

# CANTERBURY COASTAL PARTNERSHIP MINUTES

of the Headteachers' Meeting held at 8.30am on  
Wednesday 20 May 2009 at Seasalter Christian Centre

<b>Present:</b>	Ben Cooper ~ Chair .....	Briary Primary School
	Helena Sullivan-Tighe .....	Community College Whitstable
	Steve Charman .....	Extended Schools Manager
	John White .....	Hampton Primary
	Claire Owen .....	Herne Bay High School
	Anne Hooker .....	Herne Bay Infant School
	Hannah Peaston, DHT .....	Herne CE Junior
	Debra Hines .....	Joy Lane Primary
	Jean Mosley .....	Partnership Manager
	Lesley Gallagher .....	PEP Head
	Dean Jones .....	Reculver School
	Sue Evans .....	St Alphege CE Infant
	Liz Leaman .....	St Mary's Catholic Primary, Chair
	David Hares .....	Swalecliffe Community Primary
	Sarah Leigh .....	Westmeads Infants
Visitors:	Evelyn Green .....	Health Needs Education Service Manager
	Inspector Gordon Etheridge .....	Kent Police
	Sheree McNamee .....	Parent Support Advisor (PSA)
Minutes:	Caron Swan .....	Minute Taker
Apologies:	Michael Liddicoat .....	Archbishop's School
	Jonathan Dunn .....	Herne Bay Junior School
	Sylvia Wilson .....	Herne CE Infant
	Lesley Wiles .....	St Philip Howard Catholic Primary
	Gill Moody .....	Whitstable Junior School
	Enid Burrows .....	Whitstable and Seasalter Endowed

As Jonathan could not attend Ben Chaired the meeting. Ben welcomed everyone. Evelyn Green had previously asked if she could be moved up the agenda.

## **6. Evelyn Green, Health Needs Education Service Manager**

Evelyn greeted everyone and gave a brief outline of her job role and how all referrals to hospital schools in Kent are handled through her service. It was noted that referrals are lower for East Kent, there is uncertainty as to why this is the case. Evelyn gave details of a Diabetic Children's

trial currently taking place, this will be completed shortly. Once completed a list of best practice schools will be released.

Evelyn distributed copies of 'HNE1a school referral form' she stated if anyone had any queries for appropriateness of referrals please contact her.

Link for school health needs referral form

[http://www.kenttrustweb.org.uk/UserFiles/CW/File/Childrens\\_Services/Health\\_needs\\_education/011008\\_hne-referral-consent-form-HNE1-0308..doc](http://www.kenttrustweb.org.uk/UserFiles/CW/File/Childrens_Services/Health_needs_education/011008_hne-referral-consent-form-HNE1-0308..doc)

Ben thanked Evelyn for her time.

## **2. Inspector Gordon Etheridge, The Police and Schools joint working**

Ben introduced Gordon to the group. Gordon talked through a brief presentation detailing the police structure, the services they provide and led a discussion on how the police and schools can support each other. Linda Ritchie is the Kent Police Safer School Officer and is responsible for classroom input; she is currently running 5 types of training. Every school has a link PCSO who should be known to the school, a list is attached.

### ***ACTION:***

- ***Gordon to send through to Jean contact details for all Coastal PCs and PCSO (attached)***
- ***Gordon to send through a list of classroom programmes covered by Linda.***

A question and answer session followed by lengthy discussion, some of the topics covered were:

- Creating a positive image
- Early intervention
- Parking issues outside schools
- Working more closely with police to reduce drinking and unsociable behaviour
- Mobile police stations

It was noted that there are a lot of mixed messages (grey areas) surrounding procedures, schools contacting police and interviewing pupils when an incident occurs. Gordon stated he would send through a copy of the Police Policy to help clarify.

### ***ACTION:***

- ***Gordon to send through a copy of the Police Policy to Jean.***
- ***Jean to send Police Policy out to schools.***
- ***Gordon to get clarification on whether schools can investigate incidents within schools.***

The group thanked Gordon for attending the meeting.

