



The Taunton Learning Partnership

Minutes of Steering Group Meeting held on Thursday 18th March 2010 at Bishop Fox's Community School from 9:30am to 1pm

Present: Eddie Gregory (Chair), Mike Amos, Barbara Berks, Alan Boxer, Peter Hanratty, Moira Hope, Helen Millard, Amanda Mills-Jones, Maggie Reader

Apologies: Elsa Hedges, Andrew Hinchcliffe, Lee Porter

ACTION:

1. **Minutes of the Meeting held on 11th February 2010:**

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

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

2.4(e) - Headteacher Support: MH advised that she is in the process of preparing a schedule for circulation on areas of expertise within the TLP.

3.2- Action Group costings: MA agreed to submit Learning Vision Group costings to AM-J.

MA

12. Pupil Tacker: AB agreed to email members to establish take-up following the presentation at the TLP Day Conference on 25th February.

AB

3. **Personnel Matters:**

3.1 Behaviour Coordinator: MH handed the employment paperwork PRF7001 to AM-J for retention. The new contract for HM being from 22 February 2010 to 30 August 2012, copies will be sent to PH and HM. A new Job Description is being drawn up with PH as line manager and a formal review will be carried out before the Annual Conference 2011.

MH
AB

3.2 CPD Coordinator: On the advice of Human Resources the contract for the CPD Coordinator will be on a zero hours basis which permits flexibility of payment for hours worked.

3.3 CRB Disclosure: Both Paul Dalling and Wendy Stevens will need to have current CRB clearance. Wendy Stevens also to be subject to satisfactory medical history. MH to send necessary paperwork. AB to look into need for CRB registration.

MH
AB

3.4 General employment matters: MH to look into matters which may arise for the TLP from gaining employment status, including sickness cover and insurance.

4. **Finance Report:**

4.1 AM-J tabled copies of the latest Chart of Accounts which showed a balance of £192,650.31. All invoices have been processed and salaries correct up to Month 9. AM-J asked that budget holders check their cost centres and advise her direct of any issues.

ALL

4.2 Noted that cost centres A006, F307/8, G202/3, U502/3, V904/6 are not required at present and to be deleted.

AM-J

4.3 It was requested that the Behaviour Management cost centre shows commitment for HM and WS salaries. HM also queried the possible duplication of salaries quoted.

AM-J

4.4 A review meeting on finances will be held before the next Steering Group meeting and a revised three-year plan prepared.

EG
AB
MH
AM-J

Working Groups Update

5. Learning Vision Group:

MA advised that the pilot project with Castle School is on track, the content has been agreed and the next step is to involve staff. MA is to meet the coordinator of a similar scheme in Bridgwater. No news has been received regarding the funding application. HM had emailed secondary schools to establish what they need and will email replies to MA.

MA
HM

6. INSET 2010 - Friday 22nd October 2010:

EH had advised that the INSET preparations are on target.

7. CPD:

7.1 Skills for Life: Wendy Stevens will be employed from 1st April and a copy of her Job Description was tabled. Schools which are going ahead now need to make commitment and be able to ensure they are fully prepared. WS will need to be able to arrive at schools and start the half hour sessions without delay.

7.2 It was noted that the Food Handling Level 2 course in April had vacancies, it was agreed these places should be made available to secondary schools in the first instance.

MR

8. Behaviour Group:

8.1 PH reported that the Action Plan was comprehensive and continually updated by HM and is now looking at planning the Anti-Bullying work in November.

8.2 MH is currently working with Localities Team and Attendance Officers to prepare a package of standard letters and flowchart on attendance procedures to ensure continuity across the TLP. The flowchart will include a checklist for Heads to highlight areas of focus. It is proposed to have the TLP logo on the letters. A folder will be prepared for each school plus online instructions and a presentation will be given at the next Day Conference.

HM
AB

8.3 It was noted that the next Lunchtime Supervisors training sessions will be held on 19th May and 9th June at Blackbrook Primary School.

