

SOUTHEND EDUCATION TRUST

Draft Notes of the Challenge for All Management Group Meeting On Tuesday 29 September 2009 12.00 pm – 2.00 pm Thorpedene Infants School

Present:

Frances Neil	St Mary's Church of England Primary School (CHAIR)
Nick Booth	Thorpedene Infants School
Kelly Sheern	Thorpedene Junior School
Sarah Beales	Local Authority
Lisa Clark	Hamstel Infant School and Nursery
Sandra Roberts	Southend Education Trust
Gill Clifton	Southend Education Trust
Sherrie Miles	Southend Education Trust

Apologies

Denise Allen	Chase High School
Judith Puddick	Local Authority

Not in Attendance

Jenny Davies	Westborough Primary School and Nursery
Pat Barron	St Bernards High School

	Agenda Item	Action
1.	<p>Welcome and Apologies Frances Neil welcomed all. Denise Allen and Judith Puddick sent apologies. It was noted that Jenny Davies and Pat Barron were absent.</p>	
2.	<p>Monitoring and Evaluation of projects – Suggested Model, 2 Primary and 2 Secondary as a pilot NB discussed monitoring and evaluating existing projects; he suggested visiting 2 Primary Schools (Sacred Heart and Barons Court) and 2 Secondary Schools (Shoeburyness and St Bernards) to see how the schools are progressing. NB has produced a monitoring form, it was agreed that item 4 should be moved and incorporated with item 8. With regards to item 7, NB stated that at the Co-ordinator meeting a number of Co-ordinators indicated they would like training to enable them to feel confident with the Challenge For All agenda. A discussion ensued and ideas for a “train the trainer” course were discussed, the course could be designed and used in place of Oxford Brooks. GC and SM will seek out G&T Co-ordinators who completed the Oxford Brooks and G&T Co-ordinators who completed the G&T MA Module (Christchurch) to see if they are interested in becoming involved in the new course; this will also be added to the facilitators advertisement.</p> <p>SR stated that Co-ordinators need to be told that SET is more than Challenge for All and they could offer support with other avenues in terms of professional development.</p>	<p>NB to write to the 4 schools to arrange face to face visits. 2 Schools to be visited by next meeting</p> <p>GC/SM</p>

<p>3.</p>	<p>Progress towards schools achieving Challenge Award NB has visited Chalkwell Hall Junior and completed an Action Plan and they have received £1,000 to help deliver the plan. A monitoring visit is planned for 14th October. NB visited St Bernards on 25th September with Judith Puddick and they want to achieve Challenge Award by April, they are progressing very well and are very grateful for all the assistance. FN stated that the Senior Leaders at St Marys have been spoken to and they are all very keen to move forward. It was also noted that at the Co-ordinator meeting, help with re-assessment was discussed. NB stated that the re-assessment criteria is not yet clear. Gill Clifton to clarify with NACE. It was also confirmed that time but not money would be offered as help with re-assessment. <i>Schools seeking re-assessment will have a pre visit and will receive up to £500 to implement an action plan to ensure they are ready for the assessment.</i></p> <p>SB is working with G&T for Secondary Schools, a new group has been formed and the next meeting will be held at SHSB on 7th October. NB to attend this meeting on behalf of SET to share what is available through SET and to talk through how the Action Plan can be achieved.</p>	<p>GC to enquire about re-assessment criteria</p> <p>NB to attend SHSB Meeting</p>
<p>4.</p>	<p>Increasing the Bank of Assessors for Challenge Award This was discussed and it was confirmed that there are only 3 Assessors at present; they are Nick Booth, Judith Puddick and Bridget Frampton. NB stated that more are needed but they would have to attend 1 or 2 day training then need to join an assessor for on the job training, they would also be checked on by an external assessor. Frances Neil, Debbie Allen and Sarah Beales showed an interest in becoming assessors.</p>	<p>GC to find dates/venue for next Assessor training</p>
<p>5.</p>	<p>Suggested Proforma for next bidding round New bidding forms were agreed. NB will discuss the bidding round at the Partnership Meeting on 30th September and then the forms will be emailed to all schools.</p>	
<p>6.</p>	<p>Continuation of MA Funding Gill Clifton confirmed there is a possibility for colleagues already embarking on a MA route with Christchurch to continue their studies through the Collaborative Enquiry Bursary – Learning Point. It may also be possible for SET to offer 50% of costs towards the second year at Christchurch but a condition of this could be to ensure they would commit to the new effective teaching and learning (new train the trainer course when developed).</p> <p>SB is currently working with AST's, mainly in Secondary Schools and they are keen to set up a project to help with the transition from KS2 to KS3 and felt the Collaborative Enquiry Bursary – Learning Point would be good to mention to the group.</p>	

7.	<p>Draft Action Plan for Challenge For All NB stated this is now in hand but sustainability is a big question. Discussion ensued and the following points were raised.</p> <ul style="list-style-type: none"> • Ensure money comes into SET so more grants can be offered • Ensure a large bank of Assessors are available to help with NACE award • Develop own training programme and include own quality mark (SPLASH awards were used as an example) 	<p>NB to produce Action Plan at next meeting</p>
8.	<p>Co-ordinator Positions within SET Current Co-ordinator positions within SET were circulated and GC asked for them to be circulated within schools.</p>	
9.	<p>Minutes from Tuesday 28th April and Wednesday 23rd September – Network Meetings Minutes were circulated for information.</p>	
10.	<p>Any other Business It was agreed that a new item would be added to the Agenda for every meeting – Collaborative Enquiry Bursary - Learning Point</p>	
9.	<p>Suggested dates for forthcoming meetings All dates were approved</p>	
9.	<p>Date and time of next meeting Tuesday 17th November 2009, 10-12.00pm at Thorpedene Infants.</p>	

Agreed 

Date...Friday, 02 October 2009