

CANTERBURY COASTAL PARTNERSHIP

MINUTES

of the Headteachers' Meeting held at 8.30am on
Tuesday 10th February 2009 at Community College Whitstable

Present:	Sue Evans ~ Chair	St Alphege CE Infant
	Ben Cooper	Briary Primary School
	Helena Sullivan-Tighe	Community College Whitstable
	Steve Charman.....	Extended Schools Manager
	John White	Hampton Primary
	Anne Hooker.....	Herne Bay Infant School
	Jonathan Dunn	Herne Bay Junior School
	Sylvia Wilson	Herne CE Infant
	Quentin Roper.....	Herne CE Junior
	Debra Hines	Joy Lane Primary
	Jean Mosley	Partnership Manager
	Lesley Gallagher.....	PEP Head
	Dean Jones	Reculver School
	Liz Leaman	St Mary's Catholic Primary, Chair
	Gill Moody	Whitstable Junior School
	Enid Burrows	Whitstable and Seasalter Endowed
Visitors:	Kate Hobbs	Elephant Kiosks
	Tara Livermoore	Elephant Kiosks
	David Hayward.....	Demelza House
	Keith Lee	Demelza House
	Laura Creed	Extended Schools Co-ordinator
	Vicky Evans.....	Extended Schools Co-ordinator
Minutes:	Caron Swan.....	Minute Taker
Apologies:	Michael Liddicoat.....	Archbishop's School
	Lesley Wiles.....	St Philip Howard Catholic Primary
	Claire Owen.....	Herne Bay High School
	David Hares	Swalecliffe Community Primary
	Sarah Leigh	Westmeads Infants

Sue welcomed everyone to the meeting and introduced the first visitors to the meeting David Hayward and Keith Lee.

1. Demelza House

Keith gave the group details of what Demelza House does and how schools could be involved in the new School Club.

David Hayward distributed to the group a flyer giving details of this new project stating this will be an opportunity to fundraise if they chose to do so. It would not involve a lot of work. There would be a web site with different levels of membership depending on the level of money raised. Membership would be based on money raised per pupil to ensure fairness to all schools. The website would also be available to students offering educational support materials and could also be used to monitor how much money a school has raised.

David asked the group if PSHE teachers would like to go on a tour of Demelza House. They could be given guidance on how to talk about sick and dying children.

It was noted that a small group of people are needed to take Demelza House forward to raise awareness and create opportunities within the Partnership.

Sue thanked David and Keith for their time.

ACTION:

- *Schools to email Caron with names of representatives to form a Working Party to work with Keith to produce materials for schools.*
- *Nick to put a link to Demelza House on the Coastal Web Site.*

2. Extended Schools/Services Up-date – Steve Charman

Steve stated that Extended Schools Co-ordinators are now in place and introduced Laura Creed and Victoria (Vicky) Evans.

Laura is working in Whitstable Schools and Vicky is working with the Herne Bay Schools. They are both available to give more hands on support to help schools to bring together and deliver extended services. They are also available to help schools with the school's audit.

Steve introduced Kate Hobbs and Tara Livermoore from Elephant Kiosks who gave a presentation on the freestanding information kiosks. They would be used to signpost within the Partnership including clubs and health.

Steve stated that funding is available to support 3 or 4 kiosks within the Partnership; the cost is £3,500 with 3 years support package. They are currently offering a 15% discount.

A short break was held to allow HTs to have a hands on demonstration of the kiosk.

It was suggested that having one situated in Whitstable library would make it easily accessible for parents of the Whitstable town schools.

ACTION:

- *Schools to email Steve if they would be interested in taking part in this pilot scheme.*

Transition Charts: Steve showed the new Transition Charts available to schools to help with transition.

Extended Schools Audit Tool: Steve distributed to the group online audit tools instructions/guidance. This will also be sent by email.

ACTION:

- ***Steve to send the Extended Schools Audit Tool instructions by email.***
- ***Schools to let Steve know if they would like some transition charts.***

Charlton Athletic: Funding for Anthony has been extended for another year. He will work in three different schools next year based on old school terms. More information later.

Parent Support Adviser (PSA): Steve informed the group Rose Walker has resigned, before Rose leaves she will be contacting all schools to fix dates for those who wish to hold parent focussed Transition Information Sessions (TIS). Recruitment of a new PSA will start shortly.

3. Apologies, Minutes of the Last Meeting and Matters Arising.

Apologies were received from Claire Owen, David Hares and Sarah Leigh. Lesley Wiles and Michael Liddicoat were absent due to Ofsted Inspections.

Minutes of the last meeting:

There was a correction from Elaine Coutts item 4,

Training must be undertaken to become a DCPC. Elaine provides a certificate which is only valid when a list of attendees has been attached to it. Discussions are currently underway about how to provide a certificate if the training is undertaken by a DCPC.

Other training offered by Elaine and her team.

Matters Arising:

- Police Sweeps are already taking place and have been increased.
- “How Much Money Will I Lose” was sent out.
- PSA and School Nurses this will be made a priority when a new PSA has been appointed.
- A list of clubs has been sent through to Jean, letters will be sent in due course.
- Whitstable schools met and produced a protocol for pupil absences; this was distributed to the group. This item will be put on the next agenda. Whitstable Junior School are updating flyers.
- Members of the Partnership Education Board will take it in turns to Chair and host Education Board meeting and Chair HTs meeting.
- PESE: Jean had contacted Rosemary Ferguson who stated they could not send anyone to invigilate on behalf of schools. After discussion it was decided by the Board to ignore the PESE Invigilation. It was noted that it would be good practice to have a standard form for “what went wrong on the day”. Some guidance should be produced to ensure there are no mishaps.