9. **Forest School:**

9.1 In discussion it was noted that fourteen schools have expressed interest in Forest School training and nine wish to proceed. In addition all have requested developing outdoor provision in their own school grounds. It was agreed that the TLP would contribute £10,000 towards Forest School Level 3 training for one year from funds held in the Extended Schools cost centre. A review of provision will be held after the first year to break training into smaller more suitable modules. It was agreed that EG would contact Gavin Saunders to confirm the TLP continued support and to request support in provision of forest school training to develop school grounds for after school clubs, family provision and outdoor curriculum.

EG

9.2 It was agreed that a presentation by current users of Forest School at the next TLP Day Conference would be arranged. EG to contact Lyngford Park, Selworthy, North Town and a secondary school.

EG

9.3 Members had been sent details from Dave Bullock regarding the development of a 65 acre county park at Long Run Meadow. An area has been set aside for Forest School work and other areas for outside activities/adventure skills. A meeting is to be held after Easter to explore potential demand and establish a working party to help shape and further design of the site.

10. **Taunton Academy Update:**

Mark Trusson, Head Designate, attended for this item and gave an informative outline of progress in developing the Taunton Academy which will be operational from 1st September 2010. Initially both existing school sites will be used; Ladymead being the prime site and St Augustine used for vocational courses and post-16 education from 2011. The new build at Ladymead should be complete by 2013 to locate all students on one site. Staff appointments and interviews are currently being made. The pupil number on roll in 2010 will be 850 with anticipated growth reaching 1150. It was noted that currently the sponsors are the decision-making body and they will have six places on the new Governing Body. Mark stressed that the Academy will retain links with stakeholders and the community, including the TLP.

EG thanked Mark for his interesting talk setting out the challenges faced in establishing this exciting educational development in Taunton.

11. **Review of TLP Conference held on 25th February 2010:**

11.1 SCS Update - Minute 7: It was noted that the main issue is with infrastructure and a letter from SCS states that within twelve months they would provide a Soft Facilities Procurement service.

11.2 Mapig - Minute 13: HM advised that she is still seeking feedback to take to the meeting. HM felt this was an important issue and input is necessary to facilitate the role of the TLP as an effective pressure group. It was suggested that personal visits by HM to schools would ensure feedback.

HM

11.3 Somerset Music Collaboration - Minute 20: It was noted that AB is to meet Glyn Bowen on 23rd March 2010.

11.4 Give it a Go - Minutes 22: P Harper and R Adams to report back at next meeting.

11.5 Behaviour Group Update: HM had submitted corrections to the Minutes which will be incorporated for the next Day Conference.

MR

12. **School Fund Finder:**

HM explained that this site helps schools to find funding for specific projects. The fee is £120/250 per school or £2,250 per cluster. Agreed that HM look into possibility of registering as a single user.

HM

13. **The Key:**

The TLP subscription to the Key is due for renewal. It was noted that SAPHTO has decided to register and therefore the TLP will not renew its group membership.

14. **CPD Coordinator:**

It was noted that EG has received two enquiries which he will follow up.

EG

15. **SATs Boycott:**

It was noted that this paper is now ready to be emailed to members.

16. **TLP Day Conference Thursday 24th June 2010:**

The following agenda items were noted:

- School pupil tracker
- MAPIG (Multi Agency Practitioners Interest Group)
- Give it a Go
- Fund Finder/The Key
- Harriet Bell
- Dave Bullock (coaching - over lunch).

17. **Dates of TLP Meetings 2010:**

*Note revised date.

Meeting:	Date(s):	Time:	Location:
TLP Steering Group	Thursday 29 th April	9:30 - 13:30	Bishop Fox's
TLP Action Groups	Wednesday 26 th May	9:00 - 12:30	Taunton Racecourse
TLP Day Conference	Thursday 24 th June *	8:30 - 16:00	Taunton Racecourse
TLP Steering Group	Thursday 1 st July	9:30 - 13:30	Bishop Fox's
TLP Steering Group	Tba	9:30 - 13:30	Tba
TLP Action Groups	Tba	9:00 - 12:30	Tba
TLP Annual Conference	Thursday 11 th & Friday 12 th November	Two days	Woolacombe Bay Hotel

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

- a. Minute 9.1: Forest School - £10,000 from Extended Schools cost centre.
- b. Minute 12: School Fund Finder - £120 registration as single user (HM).

AM-J