

**Minutes of Steering Group Meeting held on Thursday 5<sup>th</sup> May 2011 at Bishop Fox's Community School from 9:30am to 12:30pm**

Present: Nigel Bright (Vice-Chair), Mike Amos, Alan Boxer, Nicki Bradford, Ali Cackett, Moira Hope, Helen Millard, Karan Robertson, Steve Summerill, Maggie Reader

Apologies: Eddie Gregory, Barbara Berks, Peter Hanratty, Tim Yeandle

**ACTION:**

1. **Minutes of the Meeting held on 31<sup>st</sup> March 2011:**

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

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

**3.2 Finance:** - An invoice had been sent to Priorswood but the payment has not yet been received.

**3.3 Finance:** - AB provided KR with a breakdown of expenses to be paid to TLP schools in relation to Steering Group and Action Group chairs for the year 2010/2011.

KR
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**3.4 Finance:** - The £45k funding for Behaviour Management is still outstanding. Agreed that AB would investigate further and contact the LA.

AB
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3. **Finance Report:**

3.1 KR presented the Chart of Accounts which showed a balance of £152,898.77. 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.

3.3 The following actions were noted:

- a. KR to chase the payment of £11,000 from Priorswood.
- 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 headings.
- d. A breakdown of the Behaviour Group cost centres was handed to HM. KR to check a second payment of £19,000.
- e. Nbd to identify costings for the Additional Education Needs Group which would be additional to the SENCo Group already included within the CPD budget.
- f. KR to add a cost code for PFSAs.
- g. The invoices requesting payment of fees from members were agreed for sending to primary and secondary schools and Selworthy.

KR
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ALL
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BB/
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MH
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KR
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Nbd
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KR
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KR
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3.4 In looking at TLP fees it was noted that the Steering Group would review member fees with a view to introducing an associate member fee. If proposed this would need to be ratified at the Annual Conference in November.

AB  
EG

#### 4. Christmas Carol Competition:

4.1 Rebecca Bolt, of bolt-on marketing who are working with Taunton Town Centre, attended for this item. A discussion was held on the way forward with this promotion. Primary schools will be invited to perform their entries on 10<sup>th</sup> November at Bishop Fox's with four chosen to perform on 12<sup>th</sup> November in the Orchard Shopping Centre to produce a winner. It is planned that the winner of the competition will perform at the Christmas Lights ceremony in late November and that a cd of the carols entered in the competition will be made to raise funds for the schools.

4.2 It was agreed that a separate meeting with Ms Bolt, AB and Julian Breeze (Heathfield) would be held to discuss on the details of music and carols to be performed.

#### 5. Report from the Learning Vision Group:

MA advised that he had requested for a volunteer from the group to take over the role of Chair but as yet no replies had been received. A further request will be made at the TLP meeting on 26<sup>th</sup> May.

MA

#### 6. Report from INSET Day 2011:

6.1 HM reported that there are currently 25 workshops booked. The PFSAs have been invited and HM had drafted an invitation letter from EG to Louise Goll.

6.2 The Somerset Speech and Language Group have informed HM that they are pleased the TLP was being innovative by taking such a big step to involve schools.

6.3 It was suggested and agreed that HM should contact the Times Educational Supplement to advertise and promote how schools are working together by introducing the SL&C theme to all teachers across the TLP.

HM

6.4 MR to forward Paul Dalling's email address to HM to involve him in the administration of the event.

MR

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

7.1 HM advised that the trial for training Teaching Assistants at Trull Primary would be taking place on 6<sup>th</sup> May.

7.2 HM had circulated details of links to a DFE website asking for schools to submit input regarding Behaviour and Discipline in schools.

7.3 When schools were consulted regarding behaviour issues there were only two replies, from Trinity and Holway. It is presumed that there are no other key issues. It was proposed that the SENCo Group be asked to identify and discuss any issues. NBd stated that there is a transitional behaviour issue when children go from a primary school where all staff know them to a large secondary school where they are one of many. It was proposed that the SENCo Group meet in September to discuss and address transitional behaviour issues.

