

COUNTY TEACHERS' ADVISORY COMMITTEE

Minutes of the meeting held on 15 June 2007

Present: Ian Froggett (Chair), Sam Kincaid, Christopher Watts, Christine McLean, Tony Souter, Nigel Hutchinson, Linda Le Long, Maureen Boneham, Stella Saje, John Lockwood, Paddy Vickers, Stephen Baldwin, Nicki Kelsall, Teresa Whatson, Hazel Towle, Karen Howell, Stephen Levy, John Dunkerton, Gillian Deery.

Also Present: Marion Davis (items 1-3), Mark Gore, Chris Hallett (item 4), Bob Hooper (Item 5), James Shera (Item 9), Joyce James (Item 10), Cllr Burton, Simon Gilbert (clerk).

Apologies: Max Hyde, Peggy Doubleday

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| 1. | Welcome and apologies | |
| 1.1 | Apologies are noted above. | |
| 1.2 | On behalf of the group, Ian Froggett thanked Ross Caws for his work clerking the group and wished him well in his new job. | |
| 2. | Minutes of the previous meeting and matters arising <i>(references to previous minutes in italics)</i> | |
| 2.1 | The minutes of the meeting held on 24 November 2006 were agreed as an accurate record. | |
| 2.2 | Action: Ian Froggett highlighted the number of vacancies on the group. Tony Arthur has moved to Spain. Gillian Deery is now the secretary for the eastern ATCC. Jane Olnier from Paddox Primary will take up the vacated position as eastern area primary representative. There are still a number of vacancies. Simon Gilbert to circulate membership in September. | SG |
| 2.3 | Action: (2.3) John Betts is yet to discuss planning for an influenza pandemic with TS. Mark Gore has chased this up. | MG |
| 2.4 | (2.5) Following the decision to close Bishop Wulstan the alternative school preferences of almost every year 7-9 child has been met. Current year 10 will remain on site for year 11. Sue Dudley is co-ordinating this. After sitting in on a redundancy meeting, Sam Kincaid commented that the LA especially HR have been 'fantastic under the circumstances.' He was concerned that the Catholic Diocesan Schools Commission has not been as proactive. Tony Souter echoed this. Ian Froggett acknowledged the amount of work professional associations had also put in. | |
| 2.5 | (4.4) Mark Gore informed the group that holiday dates for 08/09 have been agreed and will be sent out in the schools post together with guidance on Training Days. | |
| 2.6 | Action: Tony Souter was concerned that the choice of disaggregating | For ATP |

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| | training days was not given to staff. A 1 day, 5 hour session is being split into 3x2 hours sessions. ATP will look into this matter | |
| 2.7 | Action: (6.4) The success of Team Teach was noted. Steven Baldwin concerned that there were now no spaces in the calendar. John Lockwood to contact Peter Allen to enquire about vacancies | JL |
| 2.8 | (6.10) John Lockwood raised concerns over Behaviour Management Training and what happens when a headteacher decides not to have the training but staff want it. Agreement with 'school' must be more than just agreement with the Head. | |
| 2.9 | Action: (8.8) Any suggestions for a new name for CTAC should be forwarded to Simon Gilbert | All |
| 2.10 | Action: (8.10) Ross Caws has prepared a letter that will be looked at with IF and county secretaries regarding changes to CTAC. | RC, IF |
| 3. | Strategic Review | |
| 3.1 | Marion Davis reported that she is coming to the end of her first full academic year. She has visited many schools throughout Warwickshire and will continue to do so. | |
| 3.2 | This year has been a year of change both externally and internally driven. The change in Prime Minister and Cabinet will also bring further changes. | |
| 3.3 | Saltisford 3 has been completed and staff will begin to move in from July onwards. The demolition of Manor Hall is scheduled for September and this will allow the construction of the new North Leamington School to begin. | |
| 3.4 | Partnership working is ongoing. With the LA looking to further working with Connexions and the Borough Councils. School Clusters are bedding down and developing at different rates. | |
| 3.5 | Warwickshire's Children and Young People's Plan (CYPP) is being reviewed and the 2007-2010 plan will be published soon. There is now an electronic planning system that David McNiven will be promoting. This system can be used to see where people fit in and also to judge performance. | |
| 3.6 | The new arrangements for the 14-19 agenda have been known for some time. Secondary Headteachers and College Principals are beginning to fully understand and work within them. | |
| 3.7 | The Education and Inspection Act (2006) set out a new relationship between Local Authorities and Schools. LAs will no longer act as a provider of Education but as a commissioner. This is a whole new way of working together. Headteachers may feel that they are no longer getting the same level of support. This is a consequence of the greater degree of autonomy schools now have. | |

