

CANTERBURY COASTAL PARTNERSHIP MINUTES

of the Headteachers' Meeting held at 8.30am on
Thursday 19th November 2009 at Community College Whitstable

Present:	Ben Cooper ~ Chair	Briary Primary School
	Debra Hines	Joy Lane Primary
	Lesley Gallagher	PEP Head
	David Hares	Swalecliffe Community Primary
	Anne Hooker.....	Herne Bay Infant School
	Liz Leaman	St Mary's Catholic Primary
	Claire Owen.....	Herne Bay High School
	Jean Mosley	Partnership Manager
	Quentin Roper.....	Herne CE Junior
	Chilton Saint	Whitstable Junior School
	Helena Sullivan-Tighe	Community College Whitstable
	Sylvia Wilson	Herne CE Infant
	Yvonne Nunn, DHT	Hampton Primary
Visitors:	Kirsty Heath.....	Healthy Schools
	Jennifer Holland	Healthy Schools
	Claire Hewett.....	EIS
	Denise Moore	EIS
	Leigh Mounser.....	Property Group
	Terry Whitlock	Property Group
	Mark Carnt.....	Property Group
Minutes:	Caron Swan.....	Minute Taker
Apologies:	Steve Charman.....	Extended Schools Manager
	Lesley Robertson	Whitstable and Seasalter Endowed
	Michael Liddicoat.....	Archbishop's School
	Lesley Wiles	St Philip Howard Catholic Primary
	Jonathan Dunn	Herne Bay Junior School
	John White.....	Hampton Primary
	Dean Jones	Reculver School
	Sarah Leigh.....	Westmeads Infants
	Lorraine Clayden	St Alphege CE Infant

Jonathan Dunn had previously sent his apologies, in his absence Ben Cooper Chaired the meeting. Ben welcomed everyone and introduced Kirsty Heath and Jennifer Holland to the meeting.

1. Enhanced Healthy School Status – Kirsty Heath and Jennifer Holland

Kirsty and Jennifer gave handouts of their presentation and briefed the group on the new Healthy School Enhancement Model. Stating the priority for Coastal is Alcohol, this is linked with the CYPP and government indicators.

Kirsty asked for three schools to volunteer to take part. Herne Infants, Herne Juniors and Herne Bay High all said they would be interested.

Jennifer asked the group for feedback, this was overall very good. Jennifer asked the group if a launch about the enhanced Healthy Schools Status to Healthy Schools Co-ordinators was a good idea.

HTs asked if there was any supply cover available, it was stated that there is a pot available on a first come first served basis, there is not enough money in the pot for every school but not all schools apply. It was suggested that if the launch is in the afternoon this would reduce the amount of supply cover needed. HTs suggested that having the launch in January would be the best time to have it as all other times are exceptionally busy.

Jennifer to give all launch details to Lesley to help advertise this event in her PEP news. Clare offered HBH as a possible venue.

It was noted that the annual review is now online, Kirsty stated she is more than willing to come into schools and help them renew their Healthy Schools Status. It was noted the Enhanced model will support the well being indicators for the new Ofsted Inspection.

Kirsty asked if schools would benefit from working in Partnerships, HTs responded that they already work very closely together it would be better for them to tap into what is already available.

Ben thanked Jennifer and Kirsty for their time.

ACTION:

- *Jennifer is to forward launch information to Lesley G so Lesley can place in her PEP Newsletter.*

2. Minutes of the last Meeting and Matters Arising

National Leaders of Education: A visit had been arranged to visit a Tower Hamlets School for 26th November 2009, this is to be cancelled and re-arranged for the New Year.

ACTION:

- *Caron is to cancel visit, Lesley G to re-arrange.*

Assessment Coordinators Network: It was stated there is currently too many networks so this network will be started at a later stage.

SEF: Lesley has organised a SEF drop-in session to take place on 4th December.

KLZ: Drop in session was cancelled, there was some disappointment over this but it was cancelled due to lack of response. It was noted that Denise is available to come into schools.

Sustainability of MACS: Jean is currently looking at the data, this item it to be taken back to the Board.

ACTION:

- ***Jean is present MACS data at the next Education Board meeting.***

PHSE & Partnership Parliament: There was some confusion on this matter. HTs stated they had received several emails all with the wrong information on it. It was noted that Coastal did have a very good system in place and it was felt this alternative was not necessary. Issues involved:

- No Parliament had been arranged for this term because meetings had not been arranged in time.
- Meetings for the Parliament and PHSE coordinators had got mixed up.
- Steve had not actioned the planned handover with St Mary's last July.

HTs would prefer to go back to the original system where Linda (St Mary's) led the Partnership Parliament being supported by Steve and Kirsty. Steve and Kirsty would continue to lead on PHSE.

ACTION:

- ***Jean is to write to Linda thanking her for all her hard work and asking her to take back the lead for Partnership Parliament. Any messages from Steve or Kirsty regarding PHSE – Curriculum must go through Jean before sending.***

Kindness Project: A meeting had taken place; this is to be a whole Kent Project. Herne Bay Kindness Project is to be a textile project involving bags. Schools will be able to access an artist for a day for free and there will be an exhibition at the end of the project. HTs were very enthusiastic about this as it has so many possibilities.

