

SOUTHEND EDUCATION TRUST

Draft Notes of the Challenge for All Management Group Meeting On Tuesday 27th April 2010 12.00pm – 2.00pm Thorpedene Infants School

Present:

Frances Neil	St Mary's Church of England Primary School (CHAIR)
Nick Booth	Thorpedene Infants School
Sarah Beales	Local Authority
Lisa Clark	Hamstel Infant School and Nursery
Patrick Walls	St Bernards High School
Kelly Sheern	Thorpedene Junior School
Graham Osborne	EAL Co-ordinator, Southend Education Trust
Gill Clifton	Southend Education Trust
Sherrie Miles	Southend Education Trust

Apologies

Glen Wickham	Futures Community College
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Absent

Caroline Gaitely	Southend High School for Boys
Judith Puddick	Local Authority

Agenda Item		Action
1.	Welcome and Apologies Glen Wickham sent apologies. Judith Puddick and Caroline Gaitely were noted as absent.	
2.	Approve Minutes from previous meeting and matters arising: Minutes from previous meeting were agreed to be a true record. <ul style="list-style-type: none"> • Sarah Beales has now completed her NACE Assessor Training. 	
3.	Minutes from Co-ordinator Meeting 27th January 2010 Minutes from the Co-ordinator Meeting were circulated for reference.	
4.	Agree Budget and Action Plan for next financial year – 2010/2011 Last years action plan was circulated and NB confirmed that £20K previously set aside for Network Groups would now be used to increase the amount for the 3 rd round bidding to £73K. £70K will be used for the bids and £3K will be used to fund the Challenge for All Celebration Event. The new action plan for 2010/2011 will be circulated with the minutes.	Action Plan for 2010/2011 to be circulated with the minutes
5.	Monitoring of Projects NB produced a monitoring table which outlined 12 out of the 20 projects which were awarded funds in the first bidding round. A traffic light system is used to rate the success of the project. Many of the projects were awarded a 'green' rating and the following points were highlighted: <ul style="list-style-type: none"> • Shoeburyness are working in collaboration with Richmond Primary on a History Academy and are doing particularly well. Some of the funds have been used to improve presentation skills; they will use these skills to present an episode from History to Richmond Primary. • St Nicholas School were awarded funds for a Powerkites project but this is still in its infancy – an instructor has been hired but the students have not yet participated. Whilst at St Nicholas NB was also shown the photography project (funds were awarded for this project in the second bidding round) and this is progressing very well, the students were very well behaved and engaged. NB asked the head if a formal photography qualification could be introduced. <p>The Chair thanked NB for producing such an informative document.</p>	Monitoring table to be circulated with the minutes
6.	Celebration Event – Discussion The general feeling was that this is a very good idea and the event should go ahead. <ul style="list-style-type: none"> • There will be £3K from the budget allocated to this event. • It was decided a small event (3 or 4 schools) will take place this year followed by a larger occasion at the end of the Spring next year maybe to incorporate an event <p>Creative Partnerships are planning to hold.</p>	GC to enquire regarding Creative Partnerships Event

	<ul style="list-style-type: none"> The event for this year could be held before the partnership meeting, this is to be investigated further. The LA need to know when the event will take place as it is felt they are not fully aware of the projects Challenge for All support 	
7.	<p>Suggested training for G&T Co-ordinators, Primary Focus and Secondary Focus NB confirmed that many G&T Co-ordinators have expressed interest in training but not at Masters level. NB feels that three separate training modules are needed: 1) for colleagues who are new to their role 2) refresher training for colleagues already in post 3) training for inclusion managers who are now responsible for G&T.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> NB will work closely with SB when speaking with secondary schools NB to investigate with Sandra Roberts (SET) and Darrell Williams (LA) regarding including the training as modules within the Middle Leadership Development Pilot. The training will be free to Southend Schools but will be advertised in the new Get Involved brochure and sold to schools outside of Southend Release time for staff in Southend Schools will be covered at £200 per day. KS felt that teachers would rather attend two afternoon sessions (1pm – 4.30pm) and not a full day. £100 per session would be paid. <p>The Management group are happy for NB to investigate this further</p>	NB to speak with SR and DW re: MLDP Module
8.	<p>EAL Report and developments from Graham Osborne, EAL Co-ordinator GO provided an update on what has happened with EAL to date:</p> <ul style="list-style-type: none"> Fronter site - RRS, video, international links, forum and voting facilities for discussion. An EAL Network Group link set up and all the materials and correspondence from that are in this section. EAL Network – first meeting held 31st March Approx 80% of schools responded and approx 20 teachers attended. One point that arose was the issue of SET and LA roles. There was a lot of annoyance expressed towards LA but very positive towards SET. EAL Training Group planned for 28th April and 7th May These sessions will concentrate on training teachers to produce material for the Fronter EAL room in line with CEF – Common European Framework which is the basis underpinning NC Levels in Literacy and language learning. Meetings with LA – GO has had various meetings with LA personnel (Jane Theadom / Nora Mckenna and John Ubsell) JT promised action and that Nora Mckenna would contact us when this term re-started. This hasn't happened. NM has been invited to the training planned for 28th April but has yet not acknowledged or responded to the invitation. GO has met with JU today to avoid 'duplication and conflict' in their roles. JU has confirmed that NM will be inviting GO to the next EAL meeting. Future plans for EAL are to get as much communication going between all the practitioners about the EAL Fronter potential and that LA and SET are working together. GO is planning to complete at least 100 powerpoint resources and have them uploaded to Fronter by July 2010 and he plans to roll out the expertise from the first training to build on the resources. A document from Blade Education detailing possible EAL resources was referred to and it was agreed all four proposals were very interesting. The group has £20K to use to purchase resources and it was felt the best way forward was to invite Beth from Blade to attend the next meeting and demonstrate all four options. <p>From GO's report the group expressed disappointment that the LA are refusing to provide the data requested. GO and FN will take the concerns of the Management Group to the Executive Board to discuss and if necessary also take the concerns to Paul Greenhalgh. GO stated that he has not had problems in obtaining and sharing data in the past when working with other LA's.</p>	<p>GO to invite Beth from Blade Education to the next meeting</p> <p>FN & GO to meet with Executive Board on 13th May</p>
9.	<p>Decide upon allocation process and timescale of 3rd bidding round</p> <ul style="list-style-type: none"> NB confirmed that £70K was available for the 3rd bidding round. Deadline for bids was agreed to be 12 Noon on 26th May. Meeting to be held at St Mary's on 9th June 8.30am – 11.30am to review bids received. Schools will be informed of the outcome by 23rd June 2010 	NB & SM to amend/update bidding procedures/forms and distribute to all schools

