

CANTERBURY PARTNERSHIP EDUCATION BOARD

MINUTES

of the meeting held on Thursday 2nd July 2009
at Herne Bay High School

Present:

Claire Owen - Chair Herne Bay High School
Sue Evans..... St. Alphege Infant School
Lesley Gallagher PEP Head
Jean Mosley Partnership Manager
Jonathan Dunn Herne Bay Junior School
Steve Charman ESDM

In Attendance:

Helena Sullivan-Tighe Community College Whitstable

Apologies:

Enid Burrows Whitstable & Seasalter Endowed CE Junior School
Ben Cooper Briary Primary School

Minutes: Caron Swan

1. Minutes of the Last Meeting and Matters Arising

Claire welcomed everyone to the meeting.

20in12 - Jean had contacted Sally Bell about 20in12 events being merged with National Sports Week. Sally stated it would be best to hold a Partnership event in September. A meeting is scheduled to take place in early September to decide themes etc. It was noted that it is now too late to arrange an event for September. Lesley, Jean and Liz will need to meet before the end of term to start organising this event.

ACTION: *Lesley, Jean and Liz to meet and start organisation for September 20in12 event.*

Elephant Kiosks – there has been a slight delay in getting these into schools, this has now been sorted and if schools are available during the summer they could be installed as long as a school technician is available.

Content has been sorted for the kiosks and can be updated centrally on a regular basis. It was asked if there was a protocol in place to populate any new links? Yes, ESCOs are to check and verify the data and then ask schools if they would like them to be added. If there are any

problems with the unit/links there is a contract in place to ensure that repairs are carried out within three days.

ACTION: *Steve to liaise with schools and see if they have staff available to have the kiosks installed during the summer holidays.*

Swine Flu – new guidance is available.

ACTION: *Caron to send new guidance out to schools.*

KLZ – Training had taken place. It was stated that *KLZ* is very reliant on the school's technician, if they are struggling then the school is struggling. Lesley is starting a new support group specifically for technicians this will start at the beginning of the next school year.

It was noted that *BSF* should work with *KLZ* but it was unclear if this would be so.

ACTION: *Lesley to find out if *BSF* and *KLZ* are compatible.*

Minutes of the last meeting were agreed.

2. Alternative Provision

Jean distributed to the Board a paper outlining the proposals for changing Alternative Provision arrangements in Canterbury Coastal and Canterbury City and Country Partnerships. Jean briefed the group on progress made so far stating that as well as our Headteacher Meeting she and Ruth are to meet with Canterbury City and Country Partnership Headteachers to discuss and move this forward. Lengthy discussion followed with some comments and suggestions recorded below:

- Joanna Wainwright stated that a pilot needs to take place to prove it works before radical changes are made
- The money is devolved and not delegated
- The main focus of the pilot is to be KS3 children
- A CAF Co-ordinator will be appointed for two days per week and CAF Administrator will be appointed full time; both positions will be able to move Alternative Curriculum forward.
- From the TAC meetings a programme of support: academic, pastoral and family engagement should be available
- It was noted a lot of work by schools goes into children before they get to the PRU
- A menu of support/services should be in place to help ease/sort these problems out before they get to the PRU
- CAMHs are interested in using the PRU for outreach.
- At the moment the PRU will only accommodate 16 pupils on site, but with a rolling programme more children can go to the PRU
- Attendance at PRU was only 47% in term 6

