

Minutes of**Steering Group Meeting held on Thursday 3rd November 2011 at Bishop Fox's Community School from 9:30am to 12:30pm**

Present: Eddie Gregory, (Chair), Barbara Berks, Alan Boxer, Nicki Bradford, Nigel Bright, Ali Cackett, Peter Hanratty, Moira Hope, Helen Millard, Steve Summerill, Maggie Reader

Apologies: Heather Cunningham, Karan Robertson, Claire Winter,

ACTION:**1. Minutes of the Meeting held on 20th September 2011:**

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

2. Children's Social Care - Child Protection Clusters:

A draft list of four clusters within the TLP had been prepared to cover all TLP schools. AC requested that this be reduced to two clusters to reduce the number of coordinated meetings. The two clusters to be based on the secondary feeder schools for Taunton Academy/Castle School and Heathfield/Bishop Fox's. This was agreed. Also the inclusion of Curry Mallet primary, a non-TLP school which feeds into Heathfield, was agreed.

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3. PFSAs:

3.1 EG advised that CW had agreed in principle that funding for emergency intervention should be shared with the TLP and £2.5k would be transferred for PFSAs to access up to a limit of £50 per request. CW would also prepare a list of suggested expenditure items.

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| CW KR |
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3.2 Members proposed that a system be put in place to ensure that families do not receive duplicate payments from separate funding pots.

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| CW |
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3.3 The draft agreement for line management of PFSAs has still to be finalised. AC would provide a list of named persons for each school. Agreed that the responsibilities for these named persons would be stated within the protocols and working document being drafted by AB and HM. This document would be drafted for discussion at the Annual Conference.

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| AB HM |
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3.4 HM stated she had received a request from Mark Hemmings for evidence of the impact of secondment of PFSAs on schools. HM will discuss this with PFSAs at their next meeting.

4. **Skills for Life Fund:**

MH requested clarification on whether the funding from Plymouth for £3,800 had been received. Simon Mills was not aware that an application had been made. AB agreed to ask the provider who could be offered up to two hours payment to research. MR was asked to check the TLP minutes for any reference.

AB
MR

5. **Forest School Funding:**

PH advised that a late bill from Forest Schools for £19,000 is expected. The funding for Attendance and Behaviour is uncertain and therefore it was agreed that PH advise the Forest School that the TLP cannot guarantee commitment of funding after December 2011. In addition he should further suggest that Forest School make their own bid for ESDS funding.

PH

6. **Finance:**

In the absence of KR a Chart of Accounts had not been received. A general discussion on future finance was held. The following points were noted:

- a. The Chart of Accounts to be amended to show committed expenditure under cost codes, eg MH salary under Behaviour, in order to identify accurate balances.
- b. When external funding is received 10% should be allocated for administration costs.
- c. AB to follow up behaviour funding allocation for 2012.
- d. Agreed that SS would ask KR to convene a meeting between KR/AB/MH/HM before the Annual Conference to update the Chart of Accounts.

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MH
HM

7. **School2School Project Update:**

It was noted that nineteen schools have now signed up to this project. Schools have received funding of at least £1,200 towards this activity. Some schools have suggested that this be discussed at the Annual Conference as schools may wish to pool their funding through the TLP to gain greater benefit.

EG

8. **Brokering of Services:**

8.1.1 MR had received a request from a company called Portrayal wishing to make contact with the TLP to make savings on copying and printing. EG confirmed that when requests are made to the TLP these be directed to AB in the first instance for discussion at Steering Group who will decide whether or not to take further action. If it is decided to seek further information this will be then be considered by the Brokering Group of MH/SB/MS/SW/HC.

8.2 EG asked MH for an update on the presentation received from The Consortium. MH stated that only two schools had responded to the printing questionnaire and schools will be reminded to complete the data sheet. It was agreed that a further meeting of the school Business Managers/ Secretaries should be held. MH agreed to contact the Business Managers/ Secretaries to identify their requirements and set up a group similar to the Maths and SENCo groups.

MH

9. IDN/IT Day Proposal:

AB stated that he had received a request from IDN to set up and run an IT forum for IT coordinators. AB would ask IDN for further detail as members did not want this to be purely sales presentations, if it proceeded it was suggested that it be held early in the summer term .

AB

10. Possible TLP Raising Attainment Project:

HM referred to a paper emailed to members regarding a Raising Attainment Project to achieve Funding from the Education Endowment Fund. The project would focus on FSM children and feature a programme for children in Year 3 who are unlikely to achieve nationally expected literacy standards by the end of Key Stage 2. SS suggested that the project be extended to include Year 7 and this was fully supported. The project was agreed to include Years 3 and 7. The pilot project is to be held at Archbishop Cranmer and Bishop Fox's before being rolled out to other schools. EG thanked HM and Shirley McBride for their work in preparing the submission for funding.

11. Give It A Go Funding:

MH outlined the recent application for GIAG funding to provide holiday provision, organised activities and after school clubs for FSM children. EG thanked MH and HM for making this application.

12. TLP Chairman:

12.1 EG left the meeting whilst the role of the Chair was discussed. When EG returned to the meeting NBT informed EG that Steering Group members had expressed their appreciation at the amount of work EG had carried out for the TLP and the excellent manner in which it had been done, especially when taking into account that EG had also started a new Headship during this time. It was however felt that for continuity during this current period of change it would be preferable if EG could remain as Chair for one more year, but that a vice-chair be appointed to succeed the role in 2012. Members also felt that the Constitution should be amended to read that the Chair be appointed annually but that no Chair should serve for more than three consecutive years. In addition it was proposed that the sum allocated in payment to the Chair's school should reflect the number of days involved on TLP duties. EG advised that he would report this back to his Governors.

12.2 Agreed that AB would draft an email to be sent to members requesting nominations for Chair and to advise members that although EG would be willing to stand as Chair for one more year this would be his final year. Volunteers or nominations for the role of Vice-Chair would also be sought. AB to send the draft to EG and NBT.

AB

13. Annual Conference:

It was noted that Stuart Satinet, an NCSL Consultant, has been appointed to be the facilitator at the Conference. It was agreed that EG and AB would discuss the agenda and programme for the Conference. Members will be asked to agree the main purpose of the TLP, and how the TLP needs to develop to move forward and

EG
AB

best support schools in this ever-changing landscape. AB agreed to email members to ask them to consider how the TLP could help their schools move forward and to submit ideas for consideration at Conference. The agenda on the first day would cover the aims and purpose of the TLP and the second day to concentrate on the structure of the TLP.

14. TLP Choir:

SS stated that only three schools had agreed to take part in the Christmas Carol Competition. The format has therefore been revised to be more workshop based. Blackbrook, Lyngford and Bishop Fox's choirs will sing three songs at the Christmas Lights ceremony in Taunton Town Centre. SS proposed that next year schools will be asked to send five or six students to form a TLP combined choir.

15. Science Day - Wednesday 12th June 2012:

SS advised that the Gifted and Talented Science Day will be held on Wednesday 12th June 2012, as the maximum number attending will be limited to fifty, places will be allocated to the first ten schools to respond.

16. INSET 2011:

EG thanked HM for her hard work in arranging another successful and enjoyable INSET Day. HM advised that feedback forms had been sent to Headteachers to forward to those who attended.

17. Child Protection Training:

MH stated that she had identified a provider to carry out training in December but the LA has advised that it will only recognise LSCB accredited providers. MH agreed to contact Ofsted and seek clarification.

18. Date of Next Meeting:

The next TLP meeting of the Steering Group would be held on Tuesday 24th January 2012 at Bishop Fox's starting at 9:30am.

ALL

Signed:

Date: