



Minutes

Curriculum Steering Group		
Date & Time: 20.09.10 at 2pm		Venue: St Bernards High School
Attendees	Pat Barron Gyl Wood John Ubsdell Sandra Roberts Gill Clifton Sue Geeson Gillian Andrews	Chair (St Bernards High School) Barons Court Primary LA Member Southend Education Trust Southend Education Trust Southend Education Trust Southend Education Trust
Note taker	Christie Hartshorn	
1. Welcome and Apologies		
No apologies		
Action Items		Person Responsible
2. Notes of Previous Meeting		
The notes of the previous meeting dated 4 th May were agreed.		
Action Items		Person Responsible
3. Matters Arising		
SR reported that the Board of Trustees has decided to cancel the Launch arranged for 18 th March 2011 at the Cliffs Pavilion.		
The Trustees have agreed that if this causes a problem for any schools they are willing to make a grant of £1,000 for schools to arrange a day providing they are happy to invite staff from other schools to attend.		
Action Items		Person Responsible
Cancel the Cliffs Pavilion		CH
Email all schools notifying them of the 18 th March cancellation and also giving them information of the £1,000 grant available.		SR

Minutes

4. Annual Review of Terms of Reference

Discussion

An annual review was carried out on the Curriculum Steering Group Terms of Reference.

The only changes that need to be made are in the membership section.

SR reported that Kingsdown School will be representing Special Schools as well as representing the Board of Trustees. **Following the meeting SR referred to the Trustees Meeting and noted that the Trustee representative will be Jane Theadom and not Margaret Rimmer.**

It was agreed that more Headteachers from the Primary Sector are necessary to have in the Group, SR will ask at the AGM but will also send out an email in advance of the AGM.

The Group suggested that Elaine Palmer and Rupert Snow could be good candidates for the Group.

Action Items	Person Responsible
<p>Membership changes:-</p> <p>LA Membership – should read up to 2 Primary – should read between 4 – 6 Secondary – should read between 1 – 4 Special School – should read 1</p>	<p>SR/CH</p>

5. Monitoring Plan

Discussion

SR gave the Group an overview of the Monitoring Plan and explained the Strategic Objective No. 2 that the Group is responsible for overseeing. The group will use the plan to monitor projects at each meeting. To provide more detailed feedback. 1 Project Co-ordinator will be invited to attend each meeting in turn. JB will be invited to the next meeting.

SR introduced GA to the Group, GA is the Project Co-ordinator for the Strategic Objective No.2.

Action Items	Person Responsible
<p>Invite JB to next meeting to report on Voice & Influence.</p>	<p>SR/CH</p>



Minutes

6. Shaping the Curriculum	
<p>Discussion</p> <p>It was agreed that SR/JU & GA should work on the document together. The edited version to then be available before the end of this term.</p> <p>Curriculum Champions – on hold</p>	
Action Items	Person Responsible
SR to contact AS to agree to buy some time of JU.	SR
7. Voice & Influence	
<p>Discussion</p> <p>Julie Batchelor is the part-time co-ordinator for Voice & Influence (1 day week) and has been working on the Plan since the beginning of this financial year.</p> <p>JB has met with Youth Council and hopes to get more engagement from Secondary Schools.</p> <p>JB has tried for a 3rd time to get onto the Train the Trainers course run by School Council UK. JB has been delivering the training (for school staff) but needs the qualification to be able to move things on.</p> <p>Fronter – JB has developed a room and is continuing to develop further.</p> <p>The project is going to plan apart from the above issues.</p> <p>It was noted that JB represents SET at the Voice & Influence Oversight Group which is run by the Children's Partnership.</p>	
Action Items	Person Responsible
Invite JB to next meeting to report on the project.	SR/CH
8. Learning Outside the Classroom	
<p>Discussion</p> <p>Bridget Frampton is the co-ordinator for LOTC.</p> <p>All milestones from April – August 2010 are on target.</p>	
Action Items	Person Responsible
Need to clarify with BF what current funding is being spent on.	SG



Minutes

9. Dare to Dream

Discussion

This is a large project that incorporates lots of small projects.

Funding is provided by ROH and Creative Partnership's.

Focal Point Gallery – 5 schools currently engaged in project. This project is in the very early stages and will be running until 2012.

Creative Connections – 24 people were involved last year and it is envisaged that it will be run again this year.

River Thames to Tama – 23 schools are currently involved with a local artist called Lee Baker, the materials have now been distributed to the schools and the schools have started the art work, the venue has been chosen - Star Lane, Shoe bury.

Space to Learn – 7 schools were involved, the feedback was all positive; the way forward is to use students as Ambassadors in twilight sessions.

Billboard – no current update, the co-ordinator is going to Shoebury to discuss the way forward.

Village Green – this will be held on Saturday 25th September. Schools from Southend are engaging in the event. On Tuesday 21st SET has 10 static bikes booked from 4pm until 5pm to help generate the power in advance of the event.

Ballet Black – This is a free performance (flyer tabled by SG) on Friday 23rd

Action Items	Person Responsible



Minutes

10. International Dimension & PMFL/NICE	
Discussion No concerns – all running as planned	
Action Items	Person Responsible
11. ICT Fronter in Schools	
Discussion No concerns – all running as planned	
Action Items	Person Responsible
12. Any other business	
Discussion SR reported that this Committee needs to report to the Trustees, the Group agreed that SR will draft the report and PB will approve it before it is sent. The Group would like JB to be at the next meeting to give an update on Voice & Influence.	
Action Items	Person Responsible
SR to draft a report for the Trustees JB to be invited to the next meeting	SR JB
13. Date of Next Meeting	
Monday 24th January 2010 at 10am to be held at St Bernards High School.	
Action Items	Person Responsible

Agreed: _____

Date: _____