Primary Forum: Jean asked the group for any volunteers to be a representative on the forum. David and Debs both fed back to the group this is a very interesting group to be involved with.

ACTION:

- ***HTs are to let Jean know via email before the end of term if they are interested.***

CRB: Jean had contacted Karen Rowden, who stated that a tick list reference is acceptable. It was noted that although it states two references are required, this is only a recommendation not an obligation.

The photocopying of passports was raised, as some thought it was illegal to photocopy them. Discussion followed, however it is a requirement of CRB checks.

Minutes of the last meeting were agreed

From this point on the minutes do not follow the order of the agenda.

5. Herne Bay High – Training School – Claire Owen

Herne Bay High is now a Training School, Claire asked the Group how they could best be used by the Partnership. It was noted it would be best to find a commonality of training needs within the Partnership.

ACTION:

- *Claire to send through details of current training being offered.*
- *Schools to contact Lesley G if they have any ideas of training they would like to take place.*
- *Lesley G will put details of training in PEP Newsletter and send to all schools.*

7. KLZ Update and Q and A Session – Clare Hewett and Denise Moore

Claire and Denise introduced themselves to the group. Denise gave a brief outline of how KLZ works. Hints and tips were offered on how to use updated areas, topics covered were:

- Personal space
- School Collaboration
- Class pages
- Governor pages
- E-Learning

Discussion with question and answers session followed:

It was noted that school websites will always be in the public domain, rather than duplicating information HTs agreed it would be a good idea if KLZ could be accessed from the school website.

Denise demonstrated some KLZ pages from a live site:

- Support Area - Denise stated if there is any information HTs wanted but it is not on the site to let her know and she will upload it.
- Resources – they are trying to populate with resources from the national curriculum.
- Schools Directory – If you want your details to be available on the website then please let Denise know.
- Collaborative pages – Lesley will populate with Key Policies, this will give schools the option to adopt them if they wish to do so. Networks will also be added.

The group thanked Denise and Clare for their time.

3. Latest Ofsted and Schools update – Lesley Gallagher

Lesley distributed to the group a pack containing:

- Canterbury Coastal Partnership Schools Projects/Groups 2009/10
- Ofsted Update - HTs were advised to read this document

Lesley briefed the group on the current projects within the Partnership, it was noted the Maths Network has been a real success.

Lesley asked if photos were taken of any sports events in school could they please be sent to her.

SEF drop in sessions are to be planned details to follow.

Chilton gave feedback on his recent Ofsted Inspection.

ACTION:

- *Lesley to send SEF details to schools.*

8. Changes to ‘Classcare’ and options available – Leigh Mounser, Property Group

Leigh Mounser, Terry Whitlock and Mark Carnt introduced themselves to the group.

Terry gave a brief background of Classcare, explaining it is money for building maintenance and to provide tech services. Leigh distributed and talked through a booklet showing proposed outlines of all the packages offered. This system is to help schools manage buildings, it was noted this cover is for emergency works only.

Terry asked for feedback from the group, lengthy discussion took place the following comments were noted:

- This system is in place to challenge builders on a school’s behalf.
- Classcare is very powerful.
- Contractors can become very complacent.
- The quality of work is currently being addressed.
- Drains are a very significant problem in this area.
- There is 1 electrical firm, 1 mechanical, 2 building firms and 1 lift engineering firm operating in this area.
- If schools are unhappy with works completed they are to fill in details on the job completion certificate.
- NPS have a new manager Glen Williams who is new to post but is trying to improve services.
- If you have any problems with MPS please contact Mark Carnt

10. Any Other Business

Goodbyes Jean presented David with a gift from the HTs and expressed her thanks for all David has contributed to the Partnership over the years. David thanked group for the gift. John was unable to be at the meeting as he was visiting his new school. However he had sent a card thanking colleagues for their support over the last eighteen months and wishing everyone well for the future.

9. Transition Booklets – Jean Mosley

KS2 to KS3 this project will go ahead again next year.

KS1 to KS2: Jean asked the group if they would like to continue with this transition project, all HTs agreed to carry on with Good Pirates Wanted.

4. Coastal’s Children and Young People’s Plan

A copy of the CYPP had been previously sent out with the agenda. This plan is linked to Canterbury City and Country Partnership. Jean distributed a copy of specific priorities for Canterbury Coastal 2009 – 2011. An action plan needs to be written, Jean asked if any schools would like to take part, if so to let her know. This is to be made a main item on the next agenda.

ACTION:

- *Caron to send schools a hard copy of the updated CYPP.*
- *Schools to let Jean and Lesley know if they want to take part in writing the action plan.*

6. Closer working with Canterbury 4 Business

Jean stated that she had been contacted by a group of Business owners in the Canterbury area who would like to work with schools. This is a genuine offer from Canterbury 4 Business who would like to help. If schools are interested please contact Jean.

ACTION:

- *Schools to contact Jean before the end of term if they are interested in being supported by Canterbury 4 Business.*

Ben thanked everyone.

The meeting closed at 12:20 noon.

**The next meeting will be on Thursday 28th January 2009, 8:00am for 8:30am at the
Community College Whitstable**