



Minutes

Curriculum Steering Group Meeting																	
Date and Time: 24.01.11 at 2pm	Venue: St. Bernards High School																
Attendees	<table border="0"> <tr> <td>Gyl Wood</td> <td>Barons Court Primary School</td> </tr> <tr> <td>Pat Barron</td> <td>St. Bernards High School</td> </tr> <tr> <td>Bridget Frampton</td> <td>LOTCo Co-ordinator</td> </tr> <tr> <td>Rupert Snow</td> <td>Bournes Green Juniors</td> </tr> <tr> <td>Sandra Roberts</td> <td>Southend Education Trust</td> </tr> <tr> <td>Sue Geeson</td> <td>Southend Education Trust</td> </tr> <tr> <td>Julie Batchelor</td> <td>Voice & Influence Co-ordinator</td> </tr> <tr> <td>Bridget Frampton</td> <td>LOTCo Co-ordinator</td> </tr> </table>	Gyl Wood	Barons Court Primary School	Pat Barron	St. Bernards High School	Bridget Frampton	LOTCo Co-ordinator	Rupert Snow	Bournes Green Juniors	Sandra Roberts	Southend Education Trust	Sue Geeson	Southend Education Trust	Julie Batchelor	Voice & Influence Co-ordinator	Bridget Frampton	LOTCo Co-ordinator
Gyl Wood	Barons Court Primary School																
Pat Barron	St. Bernards High School																
Bridget Frampton	LOTCo Co-ordinator																
Rupert Snow	Bournes Green Juniors																
Sandra Roberts	Southend Education Trust																
Sue Geeson	Southend Education Trust																
Julie Batchelor	Voice & Influence Co-ordinator																
Bridget Frampton	LOTCo Co-ordinator																
Note taker	Christie Hartshorn																
1. Welcome and Apologies																	
Apologies were received from Jane Theadom, John Ubsdell, Franklin Hartle and Gillian Andrews.																	
Action Items	Person Responsible																
None																	
2. Notes of Previous Meeting																	
The notes of the previous meeting dated 20 th September 2011 were agreed and signed by the Chair.																	
SG advised of two updates to be made to the previous minutes:-																	
<u>Item 9</u>																	
Funding is provided by ROH, Arts Council and SET (not Creative Partnerships)																	
Space to Learn – 7 schools were involved, the feedback was all positive; the way forward is to use <i>staff</i> (not students) as Ambassadors in twilight sessions.																	
Action Items	Person Responsible																
Signed and file.	CH																
3. Matters Arising																	
None																	
Action Items	Person Responsible																
None																	



Minutes

4. Quarterly report on operational plan (up to 31 Dec)

SR brought to the Committee's attention that the actual spend for Shaping the Curriculum so far has been £ 41k so therefore there is still £67.5k available in the budget.

SG gave an overview of all the projects within Shaping the Curriculum, all projects are moving forward positively.

Attention was brought to the 3 areas of text highlighted 'red' and explained actions being taken:

Shaping the Curriculum

Newsletter distributed – there has been no newsletter distributed.

Curriculum Champions – this was on hold but as discussed in Item 5 of the minutes, the process has now begun.

Monitor and develop P4C – The conference in Cambridge was cancelled. SHSB boys have now been trained to Level 1 in P4C and they are already 'leading enquiries'.

Action Items	Person Responsible
None	

5. Shaping the Curriculum

Bridget Frampton gave an update of what has happened with the Southend Curriculum project since Trevor Walker had finished his part of the project in September 2010.

Judith Puddick and John Ubsdell have been engaged to make recommendations about the way forward. As a result JP/BF & GA have been working together to see how we can provide "hands on" practical support to schools.

They are proposing the creation of a Southend Curriculum website – **agreed** that the themes should be taken from the LOTC manifesto and incorporate a map of Southend.

It was agreed to:

- 1) Advertise to employ a Curriculum Champion for 5 days (1 week out of school with supply cover) to do the research and produce a report of their findings.
- 2) BF/JP to put together a brief and specification for website ideas and get 3 tenders.
- 3) Information needs to circulate to all schools asking them to list the opportunities for Southend learners. Produce a form to be given out on 2nd February at the Full Partnership Meeting.

It was **agreed** that 2 other projects, Space to Learn (ROH) and LOTC/Southend Curriculum will pool budgets of £3k & £4k to enhance this project.

