

CANTERBURY COASTAL PARTNERSHIP MINUTES

of the Headteachers' Meeting held at 8.30am on
Thursday 26th March 2009 at Community College Whitstable

Present:

Ben Cooper ~ Chair 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
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
Gill Moody Whitstable Junior School
David Hares Swalecliffe Community Primary
Lesley Robertson Whitstable and Seasalter Endowed
Sarah Leigh Westmeads Infants

Visitors: Nick Burden YISP (Youth Inclusion Support Panels)
Daniel Lewis St Nicholas School
Louise Ludwig DV MARAC

Minutes: Caron Swan Minute Taker

Apologies: Michael Liddicoat Archbishop's School
Claire Owen Herne Bay High School
Quentin Roper Herne CE Junior
Lesley Wiles St Philip Howard Catholic Primary

Ben welcomed everyone to the meeting and introduced Nick Burden, Daniel Lewis and Lesley Robertson (DHT) to the meeting. Apologies were given. It was decided to move Nick Burden up the agenda to address the group first.

2. Nick Burden – Senior YISP (Youth Inclusion Support Panels) for Canterbury and Coastal.

Nick gave details of his past roles and gave a description of his current role of YISP Co-ordinator, which aims to help prevent youngsters going through the youth justice system, this was followed with a Q & A session.

Do you work with families? Yes, to help educated them.

Involvement is on a voluntary basis only.

The service can be accessed through the CAF.

It was suggested that Nick could liaise with Steve on a Directory of Activities within the area.

The aim of Nick's role is to get involved with the children before they commit crimes.

ACTION:

- *Nick and Steve to create a Directory of Activities.*
- *Nick to send Powerpoint presentation to Caron who will then forward to HTs.*

Ben thanked Nick for his time.

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

Apologies were received from Claire Owen, Lesley Wiles, Michael Liddicoat, Quentin Roper and Enid Burrows who is sending Lesley Robertson, DHT in her place.

Elephant Kiosks: will be placed in St Mary's Catholic Primary School, Joy Lane Primary School, St Alphege CE Infant School, Briary Primary School, Herne Bay Junior School and The Community College Whitstable. These will be monitored and rolled out if successful. Steve will be touch with individual schools to discuss the content and installation.

PESE: A form was produced by Lesley and distributed to the group. The form was approved by all present.

Lesley Gallagher: a list of all groups currently running in the Partnership was distributed to the group. Gill King is to send a list of Literacy co-ordinators to Caron before the next Literacy meeting.

Comic Life Licenses: have now been distributed to schools.

Transition Project KS1 – KS2: Good Pirates Wanted is being rolled out to Thanet 2, Canterbury City and Country, Swale Rural and Deal and Sandwich.

Alternative Curriculum Review: Meetings have taken place and multi agencies have now been informed. Discussion followed. Ben will represent Coastal on the smaller multi-agency Working Party Chaired by Alasdair Hogarth. Jean will also be part of that group. Secondary HTs were very supportive of early intervention. The next meeting is scheduled to take place with Attendance and Behaviour Services (ABS) once that meeting has happened Alasdair will come and talk to HTs.

Yr7 July Induction Arrangements: Jean spoke with Simon Murphy HT of Chaucer Technology School; he was very surprised that schools minded as he had not previously received any complaints. It is too late to change the dates now, children will not be penalised if they do not attend for the full week.

He stated that he would like to start Yr7 in Term 6 of the previous year, lively discussion followed.

KLZ: Each school will receive HOS money for two days training to use for supply next year.

Casual Admissions: A spelling error noted in previous minutes, it should read Casual. Code of practice was distributed to the group, discussion followed. The flow chart is to aid transition, not to upset parents.

Debs stated that at the Primary Forum it was discussed that from next year schools will not be able to deal with Casual Admissions, all moves will be dealt with through the Admissions Team.

Changes will be made as discussed.

Legionnaires: Jean had contacted the Statuary Compliancy Officer who stated that checking for Legionnaires is being rolled out to Secondary and Special Schools. The email that had been received by some Primary Schools had been sent out in error. However this will become the responsibility of all schools from September.

Minutes of the last meeting were agreed.

3. Daniel Lewis – St Nicholas Special School Proposals

Daniel introduced himself to the group giving details of St Nicholas' School re-build programme and offered HTs and open invitation to go and visit. Daniel highlighted the issue around capacity at both St Nicholas' and the Orchard Schools following their rebuilds.

St Nicholas is already at full capacity and Daniel suggested alternative ways to support additional learners through setting up outreach programmes for special needs learners in main stream schools as these have been successful in the past. Feedback from the group was positive, it was suggested that Dez Riddler liaise with Daniel in order for him to attend the SENCo Meetings.

ACTION:

- *Jean to put Dez in contact with Daniel in order for Daniel to attend SENCo Meetings.*

4. Curriculum and Schools Update – Lesley Gallagher

Lesley distributed to the group a pack containing:

- OFSTED Key Issues for Action from CC reports March 08-09
- OFSTED Conference
- An Inspector Calls
- Complaints about schools
- Example of Outstanding SEF

Lesley briefed the group on the pack contents. Discussion followed.

SEF: The new SEF will run alongside the old one, a copy of the pilot SEF was showed to the group.

MFL: Any outstanding invoices need to be sent by 27th March 2009.

ACTION:

- *Lesley will send details of Liz Windon*
lizwindon@blueyonder.co.uk - 01634 316 863

5. Feedback from Primary Forum – Deb Hines, David Hares

Casual Admissions: was discussed earlier in the meeting. A County working party is in place.

KLZ: There are problems with Blackberries receiving emails, only 100 schools have signed up to KLZ and Canterbury City will not use KLZ as it doesn't connect with SIMs. Discussion followed and it was noted that a lot of time has been spent on KLZ and a solution needs to be found.

Harnessing Technology Money where is it?

CCW is currently using SIMs Assessment Manager 7, it is highly recommended.

It was suggested to expand the HOS group to help train/advise other schools. There are only 2 lead teachers in the Partnership more are needed. Lengthy discussion followed about what is needed from KLZ, it was finally decided that a meeting needs to take place to create a shared vision. Funding for this will be available to provide cover for the HT and the Lead Teacher to attend.

ACTION:

- *Lesley to write a letter to Ralph Gardener.*
- *Debs to give KLZ contact details to Lesley.*
- *Lesley to ask Rob Slight (AST) to arrange a meeting at Clover House.*

Debs has been asked to attend a meeting with Paul Carter to discuss how the Partnership is working and how effective it is. If anyone has anything they would like fed back please contact Debs. The Board thanked Jean and Lesley for all the work and support they offer to the Partnership.

ACTION:

- *Schools to contact Debs if they have feedback on the Partnership.*

6. Detective Inspector Louise Ludwig – DV MARACs (Domestic Violence Multi-Agency Risk Assessment Conferences)

Ben welcomed Louise and introduced her to the group. Louise briefed the group on MARAC meetings. The meetings are to help high risk families, the meetings are not to assess need but to deal with issues. This is a new initiative and the first meeting will take place in June. Practice meetings have been held to help decide how they will work. The meetings are victim based so parent consent is not needed.

It was noted that there will be some information sharing issues. Schools will be given an opportunity to give input to meetings but should not feel they have to attend. Attendance and Behaviour Service (ABS) will attend the meetings.

ACTION:

- *Louise to give telephone number to Jean.*
- *Jean to distribute Louise Ludwig's telephone number to HTs.*

Ben thanked Louise for her time.

6. OFSTED – changes and update

It was noted that Whitstable and Seasalter Endowed were inspected after just 2year 9months with no flags to indicate they would be inspected early. Discussion followed.

There is still some confusion about CRB single record paperwork, it was noted that schools should keep both paper and computer files. Helena stated that she had paid for a whole school pre-inspection and found it very useful; this had been completed just one month before the real inspection.

7. Any Other Business:

Extended Schools: Steve thanked HTs who had attended the Development Group Meetings. Questionnaires are to be sent out to all schools shortly.

Steve stated that there had been a problem with funding being paid to another school in error, could all schools check and let Steve know if they have not received monies.

PSA interviews are to be held on 6th April. When the new PSA is in place an updated leaflet will be sent round to all schools.

Heads asked if there would be cover for Beccy, Education Welfare Officer (EWO) when she goes on maternity leave. Jean stated she has a meeting arranged with ABS and assured the group there would be cover.

CAF: After the combined Partnership Team and SENCo meeting it was decided a Dummies Guide to CAF is to be produced. Pre-Schools are to be trained in CAFs.

ACTION:

- *Sarah and Gill to meet with their SENCos and produce a provision map of good practice.*

Extra Days Leave: Keith Abbott letter was sent out with the Schools Bulletin, the management of this has been left to individual schools.

Dance schools are still holding exams during term time, a letter had previously been sent out.

Young Carers Project: Canterbury Christ Church is working with the Partnership to identify how many young carers there are in the district. They have written to everyone, Jean asked if the HTs could support this project.

ACTION:

- *Jean is to re-send her letter from Christ Church College.*

9:00 – 11:30am 30th June Attachment Training for HTs and SENCOs.

Contact Point Briefing pack was given to the group.

The meeting closed at 12.10pm

The next meeting will be on Wednesday 20th May 2009, 8:00 am for 8:30 am at the Seasalter Christian Centre.