

CANTERBURY COASTAL PARTNERSHIP MINUTES

of the Headteachers' Meeting held at 8.30am on
Thursday 24th September 2009 at Community College Whitstable

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| Present: | Debra Hines ~ Chair | Joy Lane Primary |
| | Steve Charman..... | Extended Schools Manager |
| | Lorraine Clayden | St Alphege CE Infant |
| | Jonathan Dunn | Herne Bay Junior School |
| | Lesley Gallagher..... | PEP Head |
| | David Hares | Swalecliffe Community Primary |
| | Anne Hooker..... | Herne Bay Infant School |
| | Dean Jones | Reculver School |
| | Liz Leaman | St Mary's Catholic Primary |
| | Sarah Leigh..... | Westmeads Infants |
| | Jean Mosley | Partnership Manager |
| | Lesley Robertson | Whitstable and Seasalter Endowed |
| | Quentin Roper..... | Herne CE Junior |
| | Chilton Saint | Whitstable Junior School |
| | Helena Sullivan-Tighe..... | Community College Whitstable |
| | John White | Hampton Primary |
| | Sylvia Wilson | Herne CE Infant |
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| Visitors: | Lucy Browne | LAC, Education Adviser |
| | David Bolsover | Volunteering Projects Co-ordinator |
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| Minutes: | Caron Swan..... | Minute Taker |
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| Apologies: | Ben Cooper | Briary Primary School |
| | Michael Liddicoat..... | Archbishop's School |
| | Claire Owen..... | Herne Bay High School |
| | Lesley Wiles | St Philip Howard Catholic Primary |

Debs welcomed everyone to the meeting with a special welcome to Lorraine Clayden, Lesley Robertson and Chilton Saint.

1. Looked After Children – Lucy Browne Latest funding information and an update on Coastal LAC Data

Lucy was welcomed to the meeting by Debs. Two handouts given to the group:

- Profile of Children in Care (CiC) (July 2009)
- Distribution of Looked After Children in Kent Schools by Partnership August 09.

Lucy talked through the data summary. This data is based on Children attending school in this area. This was followed by a question and answer session. It was noted that numbers have reduced since last year. Fixed term exclusions have also been reduced. The national average of LAC with a statement is 27% Coastal is now lower than this (17%). Lucy stated she will produce a data summary report every six months but data is also available for each school if they require.

It was noted that Personal Education Allowance (PEA) (Care Matters Grant) is currently available and therefore the LAC Education funding previously available to the partnerships has been changed for this financial year. There is a very clear criterion for the PEA this is mainly for under achievement, £500 is available per financial year.

ACTION:

- ***Lucy is to give full details of how to apply for the Personal Education Funding Grant.***

Lucy explained how they had worked out monies for each Partnership for a new post, 'Lead Designated Teacher or Tracking and Monitoring Officer' with a focus on tracking and supporting the attainment of Kent LAC. The funding has been calculated dependent on the number of Kent LAC in years 4, 5, 9 and 10 to support those reaching the end of the Key Stage and due to sit KS2 or GCSE exams. For Coastal this equates to £2,875 the equivalent of 11 days for school visits for the identified cohort and 3 1/2 days of meeting with the LAC Education Adviser. A tracking and monitoring officer would be to support other schools with LAC and collect data to give an overview of the Partnership. This person must be a qualified teacher and have experience of LAC. Lucy asked if there were any questions and asked if any HT had members of their school who may be interested in this project Anne stated she knows someone who may be interested.

ACTION:

- ***Anne is to contact Lucy with suggested name.***

Lucy stated that a County Admissions Group is being formed to re-write the admissions protocol. She wanted to remind the group that if they are approached by foster carers they must ask them to get the social worker to contact Lucy Browne so the correct procedures can be followed.

Debs thanked Lucy for her time.

2. Opportunities for University Student Volunteers in Coastal Schools – Dave Bolsover

Debs welcomed David to the group. David gave a brief outline of what the volunteers have done in previous years stating they had over 1000 student volunteers last year. He asked the group if there were any opportunities for volunteers to go into schools. CRBs are fully covered by the University. David explained that external agencies sign up to the website posting the job description creating a database of opportunities for the volunteers, discussion followed. Some concerns were raised about the level of commitment the volunteers would need to make. It was noted that HTs would be encouraged to interview potential volunteers and have a trial period. David also stated that one off events could also be catered for.

Debs thanks David for his time. David left business cards and details for distribution to HTs.