- 3.8 A representative from the Office of the Schools Commissioner is due to visit the LA in July. The LA will need to develop a strategy to counter any pressure to create new trust and academy schools. In addition the LA may need to think about a response to the issue of existing Grammar Schools in the County.
- 3.9 People are beginning to engage with the 'Every Child Matters' agenda. Marion described it as the 'turning of the tide.'
- 3.10 Sam Kincaid raised concerns over pupil information sharing between the PCT and schools. Marion explained that the LA has identified leads for children services with PCTs. Work is being done on information sharing protocols to make boundaries clear.
- 3.11 Tony Souter felt that there is a 'drive to privatise schools.' He was also concerned over the absence of a timetable for any replacement of Manor Hall.
- 3.12 Stephen Levy felt that there were concerns amongst the professional associations over pupil migration to academy schools. These schools are outside local agreements and therefore lack accountability. He also stated that there was no evidence that a change in the culture of a school would necessarily result in improved standards.

4. Safeguarding Board / Fostering and Adoption Services

- 4.1 Ian Froggett welcomed Chris Hallett (Head of Service - Children in Need Division).
- 4.2 **Safeguarding**
Chris Hallett explained that he is the Chair of the Safeguarding Children board, appointed by Marion Davis. A Safeguarding board was set up in every LA as part of the Children Act (2004). All key agencies are represented. The Warwickshire Board has moved away from initiating reactive measures to establishing preventative measures. The Board doesn't report to the LA but comments on and influences agendas. It also is charged to challenge the LA where appropriate.
- 4.3 The Board is currently looking at health issues. They have asked the Strategic Health Authority to report on the performance of the Coventry and Warwickshire PCT on safeguarding children.
- 4.4 From April 2008 the board will have a responsibility to look into child deaths and see if they could have been avoided.
- 4.5 In general the Board looks for trends and best practice and shares this information with other authorities. It gets good support from schools as there is a schools sub committee. A new sub committee for safer recruitment will be set up.
- 4.6 Ian Froggett thanked Chris for the concise summary. Ian went on to raise the issue of safer recruitment, especially concerning agency staff working in schools. Chris responded, saying that schools are taking for granted that checks have been carried out. A recent audit of 7 schools

- found weaknesses surrounding agency recruitment. References had not been submitted and CRB not recent or existing.
- 4.7 Tony Souter had concerns over how much can be done. He feels that there should be a culture of individual responsibility in the workplace.
- 4.8 Ian Froggett commented on the issue of cyber bullying. He felt that children are aware of but choose to ignore the dangers. It is hard to safeguard children in this circumstance. Chris explained that cyber bullying is being picked up by Rachel Evans the Anti-Bullying Coordinator. She is due to present her plans to the board.
- 4.9 John Lockwood highlighted the need to coax children away from danger by offering them an alternative. This can be done through extended outdoor activities. These would appear to have an element of danger without actual danger. However, not all schools have an outdoor activities specialist. Sam Kincaid commented that Caroline Robinson is conducting an audit of outdoor facilities in Warwickshire.

Fostering and Adoption

- 4.10 Chris moved on to talk about fostering and adoption in Warwickshire. The service has been inspected by the Commission of Social Care and Adoption and received good feedback.
- 4.11 This year there has been a high number of adoptions (30) the majority of which were children under 5. In Warwickshire there is good recruitment of adopters.
- 4.12 Fostering has also been inspected and rated excellent. There are 285 foster carers in Warwickshire and 453 looked after children. More foster carers are needed.
- 4.13 The government has released a green paper called 'Care Matters.' Warwickshire has responded and it will move to a white paper later this year.
- 4.14 Bob Hooper explained that Warwickshire has made a successful bid to run a pilot programme for a Virtual Headteacher for looked after children. The new position will be advertised shortly. There will also be a virtual governing body and a virtual SIP. No looked after child achieved 5 A-C grade GCSE's this year. This is in line with the national average.

