



Minutes

Support for Learning Steering Group Meeting																					
Date and Time: 25 th January 2011 at 12pm	Venue: Thorpedene Infant School																				
Attendees	<table border="0"> <tr> <td>Frances Neil (Chair)</td> <td>St Marys C of E Primary School</td> </tr> <tr> <td>Caroline Gaitely</td> <td>Southend High School for Boys</td> </tr> <tr> <td>Lisa Clark</td> <td>Hamstel Infant School</td> </tr> <tr> <td>Judith Puddick</td> <td>Puddick Productions</td> </tr> <tr> <td>Sarah Beales</td> <td>Local Authority</td> </tr> <tr> <td>Nora Mckenna</td> <td>Local Authority</td> </tr> <tr> <td>Nick Booth</td> <td>Thorpedene Infant School</td> </tr> <tr> <td>Patrick Walls</td> <td>St Bernards High School</td> </tr> <tr> <td>Graham Osborne</td> <td>EAL Co-ordinator, Southend Education Trust</td> </tr> <tr> <td>Gill Clifton</td> <td>Southend Education Trust</td> </tr> </table>	Frances Neil (Chair)	St Marys C of E Primary School	Caroline Gaitely	Southend High School for Boys	Lisa Clark	Hamstel Infant School	Judith Puddick	Puddick Productions	Sarah Beales	Local Authority	Nora Mckenna	Local Authority	Nick Booth	Thorpedene Infant School	Patrick Walls	St Bernards High School	Graham Osborne	EAL Co-ordinator, Southend Education Trust	Gill Clifton	Southend Education Trust
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Note taker	Sherrie Miles																				
1. Welcome and Apologies																					
Frances Neil welcomed all and thanked Nick Booth for the use of the school for the meeting. Apologies were received from Marianne Turner. Kelly Sheern and Glen Wickham were noted as absent.																					
Action Items	Person Responsible																				
2. Approve minutes from previous meeting and matters arising																					
The notes of the previous meeting dated 28 th September 2010 were agreed and signed by the Chair.																					
Action Items	Person Responsible																				
3. Explanation of expanding remit of the group agree terms of reference																					
<p>GC confirmed the role of the group is to monitor all projects that fall under the support for learning heading and discuss ways to move the projects forward. The quarterly report was distributed and GC confirmed that the sections to be monitored are highlighted with a yellow border – targets for the project will be shown in green/amber or red text. If targets are being met the text will be green, if targets are amber the project co-ordinator and operations manager are happy the target can be met and do not foresee any problems. Any text in red is where targets are not being met – these are the areas the group need to focus on. GC also confirmed that the group are welcome to invite project co-ordinators to attend meetings to make a presentation or to receive verbal feedback.</p> <p>Trustees will be kept updated with regards to the projects that fall under the Support For Learning strand by receiving the minutes from the meetings and also feedback from the trustee who sits on the group.</p> <p>Terms of Reference were discussed and the following were discussed:</p> <ul style="list-style-type: none"> • Purpose – wording to be amended slightly • Membership – should include representative from an Academy status school • Frequency of meetings – up to 6 per year, minimum of 1 per term • Chairs Actions – wording amended slightly 																					
Action Items	Person Responsible																				
<ul style="list-style-type: none"> • Amended Terms of Ref to be circulated with minutes 																					
4. EAL project report and budget update																					
GO confirmed that 20 primary schools have uploaded their data for the EAL snapshot, the data is currently being collated and a report will be completed and sent to schools by the end of January.																					



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EAL training will begin on 1st February and all 10 places have been filled with a surplus of interested teachers for the next course. The course will last 7 weeks and at the end delegates submit assignments which will complete the College of Teachers accreditation for the award.

The EAL Network group, which GO cohosts with Nora Mckenna, continues to be well attended and the next meeting is scheduled for 9th February at the Tickfield Centre.

Action Items	Person Responsible

5. Challenge for All project report and budget update

NB circulated a document showing what stage schools are at with regards to the NACE Challenge Award and confirmed that NACE are no longer offering partnership agreements. This will mean that in future schools will be invoiced for their assessment - they will no longer be covered under the partnership. GC confirmed that NACE have made contact and are looking at a ways in which NACE can have a working relationship with SET which may be through their new Associate scheme. This has not yet been confirmed in writing but looks promising. NB asked the group if schools currently involved in assessments or re-assessment could still be supported financially in line with our Action Plan commitments. This was agreed but with the proviso that schools need to be advised that all claims must be made before 31st July 2011. Thereafter, SET will not fund support with or accreditation costs for the Challenge Award.

Challenge for All G&T Training has begun and the feedback is good, discussions are taking place with regards to an accreditation with either the College of Teachers or OCN. Plans for a training course aimed at secondary schools are underway and it is hoped the course, once accredited, could be sold as a package to schools outside Southend.

Monitoring of the 3rd bidding round is beginning with the majority of visits due to take place in February.

A collaborative bid was received, in the 3rd bidding round, from Sacred Heart and St Marys but due to the change of head at Sacred Heart the project will not go ahead. NB asked the group if they were happy for the funds to be used by St Marys as part of their Numicon project. The group agreed but asked who the original funds were sent to - Sacred Heart or St Marys. If the funds were originally sent to Sacred Heart they need to be passed on to St Marys.

NB also confirmed that the Red item in the Monitoring Plan has been addressed as he has been working with Richard Poth and the Fronter page is now up and running.

