



Minutes

Support for Learning Steering Group	
Date and Time: 17th May 2011 at 12pm	Venue: Thorpedene Infant School
Attendees	Frances Neil (Chair) St Marys C of E Primary School Caroline Gaitely Southend High School for Boys Lisa Clark Hamstel Infant School Nick Booth Thorpedene Infant School Graham Osborne EAL Co-ordinator, Southend Education Trust Judith Puddick SET Consultant Gill Clifton Southend Education Trust
Note taker	Gill Clifton
1. Welcome and Apologies	
Frances Neil welcomed all and apologies were received from Nora McKenna, Marianne Turner and Patrick Walls	
Action Items	Person Responsible
2. Notes of Previous Meeting & Matters Arising	
The notes of the previous meeting dated 25th January 2011 were agreed and signed by the Chair.	
No matters arising	
Action Items	Person Responsible
3. EAL Update from Graham Osborne, EAL Co-ordinator	
<p>GO tabled and spoke to a written report (attached) in which he confirmed all 11 participants in the pilot EAL training programme completed the course. Evaluation of the training was Good to V.Good. There was some discussion around how the course might operate without Fronter. GO also advised the potential for the course to be fully on-line. It was agreed this would be reviewed in the light of the developing website for the new trading company but that the 2nd course (for which there are 4 paying applicants and which is due to start 17th May) would continue using Fronter.</p> <p>GOs report included a proposal for a business opportunity with the Language Garden whereby SET operates as a paid distributor for the LG programmes and licences as well as building into the EAL course the cost of a single licence for each applicant who completes the course. Additionally, St. Mary's have agreed to host all training for the EAL course. In acknowledging St. Mary's as the venue for the Course, it was agreed that SET buys the licences from St. Mary's and GO and GC negotiate a business arrangement with LG.</p>	
Action Items	Person Responsible
<ul style="list-style-type: none"> • To monitor developments with the new trading company website • Discuss and agree a business arrangement with LG in which the new trading company receives a nominal fee for acting as a distributor in the South East for Language Garden • Negotiate with LG a fee for a year's single licence for each applicant who completes the course • Present and demonstrate the training package at the next Partnership Meeting 	GC GC/GO GC/GO/GW GC



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4. Update on Challenge for All project	
<p>Report and financial update presented by NB Current spend to date is approx £87K. However, there are further costs to which the project is committed up to the end of the academic year. This includes the support and assessment of schools completing the Challenge Award before the end of the academic year (NB & JP); updating of the Challenge training programme in light of the evaluation from the pilot scheme (17 participants) so that it is ready for a September launch (NB & JP); completion of the monitoring of the funded projects – the most interesting of which to date is Priory (£7K) which has resulted in the development of a vocational mechanics training scheme in association with the LA</p>	
Action Items	Person Responsible
NB, JP & GC to meet to discuss costing and promotion of the Challenge training course in September	NB/JP/GC
5. Aimhigher	
<p>GC gave a verbal update. AH Action Plan to finish in July. PB & GC are putting together a costed package of services/consultancy based on the most successful and valued activities from the original Plan and which will include a Roadshow/Parents event, Inset Training, Aspirational programme for Primary children, Finance management etc.</p>	
Action Items	Person Responsible
6. ViSS Report	
<p>GC reported on 47 volunteers to date recruited to the service plus 2 Sixth form volunteers. GC explained that consideration will be given at the next Steering Group meeting to how the service might transform. A possible option might be to offer an annual registration to organisations which includes the screening, recruitment and training of volunteers from all sectors including undergraduates.</p>	
Action Items	Person Responsible
7. Counselling Service Report	
<p>GC reported on the launch of the new service with effect from 1st April. This included the development of training packages for 'Identifying vulnerable children'; 'Managing Stress'; and 'Anger Management'. The service is keen to work with other voluntary/non-voluntary organisations in the Borough to provide a co-ordinated service. In this respect an organisation called Abacus has approached the Team with a view to working in partnership. This is currently being explored. The meeting identified a particular need in the Borough for co-ordinated professional supervision and a facilitated networking group for trained counsellors.</p>	
Action Items	Person Responsible
<ul style="list-style-type: none"> To explore ways in which the Service can co-ordinate with other counselling organisations To explore opportunities for setting up professional supervision and a Borough wide 'networking' group for professional counsellors 	<p>GC</p> <p>GC/NB</p>
8. Any other business	
None	
Action Items	Person Responsible



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9. Date, time and place of next meeting

It was agreed that the group should meet on 24th June 2011, 2pm-4pm at Thorpedene Infant School to officially sign off any outstanding matters and celebrate the achievements of the work of the project.

Action Items	Person Responsible
Strawberries and Scones	GC

Agreed _____ Date _____