ACTION:

- ***Whitstable Town Schools Protocol for Pupil Absences to be attached to minutes.***

- *Lesley to produce a draft “what went wrong on the day” form and guidance notes.*

Minutes of the last meeting were agreed.

4. Nick Burden - Senior YISP (Youth Inclusion Support Panels) for Canterbury and Coastal

Unfortunately Nick was not able to attend the meeting. Jean passed round a sheet giving the group an outline of what Nick’s role and how to refer.

Nick is to be invited to the next meeting.

ACTION:

- *Nick to be added to the next agenda.*

5. Curriculum and Schools update – Lesley Gallagher

Lesley distributed to the group a pack of information containing:

- OFSTED Information
- Canterbury Coastal Partnership Schools PEP Projects/Groups 2008/9 – Update 30.01.09
- Quality First Teaching
- Equity and Excellence Audit
- Recording KS2 and KS3 statutory targets in the self-evaluation form (SEF) for Schools
- Rose Report Interim Recommendations

Lesley briefed the group on the contents of the pack.

It was noted that some groups are not on Lesley’s list; this is because Lesley is only involved in the projects on the list. It was decided that a list of all projects/groups in the Partnership would be a good idea. Some groups are not getting a good turn out, it was decided that this may be because the HTs do not know they are going ahead.

ACTION:

- *Caron to send a reminder of all Coastal Projects out to HTs and put a copy in the school bags. Gill King to send Caron a list of all Literacy co-ordinators.*

Parliament Group is to visit the Houses of Parliament on 1st May 2009. Schools taking part are Joy Lane, Whitstable Juniors, Seasalter and Endowed, St Mary’s, Swalecliffe, Herne Bay Juniors, Herne Juniors, St Philip Howard and Hampton.

Comic Life: Lesley has an opportunity to purchase 1000 licenses; if schools are interested they are to contact Lesley.

ACTION:

- *Schools to respond to Lesley re: Comic Life Licenses.*

6. Feedback from Primary Forum – Deb Hines

Debs feedback points from the Primary Forum:

Peter Gilroy: was a speaker at the Primary Forum and gave details of the KCC money held in Iceland Banks. He also stated that he wants to be more interactive with Education.

Credit Unions: he is hoping to get set up a regional credit union with a 2% interest rate. Peter has been talking to the legal department. The Canterbury Partnership have already taken this forward.

Building Schools for the future money has stopped.

DCSF Consultation on school report cards is taking place. Please respond. If approved School Report Cards will be completed three times a year. There will also be a score on this sheet.

Raise on Line: If any problems or inaccuracies in data please contact Peggy Harris or Wendy Murray. Please put all details down as they are writing a letter of complaint.

TLR Payments: A letter from Rob Semens to clarify points has gone off to DCSF. Discussion followed:

- It was also noted that Class Teachers can be **responsible** for a subject area but they are not **accountable**.

HTs are to contact Debs if they would like any agenda items to be added for the next Primary Forum meeting.

Mentor Coaching Training: Liz and Sylvia fed back on their recent training.

7. Local issues:

Transition Projects:

KS2 – KS3 will take place again.

KS1 – KS2 will be rolled out to East Kent separate Infant and Junior Schools. We have ordered for all separate Coastal Infant and Juniors Schools. If Primary Schools wished to take part to contact Caron.

ACTION:

- ***Primary Schools to email Caron by 2nd March if they wish to take part in the Good Pirates Transition Project.***

Alternative Curriculum Review:

Alasdair Hogarth has completed his review. Claire, Sue and Ben from the Education Board will be representing Coastal Schools at a meeting in March with Personnel and representative HTs from City, Swale Urban and Swale Rural to discuss this. After this meeting more agencies will be involved.

Yr7 July Induction Arrangements:

Chaucer Technology School have written to all schools stating they are having a 1 week induction. HTs expressed they are not happy, some stating that parents have said in the past their child will be at a disadvantage if they do not attend the full induction. Lengthy discussion followed:

ACTION:

- ***The board decided they would like Jean to contact Simon Murphy at Chaucer Technology School to discuss the points raised.***

KLZ:

- RM emails are not compatible with KLZ, this is causing communication problems.
- EIS documents are available to help with Transfer.
- It was noted that more junk mail gets through.
- Utube can be released by contacting KCN.
- If schools would like more support, training is available through Hands On Support. If interested please contact Lesley G.

ACTION:

- ***Schools to contact Lesley G if they would like more training and/or support on KLZ.***

LAC Funding:

Letters have now gone out to all schools.

Local Casual Admissions:

Discussion followed

- Child's needs are to be taken into consideration.
- HT should contact HT of school child already attends prior to making the appointment
- A flow chart of procedures for local school transfers including lines of communication needs to be produced.
- There is no one available to talk to parents on behalf of schools.

ACTION:

- ***Jean and Lesley G to produce a flow chart for Causal Admissions.***

11. Any Other Business

Speech and Language Therapist: Jean told the group a new Speech Therapist has been appointment for the Whitstable area. Also new therapist will be in Secondary Schools soon as part of a pilot scheme.

Legionnaires: Anne Hooker has been contacted recently by a Statuary Compliancy Officer, stating her staff have to be trained and complete monthly checks for Legionnaires Disease. Jean to follow this up.

Work Force Census: School who are taking part in this are finding it very time consuming.

ACTION:

- *Jean to find out more about School Staff completing monthly Legionnaires checks.*

The meeting closed at 12.05pm

**The next meeting will be on Thursday 26th March 2009, 8:00 am for 8:30 am at
Community College Whitstable.**