



Minutes

Full Partnership Meeting		
Date and Time: 2nd February 2011		Venue: Park Inn, Palace Hotel
Attendees	Gyl Wood Angela Hutchinson Elaine Palmer Richard Spence Bob Knight Matt Badcock Cheryl Woolf Jim Johnson Lee Pinchback Jacqueline King Simon Carpenter Lisa Clark Andrew Palmer Viv Stevens Pauline Lucas Martin Frampton William Hill Elizabeth Mouchel Frances Neil Frank Gullely Jenny Davies Denise Knight Ashley Eastwood Nick Booth Cheryl Woolf Denise Allen Mark Schofield Robin Bevan Alison Clewlow Pat Barron Margaret Rimmer June Mitchell Jackie Mullan Franklin Hartle David Osborn Colette Bailey	Barons Court Infant School Bournemouth Park Primary Chalkwell Infant School Chalkwell Hall Junior School Darlington Primary School Earls Hall Infant School Eastwood Primary School Edwards Hall Primary School Fairways Primary School Friars Primary School Future Community College Hamstel Infant School Heycroft Primary School Hinguar Community Primary School Leigh Infant School Leigh North Street Junior School Prince Avenue Primary School St Helen's Catholic Primary School St Mary's Church of England Primary School Temple Sutton Primary School The Westborough School Thorpe Greenways Infants School Thorpe Greenways Junior School Thorpedene Infants School West Leigh Junior School Chase High School Shoeburyness High School Southend High School for Boys Southend High School for Girls St Bernard's High School Kingsdown School St Nicholas School St Christopher School Chair Clouders Metal
In Attendance	Sandra Roberts Sue Geeson Gillian Andrews Sherrie Miles John Ubsdell	Southend Education Trust Southend Education Trust Southend Education Trust Southend Education Trust Local Authority
Apologies	Marianne Turner Amanda Keech Rupert Snow Lynn Morris Paul Gwilliam Andrew Smith Margaret Sullivan	Blenheim Primary School Bournes Green Infant School Bournes Green Junior School Earls Hall Junior School Hamstel Junior School Milton Hall Primary School Our Lady of Lourdes Primary School



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	Ros Ferdinand Bronwyn Lister-Smith Sally Nutman Paul Parascandolo Elizabeth Buckingham John Duprey Pauline Harris Peter Travis Neil Houchen Mary Clarke Andrew Baker Dr Paul Hayman Rosemary Harron Margaret Rimmer Elizabeth Baines Jane Theadom	Porters Grange Primary School Richmond Avenue Primary School Sacred Heart Catholic Primary School St George's Catholic Primary School Thorpedene Junior School Belfairs High School Cecil Jones College St Thomas More High School for Boys The Eastwood School West Leigh Infants School Westcliff High School for Boys Westcliff High School for Girls The Renown Centre Lancaster School Priory School Local Authority
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Note taker	Christie Hartshorn
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1. Welcome and Apologies

Franklin Hartle welcomed everyone and noted apologies as above.

Action Items	Person Responsible
None	

2. Notes of Previous Meeting – 13th October 2010

The notes of the previous meeting dated 13th October 2010 were agreed and signed by the Chair.

Action Items	Person Responsible
Sign and file	CH

3. Matters Arising

Action Items	Person Responsible
None	

4. Workshop to discuss our plans for the next phase of the Trust's Work (2011 - 2014)

FH/SR gave a presentation on the next phase of the Trust's work (2011 – 2014) – the presentation has been attached for reference.

SET were sponsored by the National College to attend a Challenge Workshop Programme in Northampton for two days in January, 7 Trustees attended this workshop and had the opportunity to discuss and agree decisions of the direction that SET will take, these clear views being presented today.

Questions raised throughout the meeting:-

Q: How do we Quality Assure that the services we provide are up to standard?