Sheree McNamee, Parent Support Advisor (PSA) introduced herself to the meeting giving details of her past training and experiences. Sheree stated that she is available to support any parent.

Sheree was asked to ensure details of any parents worked with at Primary School are sent through to Secondary Schools.

**ACTION:**

- *Sheree to send details of parents she works with on transition to Secondary schools.*

The group thanked Sheree.

**1. Apologies, Minutes of the last meeting and Matters Arising.**

Apologies were received from Lesley Wiles, Michael Liddicoat, Enid Burrows, Gill Moody Jonathan Dunn, Sylvia Wilson and Quentin Roper who sent Hanna Peaston, DHT in his place.

Link to Extended Schools list of services in the area:

[http://www.kenttrustweb.org.uk/UserFiles/CW/File/Copy\\_of\\_Extended\\_Services\\_Providers\\_updated.xls](http://www.kenttrustweb.org.uk/UserFiles/CW/File/Copy_of_Extended_Services_Providers_updated.xls)

Daniel Lewis: Dez has been in contact with Daniel. Headteachers have been invited to attend a SENCo meeting on Attachment Theory on the morning of 30<sup>th</sup> June at the Seasalter Christian Centre.

KLZ: Lesley had contacted Ralph Gardner who stated that schools do not get the Harnessing Technology Money it is used for Broadband. Rob Slight had been approached to help with KLZ training, but the City Partnership is not using KLZ so he is unable to help. Carolyn Lewis has agreed to lead a KLZ Vision training session scheduled for 3rd June 2009. It was noted that Briary are now compatible with SIMS although this is in the early stages it seems to be working very well.

Detective Inspector Louise Ludwig: Louise had been contacted about telephone numbers for the new MARAC Co-ordinator, Louise stated that when they are in post details will be sent.

Vicky to make sure HTs receive copies of the provision map of good practice when it is completed.

Extra Days Leave: Lively discussion followed on this subject; the LA had suggested the extra day was for support staff only. HTs shared how or if teachers were included in their schools.

All other actions had been completed. Minutes of the last meeting were agreed.

**3. Lesley Gallagher – Curriculum Schools Update**

Lesley distributed to the group a pack containing:

- Resource – A CDROM of RE Resource ideas for Foundation Stage up to Key Stage 2.
- Canterbury and Swale LLN Continuing professional development Audit 2008 (white sheet)
- Finishing touches to assessment to Achieve Academic Well-Being (blue sheet)
- 6 topics of Ofsted Inspection
- Staff Questionnaire (white sheet)
- School Management Scale (orange sheet)
- Schools and Inspection Jan 08 and Mar 09 Summary (white sheet)
- Canterbury Partnership Schools Projects / Groups 08/09 (white sheets)
- Canterbury Coastal Partnership HOS ICT Draft Organisation (yellow sheet)
- Teachers as Readers Project (white sheet)

- Latest Ofsted Information (green sheet)

Lesley talked through several sheets pointing out key pieces of information.

Stella O’Leary had created the RE Resource CDROM, which was distributed to the group.

*Partnership Projects:* Lesley updated the group on Partnership Projects

DH Group is to visit 2 London Schools. It was noted that HTs’ would like to do something as a group. Secondary School DHTs are to be invited to attend DHT Meetings.

Lesley thanked Herne Bay High for supporting and leading the G&T projects.

There were some concerns raised about MFL monies at Barton Court and the services they provide.

The group thanked Lesley for all her hard work on the Partnership Projects.

*HOS:* Lesley briefed the meeting on the proposed groups, asking them for any HT volunteers to attend the Hands On Support (HOS) Strategic Group, if so please let her know. There are only 2 Lead Teachers for ICT and 1 is due to retire, more are required, please contact Lesley if you know of anyone who would like to become a Lead Teacher. It was noted that an ICT Technicians’ network meeting would be a very good idea, Anne volunteered to host first meeting.

***ACTION:***

- *Debs to forward ICT Strategy Group details to Lesley G.*
- *Lesley to arrange first technicians network meeting in Term 1 2009/10*
- *Lesley to contact Phil Bracegirdle re: new ICT Leading Teachers.*

**4. Feedback from Primary Forum – Deb Hines, David Hares**

Debs gave feedback from the Primary Forum.