5. School Improvement Partners

- 5.1 Bob Hooper (Head of School Performance) presented an update on School Improvement Partners (SIPs) and circulated a list of appointed SIPs. (Updated version attached)
- 5.2 There is a generally positive picture. All Secondary schools now have an allocated SIP. From September 2007 and April 2008 all Primary and Special schools respectively will have allocated SIPs.
- 5.3 SIPs are a new approach to school improvement and not a straight

- replacement for Link Inspectors. They will be line managed by the LA but independent from it.
- 5.4 Each School will receive 5 days of SIP time. This includes time for preparation and report writing. 3.5 days will actually be in school. This is an increase compared to the amount of time the inspectorate spend in schools (2x0.5 day sessions).
- 5.5 Role of SIPs
- Advise on what should be in the School's Plan.
 - Help with self evaluation. Ensure accuracy so that the school, LA and SIP view matches Ofsted.
 - Broker Support. They could help get support from sources other than the LA, e.g. NCLS or Special School Academy.
 - Headteacher performance management. This has been welcomed by governors.
 - Report to governing body annually. (A note of each visit will be written up and sent to the headteacher and Chair of Governors. This may form the basis of the report.)
 - Help set targets.
- 5.6 Bob explained that headteachers sat in on SIP interviews. SIPs were not appointed if the head felt uncomfortable. All schools had a negative preference option.
- 5.7 Last year more LA inspectors were allocated to schools as SIPs. Bob was expecting more Warwickshire headteachers to apply to be SIPs. There are currently 12. Originally, the programme was meant to be headteachers supporting headteachers but restraints on their time have made this difficult. There are no more serving Warwickshire headteachers out there who applied could that have been appointed.
- 5.8 Many recently retired and retiring headteachers have been appointed. Bob stated that he is confident of the good appointment of SIPs. Steven Baldwin asked what the time limit on 'recently retired' was. Bob answered that there was no set limit
- 5.9 Christine McLean asked what 'I' stood for on the list of SIPs. Bob clarified it stood for independent, meaning independent school consultants. Many applicants qualified but they were all checked to ensure they were good enough. Applicant's recent experience was looked at to ensure they were 'in touch.'
- 5.10 Stella Saje commented that the SIP programme was a good idea. She felt it would be beneficial for schools to get an external person to look at their school for 5 days as opposed to the current 2x0.5 days which follows the LA's agenda. She was concerned that 100 schools have been allocated an LA inspector as their SIP. Where does the 'external' view come from? This concern was echoed by Nicki Kelsall. Bob responded that inspectors would be acting as SIPs moving away from their role as an inspector. Some schools didn't want to lose their link inspectors.
- 5.11 Gillian Deery asked who would give an LA reference if there was now no

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| | link inspector? Bob stated that the LA will still provide references. | |
| 5.12 | John Dunkerton asked that if a school is in special measures would the SIP be accountable? Bob explained that it would depend on whether the SIP had given clear warnings. If the SIP had not done this and if Ofsted was right, the SIP would not continue in their role. | |
| 5.13 | Action: Sam Kincaid questioned whether unions can be involved in SIP allocation. Bob commented that they have not been included in the process. Ian Froggett believed that this was a matter best taken up by ATP. | For ATP |
| 5.14 | Nigel Hutchinson wanted to know if effectiveness of SIPs would be measured. Would the costs be evaluated against the benefits? Bob stated that SIPs would replace the link inspector role. There will be national and local methods of evaluation. Nationally, aggregate targets for 2007 will be measured against LAs without SIPs. Locally, Ofsted data will be compared year on year to see Warwickshire's school provision. The aim will be to improve Ofsted ratings. There are currently 8 schools causing concern on notice to improve. | |
| 5.15 | Tony Souter commented that he felt the SIP programme was too national target centric and echoed early Ofsted. | |
| 5.16 | Action: SG to circulate SIP handbook via website. | SG |
| 5.17 | Ian Froggett thanked Bob Hooper for his presentation. | |
| 6 | Warwick Institute of Education Board | |
| 6.1 | Ian Froggett informed the group that they have been asked to nominate representatives for 2007-2010. | |
| 6.2 | Action: Hazel Towle, John Dunkerton and Teresa Whatson were all nominated. Ian will forward their details. | IF |
| 6.3 | Action: John Dunkerton commented that the last meeting was held at very short notice. Ian will pass on his concerns. | IF |
| 7. | Teachers' International Professional Development - China | |
| 7.1 | Sam Kincaid showed a video of the recent trip to China | |
| 8. | Report From Area Committees | |
| 8.1 | Minutes from Area Committees were circulated. | |
| 8.2 | Action: Gillian Deery from the Eastern area informed the group that newly appointed Deputy Headteachers in her area felt they were getting little help from the LA. They were concerned over the lack of induction for new Deputy Heads and a lack of support for Deputies as acting Headteachers. Mark Gore to consider. | MG |