Action Items	Person Responsible
<ul style="list-style-type: none"> • SR to work with BF & JP to produce a document for the Full Partnership meeting on 2nd February • GA to get 3 tenders for the website • BF/GA and JP to continue work on the website specification • GA to revise the job advert and dates for the Curriculum Champion and distribute on 2nd February 	<p style="text-align: center;">SR/BF/JP</p> <p style="text-align: center;">GA</p> <p style="text-align: center;">GA/BF/JP</p> <p style="text-align: center;">GA</p>

6. Festival of Learning

SG tabled a document that was presented to the Board of Trustees regarding the upcoming event called 'Festival of Learning'. The same payment structure will be used as 'The Launch' in 2009.

RS suggested that this could tie in with the Curriculum Champion research and to gather information by asking people what they think the young people should know about Southend and also if they could give us any ideas. This could be done in a number of ways:-

- Having a computer at the 'Festival of Learning' for ideas to be recorded
- Advertise in the Echo
- Setting up a Forum on the festival website

The Committee **agreed** that this should become the 5th element of the festival and could be called 'Festival Forum'.

Action Items	Person Responsible
<ul style="list-style-type: none"> - Set up Festival Form on website - Advertise in Echo 	<p>SR SR</p>

7. Voice & Influence

Julie Batchelor gave the Committee an update of what she has achieved whilst working on the Voice & Influence project.

- Completed the School Council Link course last September and has since successfully delivered two training sessions (one to Primary School Cluster Councils and one to Leigh Cluster of Schools). She has also given advice for Link teachers for Voice & Influence.
- Has a contacts list for most Primary Schools.
- Resources on Fronter.
- Money Matters Training has been postponed twice but has now been rescheduled to take place on 11th March – Brad Way is leading this training and being supported by Chris Farrell (Deputy of Blenheim), unfortunately this time the supply cover can not be covered due the cancellation of the previous dates booked so JB is unsure of what the expected attendance will be.
- Working closely with Connexions and the Youth Major, she is hoping to keep close connections with them.
- Has held one Network Meeting where they discussed 'Have Your Say Survey' the results are out, all schools that had more than 50% of input will be given a breakdown of results.
- Just finished a draft version of an award system – needs to be looked at in detail and approved. It was suggested that it could be called 'Quality Mark for Pupil Voice in Southend Schools' (PVQM).

SR advised that JB secondment will come to an end in July 2011, the Committee **agreed** that they think the role should continue (1 day a week).

Action Items	Person Responsible
<ul style="list-style-type: none"> - Julie to produce a report with hard data, how many schools etc - Develop quality mark further 	<p>JB JB</p>



Minutes

8. Report for Trustees	
The Committee agreed that SR would prepare a report giving an update of the Curriculum Steering Group to be presented at the next Trustees Meeting, Pat Barron will oversee the report once it has been drafted.	
Action Items	Person Responsible
SR to produce a draft report to present to the Trustees.	SR/PB
9. Any other business	
The Committee agreed that Richard Poth should be invited to the next meeting. It was also agreed that when Co-ordinators come along to the meeting they should bring along a breakdown of all engaging schools relevant to their project (i.e which schools, how many days and input).	
Action Items	Person Responsible
Invite Richard Poth to next meeting with clear brief	CH
10. Date of next meeting	
Monday 20 th June 2011 at 10am at St Bernards High School.	
Action Items	Person Responsible
None	

Agreed _____ **Date** _____



Minutes

Curriculum Steering Group Meeting

Date and Time: 24.01.11 at 2pm

Venue: St. Bernards High School

Actions to complete before next meeting

Action	Person Responsible	Comments
Item 5		
<ul style="list-style-type: none"> SR to work with BF & JP to produce a document for the Full Partnership meeting on 2nd February 	SR/BF/JP	✓
<ul style="list-style-type: none"> GA to get 3 tenders for the website 	GA	✓
<ul style="list-style-type: none"> BF/GA and JP to continue work on the website specification 	GA/BF/JP	✓
<ul style="list-style-type: none"> GA to revise the job advert and dates and distribute on 2nd February 	GA	✓
Item 6		
<ul style="list-style-type: none"> Set up Festival Form on website 	SR	✓
<ul style="list-style-type: none"> Advertise in Echo 	SR	✓
Item 7		
<ul style="list-style-type: none"> Julie to produce a report with hard data, how many schools etc 	JB	X
<ul style="list-style-type: none"> Develop quality mark further 	JB	X
Item 8		
SR to produce a draft report to present to the Trustees.	SR	✓
Item 9		
Invite Richard Poth to next meeting with clear brief.	CH	✓