

Education Partnerships and School Development

County Teacher's Advisory Committee

16/11/07 – TechnoCentre, Coventry

Present:

Sam Kincaid	Paddy Vickers
Karen Howell	Nicki Kelsall
Hazel Towle	John Lockwood
Christopher Watts	Teresa Whatson
Christine McLean	Shirley Beaumont
Ian Froggett	John Collins
Tony Souter	Mark Gore
Nigel Hutchinson	Simon Gilbert
Lynda Le Long	James Shera
Max Hyde	Brenda Milne
Maureen Boneham	Norma Smeaton
Stella Saje	

Apologies:

John Dunkerton
Peggy Doubleday
Stephen Levy
Marion Davis

**Responsible
Officer**

1. Apologies and Welcome

- 1.1. The above apologies were noted. IF welcomed JC to the meeting who was attending as an observer.

2. Minutes of previous meeting and matters arising

(Minutes from previous meeting in brackets)

- 2.1. The minutes of the meeting held on 15/06/07 were approved as an accurate record.
- 2.2. (2.2) Jane Olnier has filled the vacant eastern primary position. The Central area vacancies have not been filled. Shirley Beaumont is the new NAS/UWT representative. The Eastern Area Teachers consultative Committee does not have a secretary.
- 2.3. (2.3) TS has discussed planning for a Flu Pandemic with John Betts. A committee has been formed and the item will be on a future ATP agenda. A flu vaccination is available for the teachers but many are not aware of this. Questions were asked over planning for the summer floods and snowfall in February. MG noted that these were extraordinary circumstances. Reviews have taken place and comments will be fed back to John Betts.

- 2.4. (2.7) JD has not managed to get an answer regarding vacancies. The Team Teach coordinator is off work. JD thinks that all vacancies are filled.
- 2.5. (2.9) and (2.10) covering possible renaming of CTAC will be covered later in the agenda.
- 2.6. **Action:** (2.6) CM asked if staff working from home is an option for training days. TS felt that heads had ignored this option. He underlined that desegregation of training days results in an overall longer working day. SK asked if the guidance sent to heads is available on the website. This subject will form an agenda item at the next CTAC meeting.
- 2.7. (4.8) National Anti-Bullying Week is 19th-23rd November and the main theme will be cyber bullying.
- 2.8. (6.2) Warwick Institute of Education Board meeting will be held on 19/11/07.
- 2.9. (8.2) Support for Deputy Heads. Sue Dudley is working on a strategy for Succession Planning.
- 2.10. (8.3) Guidance for headteachers covering staff entitlement to leave is being improved. There are concerns that the changes being made are mainly to wording. The suggestion for more days for compassionate leave has been rejected. Negotiations continue.
- 2.11. (11.1) **Action:** JD asked for representatives for the SEN Subgroup. JC and KH volunteered to join. Other suggested members were Sue Kincaid, Anne Oliver (Aylesford) and Mark Watts (Stratford High).
- 2.12. **Action:** JL suggested that there should be a separate group for Behaviour. This group will produce a report for CTAC and a schedule of work.

IF

JD

JL

3. New Name for CTAC

- 3.1. SG asked the group to consider suggestions for a new name and report back at the end of the meeting. The reason for the name change is as an impetus for a publicity campaign to raise the profile of the group and improve attendance at local teacher consultative committees.

4. Choice and Diversity

- 4.1. MG began by giving a Strategic Update for the county. The budget settlement for the LA will be difficult. There have been 3% or more progressive cuts for past years. Areas of work will have to be decommissioned. Some services may become traded.
- 4.2. The settlement for schools is less than in previous years but is an above inflation increase.
- 4.3. **Action:** The group discussed where Warwickshire was in terms of funding per pupil compared to other authorities. SG to invite John Betts

SG

to the group.