3. Minutes of the last Meeting and Matters Arising.

Inspector Gordon Etheridge: Gordon had sent through details of classroom talks given by Linda who can be contacted by email at linda.ritchie@kent.pnn.police.uk, training listed below.

- Guns and Knives
- Anti Social Behaviour
- Crime and Law
- Alcohol Awareness
- Drug Awareness

Sheree McNamee: Steve stated that Sheree has sent out the list of parents she has worked with to schools.

Chris Easton – CAMHS: Jean stated that Chris is still recruiting staff but when this is completed he will forward a list of staff with clear lines for referrals.

Lesley Gallagher: Lesley feed back concerns from the last meeting to Judy Venner who stated that there is a difference between the ITN meeting and a specific EY meeting within the Partnership. Lesley stated that she did believe it would be a good idea for YR R teachers to meet after school to share good practice – HTs agreed. Kate (Westmeads) had started a group, Lesley is to contact Kate.

ACTION:

- *Lesley to contact Kate at Westmeads to take meeting YR R teachers forward.*

PESE Invigilation: The letter from Scott Bagshaw had been previously sent to HTs.

Comments concerning this year included the meeting for PESE was too late in the term and was held after parent evenings. It was noted that the meeting was not very helpful and the orange book was not available.

PMFL (Primary Modern Foreign Languages): Rachael has now started at Herne Infants and Lesley has arranged to meet with her in October.

National Leaders of Education: A visit has been arranged to take place on 8th October 2009 to a school in Tower Hamlets. Lesley asked for numbers, it was noted that no one could attend on that date and HTs asked Lesley if she could arrange for it to take place on another day.

ACTION:

- *Lesley is to rearrange visit at the school in Tower Hamlets.*

NCSL Conference: this was again highly recommended by those who had previously attended.

Alternative Curriculum: The first working party meeting has taken place and everything is going well. Jean thanked the HTs involved.

20in12: Coastal have 100% sign up from schools, a meeting is to take place on 24 September 2009 on how to access the Get Set website. Lesley asked if HTs could encourage their co-ordinators to access this facility.

Jean thanked everyone for attending the 20in12 event held at Herne Bay High on 18th September and praised the hard work of the organisers: Liz Thomas-Friend, Fiona Ong and Lesley Gallagher.

Minutes of the last meeting were agreed

4. Coastal Data, Ofsted and Schools update – Lesley Gallagher

Lesley distributed to the group a pack containing:

- Partnership Ranking 2009
- KLZ support from EIS– powerpoint slides

Lesley presented data for Canterbury Coastal Partnership KS1, KS2 and Early Years, discussion followed.

Key to the new OFSTED framework is attainment and progress. Inspectors will drill down below the 2 levels progress to look at points progress from KS1 to 2; 12 points will be judged as satisfactory. Lesley intends to set up an assessment coordinators network to undertake some joint moderations across groups of schools.

ACTION:

- *Lesley to send KS3 and last years KS2 data to Helena*
- *Helena would like CCW to work more closely with Yr6 teachers*
- *Lesley to set up an all phases assessment coordinators network*

KLZ: KLZ drop in sessions have been organised for 30 September at Swalecliffe and 18 November at Herne Infant School.

Kent Birdwatch 2010: There is a set up fee for this project, this will be covered by the Partnership.

Lesley asked the group if they had any changes to their KS2 data could they please let her know as soon as possible.

ACTION:

- *HTs to give any changes of KS2 data to Lesley Gallagher.*

Lesley distributed to the group pack containing new SEF information, Safeguarding Ofsted guidelines, Attainment Ofsted information and Outcomes for Individuals.

Lesley asked the group if they would prefer a SEF training session or drop in session to answer any problems HTs may have. After discussion the group decided a drop in session would be organised.

ACTION:

- *Lesley to organise a drop in session for the new SEF.*

St Mary's and Swalecliffe schools are both having a compliance visit. It was suggested copies of the paperwork could be useful to all schools.

ACTION:

- *Liz to send copies of the compliance visit paperwork through to all schools.*

5. Sustainability of MACs – Jean Mosley

Jean briefed the group on how MACs has been funded over the last year. Next year money can come from the Children's Fund for Pat Hammond and the admin staff. The four social work assistants are to be funded by Stephen Fitzgerald. This leaves two learning link workers for the Coast and two for the City to be funded. Jean stated she would try every method of obtaining money to sustain them over the next 12 months but if this was not possible would schools be willing to pay from their 2010 budgets? It was noted that the Partnership Education Board had agreed this in principle. Lengthy discussion followed, it was suggested that a percentage of budget would be a fairer option or per pupil. All schools decided in principle to fund MACs next year. It was also suggested that if schools have surplus budgets this year it could be used to fund the learning link workers.