Debs had previously attended a meeting with Paul Carter who introduced Rosalind Turner, Managing Director to the group. This was overall a very positive meeting.

Kent Test 15/16 September: The required teacher booklets are still not out yet, there is a download on KentTrustWeb available (link below). Booklets for parents still have not been received by schools. It was noted that there have been some difficulties with on-line registration.

[http://www.kenttrustweb.org.uk/UserFiles/CW/File/Childrens\\_Services/Admissions/Determinations\\_2010/Secondary/KCC\\_Secondary\\_Admissions\\_2010\\_Appendix\\_B.doc](http://www.kenttrustweb.org.uk/UserFiles/CW/File/Childrens_Services/Admissions/Determinations_2010/Secondary/KCC_Secondary_Admissions_2010_Appendix_B.doc)

Distributed by Debs was:

- A copy of the DCSF pay dispute LTR letter was given out by Debs for information
- List of 2009/10 Funding Sources for Schools in Kent
- Kent Mentor Scheme for New Headteachers ~ This will be implemented from September
- Appendix 2 – Comparison of the Rose and Cambridge Reviews

It was noted that small school status has changed from 101 and below to 150 and below.

## **5. Transition – KS1 to KS2 and KS2 to KS3**

Jean asked the group if everyone had received their booklets. All schools had received their booklets and there were no questions.

## **7. Swine Flu**

Additional guidance was given to the group.

## **8. Local Issues**

Demelza House: Anne had been on a recent visit to Demelza House, it was noted what a good cause this is and encouraged everyone to get involved.

Education Welfare Officer: Beccy is due to start her maternity leave on 22 May 2009. John Jarvest who currently works 4 days a week for Dover is going to cover for 1 day a week at The Community College Whitstable. Sue Browne, recently retired Education Welfare Officer is working 1 day a week to cover priority primary schools in Whitstable. Clair Deciacco, Senior Practitioner will cover any schools that do not get regular visits. The Whitstable Town Schools' Protocol was working well. It was also noted that use of the firm letter from Jean and Lindy Whitfield was recommended.

Jean distributed a 'Canterbury Coastal Attendance Advice Booklet'. This was very well received.

### ***ACTION:***

- *Caron to send a copy of letter from Jean and Lindy to Community College Whitstable.*

Alternative Curriculum Review: Jean briefed the group on the progress so far stating that as this is such a radical solution that preliminary pilots are to take place in order to show effectiveness and sustainability. It was proposed that the next Education Board meeting could be spent on looking at how to roll this out, with the addition of Helena to the meeting. The Heads agreed. Feedback to be given at the next meeting held in July.

### ***ACTION:***

- *Helena to be given the date of next Education Board meeting.*

20in12 Event: All Coastal schools have nominated a 20in12 rep. Jean asked the group if they wanted an event in late September all agreed. It was noted that as Community College Whitstable hosted an event last September that Herne Bay High would do so this September.

## **9. Any Other Business:**

Extended Schools: In Steve's absence a briefing and packs were distributed to the group containing:

- Invitation to Quizdom Training
- Extended Schools in Action, TDA booklet

- A School Report Card: Consultation Document
- 2009-10 School Improvement Planning Framework
- Canterbury Joint Parenting Event
- Extended Schools supplement

Part Time Working: Lesley wanted to make the group aware that from the age of 55 teaching staff can ask to go part time. HTs do not have to agree, the decision needs to be made in the best interests of the children.

Stage Coach: a presentation was recently given at a Coastal School, it was noted that this was not a good experience.

David Hares: David announced he will be retiring at Christmas.

Mighty Zolo Nation: This music/drama group was highly recommended.  
<http://www.mightyzulunation.co.uk/>

Gill Moody: Is to take up the post of PEP Head in Thanet from September. Chilton will be Acting Headteacher in her absence.

The meeting closed at 11.50am

**The next meeting will be on Wednesday 14<sup>th</sup> July 2009, 8:00 am for 8:30 am at the Community College Whitstable**