10.	<p>Revisit bidding round criteria This point was discussed with item 9 on the agenda</p>	
11.	<p>Progress on schools seeking to achieve Challenge Award (St Bernards / Barons Court / Hamstel Infants / Thorpedene Infants / Chalkwell Hall Junior / St Mary's)</p> <ul style="list-style-type: none"> • St Bernards are ready and are just awaiting an NACE assessor • Baron's Court and Hamstel Infants are well on their way towards re-assessment and just need to complete their matrix's • Thorpedene Infants have 7 elements covered • Chalkwell Hall Junior are causing some concern due to the fact that they keep cancelling appointments at short notice. NB to speak with the head regarding the concerns of the Management Group. • St Marys have had their initial meeting and are now working on their Action Plan • St Helens have expressed interest in working towards the Challenge Award – the Management Group agreed to this. 	<p>NB & SB to visit St Bernards to carry out assessment</p> <p>NB to speak with head re: Management Group Concerns</p>
12.	<p>Clarify bids from 2nd bidding round / Review sponsorship bids and proposal to Trustees / Review St Bernards / Westborough Primary Bids</p> <p>Clarify bids from 2nd bidding round Two bids from the 2nd bidding round are still outstanding. NB will speak with both schools to discuss/clarify points and report back at next meeting</p> <p>Review sponsorship bids and proposal to Trustees There were a number of bids submitted which may benefit from a sponsorship, three were highlighted (Blenheim Primary – Gymnastic Coaching for a potential Olympian! / Southend High School for Boys – World Schools Cross Country – Slovakia / Westborough Primary – Sewing Machine Club) and it was agreed that GC will approach the Executive Board and discuss the possibility of a central resource bank of equipment could be an option and various items, such as camera's, could be shared across all Southend schools. After reviewing the bid from Westborough for Sewing Machines the Management group agreed to give £1,000 towards this project.</p> <p>Review St Bernards and Westborough Primary Bids Both bids were for events which have already taken place but it was suggested that the Westborough bid (if happening again next year) could be funded by the British Council</p>	<p>NB to contact re: 2 outstanding bids and report back at next meeting</p> <p>GC to raise issue with the Executive Board on 13th May</p> <p>NB to contact Westborough to confirm £1,000 awarded towards Sewing Machine Club</p>
13.	<p>Any other Business SB informed the group of an Assessment for Learning Event to be held on 4th October 2010 at Westcliff High School for Girls. A speaker has been booked, Dylan William, and it will document the AFL learning community and how AFL has benefited schools. SB has had a good response to date.</p> <p>LC has heard about a new SET project 'Narrowing the Gap' and wanted to know what the project was about. GC confirmed that the project are working closely with Me and My Community project and are compiling a database of adults and 6th formers who are willing to work as volunteers. Schools will be able to contact the project to request volunteers. The name of the project is causing some confusion so will be changing its name but this has not yet been decided on.</p>	<p>Narrowing the Gap is now know as ViSS (Volunteers in Southend Schools)</p>
14.	<p>Date and time of next meeting</p> <p>Wednesday 9th June 2010, 8.30am - 11.30am at St Marys Church of England Primary School – to review bids received</p> <p>Tuesday 22nd June 2010, 12.00pm - 2.00pm at Thorpedene Infant School</p>	

Agreed

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