Action Items	Person Responsible
<ul style="list-style-type: none"> Contact schools due for re-assessment and ascertain whether they would like to try for re-assessment , explaining the criteria has changed quite dramatically and funding will cease from 31st July 2011 Accreditation for training course to be investigated Check if funds were sent to Sacred Heart or St Marys for collaborative bid received in the third bidding round 	NB GC SM

6. Aimhigher project report and budget update

Aimhigher government funding is due to end in July. The action plan for Aimhigher is agreed by the Area Partnership. GC attends the Area Partnership meetings and confirmed that the last meeting was centred around winding down the project.

The only area highlighted in red on the quarterly monitoring plan relates to Fronter – Pauline Baines (the Co-ordinator for Aimhigher) has scheduled time with Sherrie Miles with regards to working on the Aimhigher page within Fronter.

The group asked how successful Aimhigher has been – GC confirmed there is no data at present but National Data will be published in October 2011 and local data is being collated.

Action Items	Person Responsible

7. Southchurch Vocational College project report and budget update



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Members of the group were unsure what the College offered – GC confirmed that the college was opened 5 years ago on the site of St Nicholas School to offer additional support to ease transition from special schools to further education, number of students enrolled vary from 12-15. The college has grown over the years and also now offers an alternative education programme which supports 5 -7 students. The college is very reliant on funding from the NOVA partnership and it was felt by the trustees that if the funding was reduced or no longer available SET would no longer be able to support the college and therefore the college would not be in a position to move forward.

It was decided, by the trustees, that a partner should be sought to assist in supporting the college. Southchurch already had a good relationship with YMCA and they were approached. YMCA were very keen to absorb the college into their outreach work and as of January 2011 have taken over the operational side. SET are waiting for the lease to be signed and then Southchurch Vocational College will be the responsibility of YMCA.

Action Items	Person Responsible

8. ViSS project report and budget update

ViSS is funded until 2012. The first year has been difficult with many issues surrounding paperwork and getting the project off the ground. These have been resolved and training and induction programmes for volunteers are now in place. 10 volunteers have been placed and the co-ordinators have a growing database of interested personnel waiting to be matched to schools.

How to turn the project into a business is a big issue but this will be discussed at the next ViSS Steering Group and will be fed back to the Support for Learning group at the next meeting.

FN confirmed that St Marys use a company called Urban Futures for volunteers but they are a charity and rely on funds – these funds are coming to an end. It was suggested ViSS contact Urban Futures to discuss options. FN is happy to speak with the ViSS Co-ordinators regarding this company.

It was also suggested that ViSS should contact the Job Centre with regards to volunteers and target the long term unemployed.

Action Items	Person Responsible

9. Primary Mental Health Worker and Counselling project report and budget update

The Belfairs Counselling project will end on 31st March. Norman Beswick (the current Co-ordinator) will be retiring but has offered to help SET launch a new Counselling project. He has contacted all current users of the service, 8 have agreed to commit to 1 year with the new SET Counselling Project. They have agreed to pay £25 per hour for the service. This in turn means SET can employ a full time counsellor for the existing schools. The paperwork is currently being produced and staffing secured so the new counselling service can go forward from 1st April 2011. Once existing needs have been served it is envisaged that the service will be marketed across the Borough.

Action Items	Person Responsible

10. Trustee Update

Marianne Turner was unable to attend the meeting. GC confirmed that trustees are attending a free Challenge Workshop run by the National College – they will be looking at and discussing what SET can offer in the future and how they can offer it.

Action Items	Person Responsible

11. Any other business

- Festival of Learning - GC outlined the forthcoming Festival of Learning. This event is to mark the end of current SET projects and is an opportunity to showcase what could be offered in the future. Schools will be asked to open their doors to showcase the projects they have been involved with and twilights will take place at Star Lane in Shoebury. Details of the Festival of Learning and all five elements that it will embrace were discussed and information distributed to the group.
- Fronter – the group felt it would be useful for a list of all SET groups and their members to be listed on the VLP (Fronter)
- Aimhigher Bids received – 2 bids have been received from St Thomas More requesting funds for supporting students



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with their UCAS applications and funds to cover coach travel for university visits. Total amount requested for these activities is £570. The group agreed that funds could be release from the Challenge for All budget.

- Congratulations – congratulations are extended to St Bernards High School for achieving the Challenge Award and a Thank You to all project co-ordinators who contribute to Support for Learning for their hard work. It is apparent from the quarterly report that a lot of hard work has been put into the projects and it is good to see lots of green text and very little red.

Action Items	Person Responsible
<ul style="list-style-type: none"> • Groups and Memberships to be listed on the SET Admin page with Fronter • Contact St Thomas More to confirm bids are successful 	SM GC/PB

12. Date, time and place of next meeting

Tuesday 17th May 2011, 12pm to 2pm at Thorpedene Infant School

Action Items	Person Responsible

Agreed _____ Date _____

Actions to complete before next meeting

Action	Person Responsible
Item 3 <ul style="list-style-type: none"> • Amended Terms of Reference to be circulated with minutes 	SM
Item 5 <ul style="list-style-type: none"> • Contact schools due for re-assessment and ascertain whether they would like to try for re-assessment, explaining the criteria has changed quite dramatically • Accreditation for training course to be investigated • Check if funds were sent to Sacred Heart or St Marys for collaborative bid received in the second bidding round 	NB GC SM
Item 11 <ul style="list-style-type: none"> • Groups and Memberships to be listed on the SET Admin page with Fronter • Contact St Thomas More to confirm bids are successful 	SM GC/PB