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| 8.3 | Action: Gillian also explained that she felt there was inequality in the treatment of teachers and other council employees in regard to bereavement leave. Tony Souter explained he is talking to personnel regarding compassionate leave. The granting of compassionate leave is in some circumstances down to the good will of the line manager e.g. if an employee's house burns down. This can lead to inconsistency. Gillian commented that there is no formal reintegration package for employees coming back from long term sick leave. Ian Froggett will bring these issues to ATP. | For ATP |
| 8.4 | Gillian also asked if a representative from CTAC will be going to heads meetings. Ross Caws is sending out a letter to heads. | |
| 8.5 | Action: Gillian brought the recent distribution of P60s to the group. They were stapled to the back of payslips and confidential personal details were visible. She phoned up to complain but was told she was the only one with the concern. Mark Gore to follow up. | MG |
| 9. | Provision for New Arrivals and Children with English as an Additional Language. | |
| 9.1 | Ian Froggett welcomed James Shera (Director of Intercultural Curriculum Support Service) to the group. James circulated an information pack containing details of new arrivals and a structure chart for the service. (Attached) | |
| 9.2 | James explained that the Intercultural Curriculum Support Service (ICSS) is currently restructuring. There has been a reduction in their grant due to a new formula. In general, shire counties are losing out, as cities are viewed as having more serious needs. | |
| 9.3 | ICSS has nominal management to ensure as much money as possible is directed to schools. The emphasis is places on providing good quality frontline services. | |
| 9.4 | In a pilot at Manor Park school, £2,500 was allocated to a pupil to pay for extra teacher time with coursework. This greatly improved the pupil's performance. | |
| 9.5 | The county used to have around 100 new arrivals per year. Between 01/04/06 – 30/03/07 there were 349. ICSS have allocated £350,000 for new arrivals providing numbers remain constant. | |
| 9.6 | James explained that in the global economy intercultural education is a benefit to all children. ICSS run 4 intercultural festivals each year, which are well attended. | |
| 9.7 | Action: Sam Kincaid noted that there is a Polish teacher in the Central area. Can South Warwickshire schools access other area teachers for advice? James said this was possible and he would send out a list of key contacts. | JS, SG |
| 9.8 | Action: Karen Howell asked how early years fitted in. James explained | JS |

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| | that there was no specific funding for this but it was important to support early years otherwise problems persist. ICSS has appointed 1 teacher and 3 TAs for early years. The new team will contact all schools. | |
| 9.9 | Stella Saje explained that there used to be a small grant available for new arrivals from 'exotic' locations (up to £500) and asked if this was still the case. James explained that the grant still exists but ICSS can't always provide a language speaking TA due to the multitude of different languages spoken in Warwickshire. At last count there were 85. Mark Gore added that once pupils had acquired English as a language they are often hard working and committed pupils. | |
| 9.10 | Action: John Lockwood asked if a census of language speakers in schools had been carried out. Would it possible for teachers or TAs that spoke another language to be seconded for ½ a day to support new arrivals. This would be especially useful where the pupil's particular language wasn't supported in the receiving school. James agreed it was a good idea to compile such a database. | JS |
| 10. | Enhanced Support Network | |
| 10.1 | Ian Froggett welcomed Joyce James to the group. She distributed a paper copy of her PowerPoint presentation. (Attached) | |
| 10.2 | Action: John Lockwood asked if there was an issue around terms and conditions as the teachers involved may have to attend meetings at times that suited the family involved. Ian Froggett said this was a matter he would bring to ATP | For ATP |
| 11. | SEN sub-group Feedback | |
| 11.1 | The group was informed that the sub-group has not met since the last meeting. | |
| 12 | Information Sharing | |
| 12.1 | No information was shared. | |
| 13. | Future Meeting Dates | |
| 13.1 | <ul style="list-style-type: none"> ▪ Friday 16 November 2007, Coventry TechnoCentre ▪ Friday 7 March 2008, Coventry TechnoCentre | |