8. **Report from CPD Group:**

MH reported that a Paediatric First Aid training course for 13 people had been booked for June and a brokering meeting is to be held on 27<sup>th</sup> May.

9. **Membership of the Steering Group:**

NB proposed that the Steering Group membership be extended to include a SAPHTO representative. It was agreed that NB would ask Heather Cunningham to fulfil this role.

NB

10. **Agenda for TLP Meeting on Thursday 26<sup>th</sup> May 2011:**

10.1 It was noted that Louise Goll would be attending at 2pm. This is proposed as a welcome and introductory visit for LG to share her vision for schools. AB/EG to contact LG regarding agenda items she may wish included.

10.2 Other items for the agenda include:

- a. presentation by the Hestercombe education team
- b. SL&C with an update from schools on their current position
- c. update on the strike proposal
- d. PFSAs
- e. Learning Vision Group Chair.

11. **3-19 Curriculum:**

EG had informed NB he had held discussions with Chris Quigley Education Ltd regarding curriculum design, CQ has agreed to identify drivers for consideration at the Annual Conference.

12. **TLP Fundraising:**

MH reported that the cost of a fundraising training course is prohibitive. It was agreed that MH and AB would contact Mike King to identify other fundraisers who would not charge per se but take a small percentage of any funds raised.

AB  
MH

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

13.1 An email had been sent to all schools asking them to submit bids for this funding. Three bids had been received, from Castle School, Parkfield and the PFSAs. All requests related to summer provision for free school meals students. It was agreed that all applications should submit costings. It was further agreed that up to 50% of the funding would be allocated to PFSAs as this would encompass all TLP member schools. The requests from Castle and Parkfield would be approved if they are under £500 each.

13.1 NB stated that it would cause problems in some schools when the current funding from the Give It a Go scheme finishes this summer.

14. **School to School Support:**

BB had reported that the primary support team would like a central set of data to assist with School to School Support. NB advised that this has already been submitted to Paul Birbeck and he will look up the previous data. This will then be discussed at the next Steering Group to consider what needs to be shared.

AB

15. **Skills for Life:**

MH reported that Simon Mills has produced the evaluation data on these courses and will prepare a report on the impact on schools. MH will arrange a meeting with schools which have taken part to give a farewell and thank you to Wendy.

MH

16. **PSFAs:**

16.1 HM requested advice regarding the payment of PFSA expenses and where to send their claim forms for reimbursement of travel, telephone and other expenses. The TLP does not have the funding to pay these claims. It was agreed that this matter would be discussed with Mark Hemmings, Support Manager for Somerset. Members appreciated the urgency of resolving this issue as PFSAs have had to personally pay for these items. Their claim forms are now in arrears which could cause hardship.

16.2 HM outlined her role and actions taken to ensure the smooth handover of PFSA management. HM has attended the weekly meetings of PFSAs to identify issues which need clarifying, a list of these was tabled. During lengthy discussions the following questions and points were raised:

- a. Are the staff on 'secondment' to the TLP?
- b. There is a need to clarify whether this is an interim arrangement for 12 months and what will be the TLP position at the end of that time.
- c. After twelve months should the PFSA employment be included in the compact agreement?
- d. Would schools prefer to pay for PFSAs under the pupil premium?

- e. Should PFSAs be employed by the secondary schools which would then recharge the primary schools.
- f. The PFSAs have not received safeguarding training.

16.3 It was agreed that there should be a written TLP procedure for Heads to follow in relation to the use of PFSAs, especially for newly appointed heads, and it was felt this must be addressed as a priority by the Steering Group.

EG

16.3 It was agreed that MH, AC and MA would meet urgently with Mark Hemmings to address immediate payroll issues and seek clarification on issues raised by the PFSAs and HM.

MH  
AC  
MA

17. **Dates of Next Meetings:**

The next TLP meetings dates are as follows:

Thursday 26<sup>th</sup> May - Day Conference at Hestercombe House  
Thursday 16<sup>th</sup> June - Day Conference at Taunton Racecourse  
Thursday 30<sup>th</sup> June - Steering Group Meeting at Bishop Fox's.

ALL