- It was suggested that staff from the PRU could go and work in schools and school staff go and work in the PRU as part of performance management
- Simon Fox has accountability for staff at PRU
- Joanna Wainwright line manages Simon Fox
- Schools would still do CAFs unless it was inappropriate
- Practice needs to change, The way to change this is to show good practice
- CCW and HBH offered to be satellites
- HT panel to work with Gary
- Multi agency outreach would be available for primary schools
- Being pro-active as part of personnel development
- It may not be possible for staff to leave PRU premises - (pay and conditions)
- There needs to be a more open and transparent way of working
- Building and staff are not being used to full capacity
- Is the curriculum appropriate at the PRU?
- Statutory hours are not being met
- May be an opportunity to put children on vocational training from PRU
- KS3 – seven secondary schools affected
- Jean and Simon Fox should met with all seven Headteachers to discuss PRU if pilot is rejected
- Pastoral support plans, assessment on entry and personalised learning programmes are important
- Family meetings are essential
- Pressure to come from Board to provide better practice
- Children would go to schools for 1:1 tuition except where medically they could not leave home
- KS3 and 4 1 to 1 tuition would be covered by PRU staff
- Nick Burden has been approached to let the Board know what provision he could provide
- Time tabling of groups needs to be carefully timed to ensure KS2 doesn't meet with KS3 pupils
- Specialist schools to support other secondary schools to enable good practice from a specialist point of view
- Additional needs of families needs to be addressed a plan made and stuck to
- Programmes to train parents to speak to and support other parents, peer mentoring. A grant maybe available.
- TAs from PRU to go into secondary schools, TAs from secondary schools to go into PRU
- Jean and Ruth would be co-ordinating all future changes
- TAs from PRU to be used for re-integration this would then free up space within PRU for TAs from secondary schools to go in as substitute
- TAs from secondary schools to be claimed back for financially
- Jean to chase Simon for person spec for Gary
- Pupil to adult ratio needs to be confirmed
- Floor space – child ratio asked for – Jean to chase Simon for information
- It is a major project to manage external resources such as specialist teachers, admin at the PRU could do it, Jean believes they have the capacity
- Admin at PRU could track pupils and produce a waiting list

- An action plan needs to be in place to track progress
- Firm up responsibilities of staff
- October half term 16 pupil should be at first stages of integration
- 16 pupils on site at any one time this would increase numbers within PRU
- CAF followed by SPA followed by TAC and then entry to PRU
- Admin at PRU could spend the summer making links with schools during the holidays
- A tracking format needs to be created so a folder with tracking sheet and any evidence for child can be produced by Admin during summer
- Provision mapping for all Alternative provisions to know what provisions are available and their cost
- How many places are available at KS4 level (Elaine Keeping)
- Secondary schools to look at and standardise information for permanently excluded children
- PRU to provide reports to monitor and track their attendance and progress
- Gary feels isolated, contact should be increased with regular contact at review meetings
- Meeting to take place with City Heads on 15th July at 9am would Helena or Clare be able to attend?
- Steering group to be arranged
- A meeting needs to take place between both Partnership Headteachers

Jean thanked those present for such a productive exchange of ideas. Helena thanked Jean for the invitation to join this meeting.

ACTION: **Jean to use the ideas discussed in the briefing for Heads.**

3. Extended Services – Board decision needed on funding bids

Steve distributed to the group a breakdown of bids applied for. £65,000 was available to bid on. Bids had been received from:

- Whitstable Junior School - £33,000 for bespoke outdoor living space
- St Philip Howard Catholic Primary School - £3,500 for a new reception area
- Herne CE Infant School - £5,000 for a new ICT suite

It was noted that the only school who had never received any funding from this source was Reculver CE Primary School. Lesley is to take an application form to Dean for completion.

ACTION: ***Lesley to take application form to Reculver School***

After discussion it was decided that St Philip Howard and Herne CE Infant Schools would both receive the funding. The Board decided to defer decision until the next meeting on Whitstable Junior School as it was such a large amount of money and two members of the Board had sent their apologies.

New commissioning guidelines are now in place for any future spending.

4. Actions from last Headteachers' Meeting

All actions were completed.

5. General Discussion – Education issues affecting Canterbury Coastal

No items were discussed.

6. The Agenda for the next Partnership Heads' Meeting (14th July)

Jean distributed to the group a draft copy of the Headteachers Agenda. It was noted that items five (Alternative Curriculum) and six (Extended Schools) should be swapped over.

7. Any Other Business

Due to her retirement this was Sue's last Education Board meeting. Jean thanked her for everything she had done and all her hard work. In line with Coastal Protocol, Joy Lane were the next Whitstable School to be represented on the Board and Debs Hines has agreed to join the Board from September.

Meeting Closed at 4:45pm

Date of next meeting: 2pm on Monday 14th September 2009, venue is to be confirmed.

Dates for 09 – 10 meetings attached