

**Minutes of Steering Group Meeting held on Thursday 31<sup>st</sup> March 2011 at Bishop Fox's Community School from 9:30am to 12:30pm**

Present: Eddie Gregory (Chair), Mike Amos, Barbara Berks, Nigel Bright, Lorraine Clark, Andrew Hinchcliffe, Moira Hope, Helen Millard, Karan Robertson, Steve Summerill, Maggie Reader

Apologies: Alan Boxer, Peter Hanratty,

**ACTION:**

1. **Minutes of the Meeting held on 27<sup>th</sup> January 2011:**

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

2. **Minutes of the Special Meeting held on 10<sup>th</sup> March 2011:**

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

3. **Finance Report:**

3.1 KR presented the Chart of Accounts which showed a balance of £155,780.77. As most of this balance is already committed Members asked for the report to be amended to show committed expenditure. KR asked that Chairs of Action Groups send her details of planned expenditure in order to enter accruals in the account.

KR

3.2 It was noted that the transfer of misdirected funds from the Behaviour budget had not been received from Priorswood. KR would chase this payment. Once received the sum of £11,000 would be allocated to code 005 INSET Day 2011.

KR

3.3 MR to prepare a list of members and allowances payable, this would be forwarded to AB for verification and approval for payment. From this list KR would also send further breakdowns of budgets to the appropriate Chairs of Action Groups.

MR

3.4 It was noted that the £45k funds for 2011/12 Behaviour Management have not been received. HM to ask PH to contact the LA regarding the funding.

HM

4. **Skills for Life Funding:**

4.1 It was noted that the funding for Skills for Life of £25k will cease in August 2011. Wendy Stevens will be paid until the end of July and MH would contact WS to confirm these dates. NB requested details of the numbers of staff included in the project, MH to forward details.

MH

4.2 It was noted that WS needs storage space for her active folders. MR to email schools asking if any school has the facility to store the boxes for a three period.

MR

5. Report from the Learning Vision Group:

5.1 MA stated that at the March Day Conference members had indicated support for the KS2/KS3 transition project to proceed even though not all secondary schools favoured the project. This will be discussed further at the Action Groups Meeting on 26<sup>th</sup> May. Although relationships between secondary schools may not be so close after academy status the transition from primary to secondary will remain important to all pupils. The feeder schools to Bishop Fox's had received a list which Y6 students should be able to achieve before they enter secondary school.

MA

5.2 Following the recent curriculum review and redesign presentation to headteachers by Chris Quigley it was felt that the TLP could facilitate further discussion. Agreed that a skilled facilitator to discuss the curriculum and identify the drivers needed for both primary and secondary sectors should be considered for the November Conference. It was proposed that the Steering Group further consider the 3-19 supportive curriculum at its next meeting.

EG

5.3 MA confirmed that he would be taking early retirement from July 2011. EG requested that a successor for the Chair of the Learning Vision Group be identified from within its current members.

MA

6. Report from INSET Day 2011:

6.1 INSET Day 2011. HM reported that the guest speaker Jean Gross had been obtained at no charge and that several of the 26 workshops which had been lined up would also attend at no charge. In a departure from previous years there would be two options for workshops, morning and afternoon, to focus on the specific criteria for the skills needed. The intention being for the topics covered to be balanced across each school.

6.1 It was agreed to invite Louise Gould to the Inset day. HM to draft a letter and forward to EG. *[Note: It was also agreed later in the meeting to invite the PFSAs.]*

HM

6.3 A discussion centred on the possibility of inviting a TA from each school and then following this with a half day conference for TAs. HM would look into space and cost of inviting TAs.

HM

6.4 HM would send a flyer to schools in the summer term setting out the details of the Inset Day, this would be followed by the programme and booking form in September.

HM

7. **Report from the Behaviour Management Group:**

7.1 It was noted that LTSA training is now complete with over 100 staff included. This course had been extremely well received.

7.2 HM had trialled a school-based course at Trull School with very positive feedback received from teaching staff, this is now to be extended to TAs. HM to send a flyer to all TLP schools offering this new service at a minimal cost of £20. The flyer for secondary schools to be adapted to reflect their differing needs.

HM

7.3 Members decided that the funding for Forest School provision should now cease after three years, schools would now be billed direct by Forest School.

7.4 The Playing for Success scheme has now come to a close. Thanks have been received for the support from TLP schools during the recent project for central Taunton schools and the last round of P4S.

ALL

7.5 HM asked for schools to respond to the KS1 behavioural consultation, she had only received three replies.

8. **Report from CPD Group:**

8.1 The first SENCo group meeting had been held on 23<sup>rd</sup> March attended by 11 members of staff. The meeting had been very successful and the next meeting on 29<sup>th</sup> June will focus on behaviour management.