- 4.4. The Enhanced Support Framework is continuing to be rolled out.
- 4.5. **Action:** Hugh Disley (Head of Service, Division for Young People) wants to move towards linking the work for the youth service with schools. SG to invite Hugh to the next meeting to cover 'Targeted Youth Support.'
- 4.6. MG explained that the paper circulated for this meeting on Choice and Diversity sets out briefly what Trust and Academy Schools are and how the LA will approach their duty to promote Choice and Diversity in the Schools Sector.
- 4.7. The LA's approach to Trust Schools is to consider an approach from a potential partner where it is felt that this partner would help to raise standards. The LA's relationship with a Trust school will be the same as their current relationship with Foundation and Voluntary Aided Schools.
- 4.8. The LA will also consider an approach from a potential academy sponsor where it is clear that the proposed academy will raise standards, enable capital funding to be secured and not adversely impact other schools. It is important that sponsors have similar values and ethos to the LA and that they sign up to LA policy on admissions, Exclusions and Fair Access.
- 4.9. MG acknowledged that there are issues for Trade Unions concerning Academies and it is important that these are addressed from the start and incorporated into the funding agreement.
- 4.10. TS voiced strong concerns over the Government's Academy agenda. He felt that privatisation in the Schools sector was unacceptable and the evidence that Academies improve standards needs to be demonstrated. He also questioned whether non-religious children would find it difficult to be admitted into an Academy with a religious denomination.
- 4.11. MG explained that there is a danger that if the LA does not find a solution to the duty to promote Choice and Diversity a solution may be imposed on them that is not right for Warwickshire.
- 4.12. IF explained that Nicholas Chamberlaine Trust was founded by a benefactor and the Nicholas Chamberlaine Trust supports primary schools in the area..

SG

5. ICSS – Practical Implications on non-English speakers in the classroom.

- 5.1. IF noted that JS had recently received his MBE from the Queen. The group congratulated JS.
- 5.2. JS thanked the group for inviting him back to the group and distributed an information pack. ICSS are still experiencing difficulties filling vacant posts. However, they recently appointed Brenda Milne to the position of Raising Achievement Manager. JS is also interviewing 5 candidates for the position of Diversity and Equality Manager.
- 5.3. There were 349 new arrivals with in the previous financial year and

there have been 286 so far this year. Some schools, around 10%, do not report new arrivals.

- 5.4. BM presented a slideshow on New Arrivals (Copy attached). This included contact numbers to use for new arrivals. (East 01788 562841, Central 01926 335132, North 02476 344386).
- 5.5. A lunchtime club for new arrivals is being piloted at St Andrews Benn, Rugby.
- 5.6. CMcL asked about target setting for new arrivals. BM said that ICSS would help to set these targets. When a child is registered with ICSS funds are made available for that child's needs and an assessment of that child will be carried out.
- 5.7. **Action:** Warwickshire's Language Assessment Profile booklet will be made available to county secretaries and members of the group. Language Assessment Profiles can be used as evidence securing extra time in exams. (*This booklet is being worked on and will be available after Christmas*). **JS, SG**
- 5.8. **Action:** KS3 and 4 guidelines are included in the information pack. KS 1 and 2 are being revamped and will be circulated. It is constantly reviewed to take into account new arrivals. **JS, SG**
- 5.9. Concerns were raised over new arrivals with English as an Additional Language (EAL) where Special Educational Needs are later identified. There is often a gap between the child arriving and the identification of any SEN. BM explained that ICSS could help with any language needs at SEN assessments.
- 5.10. **Action:** TS and NH noted the excellent work of ICSS and the importance of embedding staff awareness of issues surrounding new arrivals. IF to take this to ATP with the possibility of integrating into teacher training. **IF for ATP**
- 5.11. **Action:** JL asked if the Survey/Census of language skills among Warwickshire Teachers and TAs had been carried out. JS explained that such a survey has not been carried out but is good idea. He will liaise with MG about the feasibility of such an exercise. **JS**
- 5.12. CMcL felt there was not enough training to be able to deal with new arrivals and EAL children. JS can arrange training in conjunction EDS in January / February.
- 5.13. **Action:** KH understood there are one teacher and 3 TAs within ICSS that were responsible for Early Years. She has yet to be contacted by them. JS explained that the TAs are also partly covering new arrivals in Primary Schools and will get them to contact KH. **JS**

6. Manor Hall Debate

- 6.1. The group debated the need for a Teachers Centre replacement for Manor Hall as opposed to a possible more corporate centre where the high level of Educational networking opportunities may be lost. SB commented that "MG feels CTAC place higher value on this than ordinary teachers."

- 6.2. IF stated that colleagues he has spoken want a teacher centre replacement for Manor Hall. He felt that CTAC need to be clear what they want.
- 6.3. JL noted that any new facility should house a library of independent research that was made available to teachers and CTAC. Examples of innovative work could also be kept there.
- 6.4. **Action:** JC suggested that a petition be organised through County Secretaries. MH to take to the group. **MH**
- 6.5. TS raised concerns over the apparent lack of planning for a replacement for Manor Hall.

