools to hold training which was open to other members and thereby gaining 25% of payment had been successful. A discussion ensued on how best to extend training to the secondary sector, BB to contact Kerry Tompkin, at Bishop Fox's who is the Chair of the local secondary deputy heads forum, to identify the secondary CPD coordinators.

BB

7. Behaviour Group:

7.1 PH stated his concern that funding for 2010/11 is to be continued at the 2009/10 level. He had discussed this with Paul Birbeck and expressed his disappointment that funding is not moving forward to develop provision.

7.2 HM advised that the recently published Behaviour and Attendance report to the Children's Trust is secondary led, however as it is aimed at early intervention HM is of the opinion the funding should be available at primary level. HM is concerned that with other localities in various stages of development, the TLP which is more advanced maybe underfunded. Agreed that a small group of EG, AB, HM, PH and LP meet to coordinate a response. HM will then express concerns regarding this and other complex funding issues to Paul Birbeck.

EG  
AB  
HM  
PH  
LP

7.3 HM tabled copies of the standard letters and flowchart to illustrate the new School Attendance/Absence from School scheme. HM to contact Harriet Bell to ensure that the secondary sector is also signed up to the procedures. This will also be an item on the agenda for the TLP meeting on 24<sup>th</sup> June.

HM

7.4 It is proposed to hold a creative arts competition open to all students to make a display in a central Taunton venue for the next Anti-Bullying week. A draft advert was tabled and details would also be made available on Fronter, the competition would be started after half term. It is hoped that one of the outcomes would be a dvd which could be produced for use in schools. It was agreed that the TLP would fund the competition prizes.

7.5 HM tabled copies of the summary of feedback received in response to the questionnaire regarding effectiveness of external agency support. It was noted that PFSAs and the EHO were considered the most effective support mechanisms. Areas where improvement could be made are CAMHS and Children's Social Services. HM to email a copy of the response to Headteachers.

HM

8. **Parent and Community Excellence (PaCE):**

EG welcomed David Joslin to the meeting who gave an informative presentation on the PaCE Assessment Tool available to schools. He outlined the aim of PaCE in building family-school partnerships that work and referred to recent work with Red Start at Chard and Bishop Fox's Big School Experience.

9. **Triple P - Positive Parenting Program:**

Andrew Freeman, LST Parenting and Development Manager attended for this item and outlined parenting support from the community objective. Funding from the DSCF through 'Think Family Grant' provides for early intervention with parents with a focus on prevention rather than cure. The initiative covers the age ranges 0-12 and 12-16 years, however in Somerset priority is given to the age range 8-13 years. Early indications are that the scheme is making a difference and a national evaluation is being addressed. There is a need to engage with schools to identify vulnerable parents and encourage them to access the courses available, this will concentrate mainly on those families with Behaviour and Attendance issues as these are the easiest to identify. Further information can be obtained on the website [www.TripleP.net](http://www.TripleP.net).

10. **Gifted and Talented Education in Taunton:**

This item was presented by Jules Offord who tabled a list of possible Advisor Support areas for schools which had been compiled from the Primary Network Meetings for Primary Gifted and Talented Coordinators. In outlining his role he explained the need to measure progression through attainment to identify each child's gifts and talents in a focused way in order to prepare a database of students. The G&T initiative crosses both primary and secondary sectors with links across the CPD and Learning Vision Groups. EG thanked Jules Offord for attending the meeting and it was agreed that an item be included on the agenda for the November Conference to prepare a TLP strategy to progress Gifted and Talented throughout TLP schools.

11. **SAPHTO Update:**

A SAPHTO update had been circulated by Kirsti Nelson. It was noted that several schools had contacted EG regarding the problems associated with the finance tabs recently received from County. It was felt that the TLP should advise County that in future TLP schools would consider refusing to spend significant time correcting reports produced. This action will be referred for discussion at the full TLP in June.

12. **Skills for Life:**

AB advised that twelve schools had shown an interest in the Skills for Life with five committing for this term and three for the Autumn term.

13. **CPD Coordinator:**

It was agreed to appoint Moira Hope to this post.

EG

MH

14. **Somerset Music Links:**

AB had met with Glyn Bowen who wants to encourage TLP schools to take a greater part in the June Taunton Schools concert put on by Somerset Music each year (too late for this year). Several colleagues expressed concern at the costs of the event both to parents and to children. Glyn is interested in helping the TLP organise a schools event that would meet their needs. Glyn and AB had also spoken about the possibility of supporting schools in maintaining effective instrumental tuition or whatever other music services that schools require. AB and Glyn will introduce these issues at a TLP meeting in the Autumn, with AB producing a questionnaire for the June TLP meeting.

AB

15. **School Pupil Tracker:**

In response to an email sent by AB following the presentation at the February TLP meeting it was noted that from the 33 replies: 5 schools use the system, 4 schools plan to use it, 15 may possibly use it and 6 would not be using the system. AB to email feedback to Pupil Tracker.

AB

16. **Forest School:**

16.1 HM stated that every school had been offered access to Forest Schools and she had sent details of interested schools to Claire Neenham for action.

16.2 PH stated that he had visited the Long Meadow site and although there is a great potential for the site several health and safety and organisational concerns still need to be addressed.

17. **TLP Day Conference 24thg June 2010:**

Items to be included on the agenda include:

- Absence / Attendance - Harriet Bell
- Give it a Go
- Dave Bullock (over lunch)
- Maths Coordinator
- Gifted and Talented
- Music in Schools
- Dates for 2011/12 (MR to prepare draft timetable)

AB  
EG

MR

It was also agreed to invite newly appointed members for September 2010 to attend the morning meeting. An afternoon event for leaving members was discussed.

18. **Expenditure Agreed at this Meeting:**

- a. Minute 4.2: MAARG Training - Behaviour cost centre.
- b. Minute 7.4: Anti-Bullying creative competition prizes - Behaviour cost centre.
- c. Minute 17: Cost for afternoon event for leaving members to be met from general fund.

AM-J

19. **Date of Next Meeting:**

The next Steering Group Meeting will be held on Thursday 1<sup>st</sup> July 2010 at Bishop Fox's Community School starting at 9:30am.