8.2 Schedules training for next term include paediatric training at ABC and Talk for Writing at Holy Trinity. NB to send information to MR for circulation.

NB

9. **Taunton Town Christmas Carol Competition:**

This event for a chance for schools to perform at the switch-on of the town's Christmas lights will be held on 10<sup>th</sup> November at Bishop Fox's. A flyer will be sent to schools in the summer term and a booking form will be sent in September. Schools will be invited to sing one Christmas song of their own choice and a set song for the evening finale. SS to contact AB to decide on the set song.

SS

10. **Honda School of Dreams:**

SS outlined this 2-day workshop based at Bishop Fox's for primary and secondary pupils to learning personal and thinking skills. SS to invite feeder primaries to attend in first instance and open to other primaries if spaces available.

SS

## 11. PSFA Allocation across TLP schools:

11.1 Andrew Hinchcliff, Ali Cackett and Lorraine Clark attended for this item. AH outlined the structure for PFSA allocation to schools from 1<sup>st</sup> April. The number of PFSA staff has been reduced by 1.7 across the TLP. PFSAs would become a team under the umbrella of the TLP with effect from 1<sup>st</sup> April 2011. EG steered discussion on the way forward centred on the people, the workload allocations, working bases and line management.

11.2 Members discussed how and where the reductions could be made taking into account current caseloads, consideration of deprivation indices and current proportional work. It was agreed that initially HM would take on the role of 'Line Manager' as part of her behaviour role. HM to meet on 6<sup>th</sup> April with AH, AC and the PFSAs to review the PFSA allocation; to reallocate support to mirror existing wherever possible, to identify school clusters, set up a structure with line management within the TLP and to recommend the way forward for the year.

HM

*[Note: Subsequent to this meeting Claire Winter, Area Manager for Children and Social Care has agreed that Ali Cackett will continue the supervision and support of the TLP PFSA team as part of her new role. Claire Winter to also become a member of the TLP Steering Group.]*

11.3 It was noted that PFSA job descriptions state that they are responsible to a designated person within the school cluster. They also manage their own caseloads and a line manager would need to ensure that case involvement is closed when appropriate and not allowed to continue from habit.

11.4 Ideally members asked that where possible one PFSA should be allocated to members of the same family, especially where this extends across key stages. It was noted that the secondary perspective can be somewhat different to the primaries, AH explained that training crosses all key stages and that this should not be an issue.

11.5 The ten members of the PFSA team would also need a base, including accommodation during the school holidays. Four schools have already offered to provide a working base: North Town, ABC, Holway and Castle School.

11.6 Agreed EG would send an information email to all TLP members and PFSAs to advise them of the decisions made at this meeting, to stress the need for everyone to share in the reduced manpower hours and to reassure schools that the TLP would look ahead to consider future plans, pending central PFSA funding. The plans made by the TLP would stand for one year to minimise the impact of this initial change in working practice and funding. A full report on the way forward will be made at the meeting on 26<sup>th</sup> May 2011.

EG

11.7 It was agreed to invite the PFSAs to the TLP Inset Day 2011.

HM

12. **Next Steps for the TLP:**

12.1 Members discussed the outcomes of the Day Conference held on 17<sup>th</sup> March 2011. It was recognised that the Steering Group needs to ensure that the collectiveness of the TLP is maintained. Member schools within the TLP include new headteachers and some vulnerable schools with regard to funding. The expectations of members must be reasonable and it is essential that when reviewing the effectiveness of the TLP all voices are heard and not just the strongest or loudest.

12.2 It was agreed that at this time it is important to identify and maintain funding streams. The role of a TLP Business Manager was not considered necessary at this stage, however MH/AB would be tasked to identify a professional fundraiser on a 'no win no fee' basis.

MH  
AB

13. **Give It A Go Funding:**

MH reported that she had applied for funding from the Give it a Go scheme and had submitted a bid for £15,275 and an award of £9,675 has been given. This funding would be used for Olympics (£3,675) and summer schools (£6,000). The requested funding in relation to TSSP was declined due to separate funding being identified. The money for summer schools to be used to help PFSA holiday events and subsidise FSM child provision for holiday clubs. On behalf of members EG congratulated MH on this achievement to boost TLP funds and effectiveness. MH would circulate a letter outlining the award and how it will be allocated.

MH

14. **French Language Partnership:**

A paper was tabled regarding a proposal by Lesley Hooper, an Independent Language Consultant, for schools to join a French Language Partnership to promote intercultural understanding and foreign language development. There are currently 27 schools in the partnership, four of which are already members of the TLP. Agreed to circulate details to TLP schools for their consideration and independent action.

MR

15. **Date of Next Meeting- Thursday 5<sup>th</sup> May 2011:**

The next Steering Group Meeting will be held on Thursday 5<sup>th</sup> May 2011 at Bishop Fox's Community School starting at 9:30am.

ALL