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- A: There are three aspects we use to gauge our Quality Assurance for our training programmes which we need to continue to follow:
- 1) Recruitment is the most important aspect – we follow a rigorous recruitment process to ensure the co-ordinators/trainers have been accredited for the programmes they facilitate
 - 2) Feedback - getting feedback from our clients is an essential part of Quality Assurance
 - 3) Return business – if people come back it indicates they were happy was put forward.

An idea was put forward for SET to become a 'Dating Agency'/Broker between partnerships/organisations to ensure all schools are aware of what others are doing.

Q: Does the Schools Forum have any control of SET and do the finances of SET come under the Schools Forum

A: No – the Schools Forum have no rights over SET financially or any other way but we are happy to provide information in the spirit of openness and to try to avoid duplication and ensure more coherence.

Comment: Members of the Schools Forum should be made aware.

There should be some coherence of the two partnerships (SET & Schools Forum), SET are happy and open for the Schools Forum to see our books/plan so we don't overlap.

An idea for SET would be to produce a booklet of all services/programmes that organisations can buy into, similar to the school improvement booklet - could be direct competition?

Action Items	Person Responsible
<ul style="list-style-type: none"> - School Forum members to communicate about relationship as appropriate - Find ways to broker more effectively - Provide brochure of services 	School Forum Members SR SR

5. Planning for Festival of Learning 2011

To celebrate the achievements of our first two years SET are having a 'Festival of Learning!' more details of this event have been attached.

The Festival of Learning will be held between 28th February 2011 – 1st April 2011, the venue will be at Star Lane, Great Wakering. The launch date of the Thames to Tama project is being held on 2nd March at 6.20pm – details attached.

The members were informed that they will be able to follow the 'Festival of Learning' on Twitter and will get a tweet everyday, if you sign up, updating you on events.

Action Items	Person Responsible
None	

6. Update on Southend Curriculum Community

The Curriculum Steering Group are moving forward on the Southend Curriculum Community project, papers were tabled and have been attached. The next step is to recruit a Curriculum Champion, application forms were also tabled and have been attached if anyone is interested in the position. Schools were asked to complete a questionnaire to start the database.

Action Items	Person Responsible
Complete questionnaire	All Schools



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7. Recruitment of members for Workforce Development Steering Group	
<p>The Workforce Development Steering Group meets once a term for about 2 hours from 4pm – 6pm oversees all our Workforce Development programmes. The Group has vacancies for two primary members and one secondary member from school staff with experience and knowledge in CPD and Workforce Development. Middle and Senior Leaders would be ideal.</p> <p>If anyone would like to make any nominations for any of the vacancies a nomination form has been attached which can then be passed on to Sandra Roberts or Ashley Eastwood.</p>	
Action Items	Person Responsible
Nominations for the Workforce Development Steering Group to be collected and members recruited	SR/AE
8. Any other business	
<p>Seizing Success Conference (NCSL) Birmingham – June 2011</p> <p>SR informed the members that due to the positive feedback from last year the Board of Trustees agreed that SET will pay for transport, accommodation and dinner so that schools that want to attend will only have to pay conference fees. If anyone would like to book a place on the course they should contact the SET office who will make all the necessary arrangements and will only invoice for the placement which is approx. £314.</p>	
Action Items	Person Responsible
Apply for a place	All Heads
9. Date, time and place of next meeting	
Wednesday 18 th May 2011 – 1pm – venue to be confirmed	
Action Items	Person Responsible
Venue to be booked	CH

Meeting closed at 2.35pm

Agreed _____ **Date** _____



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Actions to complete before next meeting

Action	Person Responsible	Comments
Item 4 - School Forum members to communicate about relationship as appropriate - Find ways to broker more effectively - Provide brochure of services	School Forum Members SR SR	✓ ? ✓
Item 6 Complete questionnaire for the Southend Curriculum Community database	All Schools	✓
Item 7 Nominations for the Workforce Development Steering Group to be collected and members recruited	SR/AE	✓
Item 8 Apply for a place for the Seizing Success Conference	All Heads	✓
Item 9 Venue to be booked for the next meeting	CH	on hold