ACTION:

- *Jean is to put figures forward for both suggested options so schools know what to expect from next years budget.*

It was stated that MACs have now moved to Kingsmead Family Centre, would any schools be able to let them use a room/computer whilst they are over in the Coastal area. Jonathan stated he may have an office available in the new extended schools build.

6. Extended Schools – Steve Charman

Steve thanked all schools for their engagement with Extended Services. Coastal Partnership is now at 100%.

Steve advised schools that Adult Education still has funding available for family and parent courses.

Learning in Wild Project – Kent Children's University, Steve told of new project to promote family learning. Further information is to be sent out in due course.

ACTION:

- *Steve to send out Learning in Wild Project information to all schools.*

Steve distributed to the group a copy of 'Signposting and legal liability issues: September 2009'. It was noted that this should be displayed on schools notice boards or where appropriate. Steve is to email this document through to schools.

ACTION:

- *Steve to forward to all HTs 'Signposting and legal liability issues: September 2009' by email.*

Steve stated that the Extended Schools budget will lose £50,000 in funding cuts and encouraged all schools to apply for funding whilst it is still available.

Sheree McNamee, Parent Support Adviser (PSA) is offering to run drop-in clinics for parents in schools. There are still transition charts available, if required please contact Steve.

Extended Schools and Healthy Schools are to take over PHSE and the Partnership Parliament from St Mary's. Steve is to forward more information.

ACTION:

- *Steve to send out details on PHSE and the Partnership Parliament to all Schools.*

7. Update on Demelza House activities and the Kindness Project – Anne Hooker

Demelza House: Anne stated that the project is not being driven by Demelza House, although the Open Day is very worth while.

Kindness Project: Anne has been approached to take part in the Kindness Project and briefed the group of what this would involve. They would like all schools in the Herne Bay area to take part. Anne stated that initially it would be good if a HT or DHT could get involved. It was noted that Vicky Evans would be invited and Jean Mosley would be copied in on the emails in order to invite Sam Higgins from Poppy Children's Centre.

ACTION:

- *Anne to email information out to schools and Jean.*

8. MARAC (Multi-agency risk assessment conference) – Jean Mosley

MARAC Protocol was previously sent out to all schools. Jean briefed the group on the changes to the protocol.

9. Primary Forum representation from January 2010 – Deb Hines

Debs briefed the group on recent Primary Forum events and her recent visit from Rosalind Turner.

Debs asked the group for any suggestions to take to future meetings. A handout was given to the group giving details of KCT workforce strategy group. Debs would like HTs to read and take part in the consultation process.

A new Coastal representative will be needed from January 2010.

ACTION:

- *Debs to send links to Caron and Caron to forward links to all schools.*

A copy of the new CFE structure was given out to the group, discussion followed.

- SIP roles are to change but this is still to be defined.
- PEP Head roles will come to an end in March 2011.
- HT roles are unlikely to be reviewed.

10. Any Other Business

Hands On Support (HOS) Strategy Group: Lesley asked the group for either two HTs or DHTs to sit on HOS Strategy Group. Harry Ingham, DHT from CCW and Sarah, HT from Westmeads were put forward.

Swine Flu: The Education Partnership Board had requested the most recent information to be given out at the next HTs' Meeting. Jean distributed a pack on Swine Flu information – September 2009. However Jean emphasised that advice changes daily and schools must always ring the dedicated school's helpline first before sending home letters etc.

CAF Guide: The CAF Guide had previously been sent out to all schools, there was some concern these have not been received. Schools are to check with SENCOs.

ACTION:

- ***Schools to contact Caron if they have not received their copy of the CAF Guide and Caron will re-send.***

ASD: David Hares has recently had Dez Riddler in for teacher training and highly recommends it. It was noted that workshops are available to train staff in schools in conjunction with St Nicholas' School.

PECK Training: This training is available through St Nicholas' School also Joy Lane Primary school have this facility available if anyone wanted to come and try it out.

CRB: It was noted that two references are now required for volunteers applying for a CRB check, this creates additional work for schools. Discussion followed.

ACTION:

- ***Jean to check with Karen Rowden re: CRB - Ofsted.***

Debs thanked everyone.

The meeting closed at 12:00 noon.

The next meeting will be on Thursday 19th November 2009, 8:00am for 8:30am at the Community College Whitstable