7. Reports for Area Committees

- 7.1. Central Area had not met. SK feels that heads are reluctant to recognise the meeting as helpful and are reluctant to release staff.
- 7.2. **Action:** SG to clarify how money for supply teachers is released and what codes should be used. **SG**
- 7.3. The Eastern area meeting was poorly attended. Gill Deary the Eastern secretary has left the authority. Support for deputy heads and We-Learn was discussed.
- 7.4. **Action:** IF to talk to MG with the view to a letter going out to Eastern and Central Headteachers to raise the profile of the group. **IF**
- 7.5. NK distributed the Northern area minutes. She noted that their meeting was well attended. IF has sent a letter of complaint to Bob Hooper from NASUWT members regarding Performance Management Targets set on Fisher Family Trust D.
- 7.6. HT distributed the minutes of the Southern meeting and noted that Nigel Mills attended.
- 7.7. **Action:** SG to distribute a list of Education officers to the group and arrange the Central area meeting at Saltisford 20/02/08, 1:30 – 3:30. **SG**

ATP members joined the meeting.

8. Reception and Primary class sizes and admissions issues.

- 8.1. SS, HT and NK raised the following concerns:
 - 8.1.1. Predicted numbers given by the Admissions Service constantly changing. They had also experienced difficulty getting such information from the Admissions Service.
 - 8.1.2. The extended deadline for applications due to the postal strike was not communicated to schools.
 - 8.1.3. They also had received complaints from parent regarding the online application process. Parents assumed this was a paperless

option only to find at the end of the process they had to post in some form of proof of address.

8.1.4. Concerns were also raised regarding Infant schools not being told which Junior/Primary Schools their children were applying to.

8.2. SG explained the difficulties the Admissions Service have in getting accurate data out due the volume of applications they deal with and the ever changing picture due to parents applying late.

8.3. **Action:** MG to take comments back to the Admissions Service. He noted that all admission arrangements for the year are set out in a consultation the preceding year.

MG

9. Early Years

9.1. NS explained the changes the Childcare Act 2006 had imposed. Two main duties were to provide sufficient places and ensure outcomes for children under 5 were improved.

9.2. The birth to 5 curriculum should be followed regardless of where provision is provided.

9.3. Information on the Early Years Foundation stage (Nursery to End of Reception) is available on at: www.standards.dcsf.gov.uk/eyfs

9.4. The Early Years funding formula is being reviewed and consulted upon. There will be a single transparent formula. This will provide levels of funding which are different to previous years. Funding will be based on occupancy not capacity but the date at which occupancy will be taken from is yet to be decided.

9.5. The current free entitlement is 12.5 hours per week in ½ day sessions. In 2009 this will be increased to 15 for the most disadvantaged families.

9.6. **Action:** TS to arrange a small Early Years group to consider issues and the current finance consultation and report to CTAC. SS, KH, NS to be part of this group.

TS

10. Abuse of New Technologies

10.1. JC explained that more instances have become apparent. Camera phones have become more prevalent, images have been super imposed and cyber bullying has increased. A new technologies group has been set up including JC, John Parmiter (ICT), John Sullivan (Safeguarding Children), Rachel Evans (Anti-Bullying). This group is to inform of new abuses and ways to counter act them. JC would like a governor and a 'young' teacher to join the group.

10.2. JC circulated a leaflet on Abuse of New Technologies.

10.3. TS noted that Cheryl Jones in the Northern Area Youth Service has set up a fake Bebo site that is used to show pupils the dangers of putting personal information on the Internet.

10.4. The group felt that CTAC should help get the message around as to how vulnerable colleagues could be.

10.5. **Action:** JC to add CTAC to the mailing list of the New Technologies Group.

JC

11. Lesson Planning

11.1. JL wanted a 'ball-park' quantification on the amount of time which should be spent on lesson planning. He felt that PPA time does not cover the required time needed for planning.

11.2. The group gave numerous examples of planning being marked by the leadership team and felt this was not appropriate and in some case derogatory. Over burdensome planning was felt to be destroying the spontaneity of teaching and the interaction between the teacher and pupils.

11.3. MG responded that the LA inspectors are not driving the agenda. Time spent on planning is down to common sense as it will be different for different teachers. Examples of over burdensome planning should be picked up through the Headteacher or the SIP. Planning is important for schools in Ofsted or LA categories

11.4. MH felt that there should be an assurance from the LA to back casework from unions where there are unreasonable planning requests. She also felt that a planning group should produce a report with the LA. This would go to CTAC and ATP and then to all teachers as guidance for planning.

11.5. **Action:** JL would like to meet with a nominated officer to establish what planning is required. This officer should consult with others in the LA to establish what messages are being sent out regarding planning.

JL

11.6. MG suggested that JL meet with Lorrie Cooper but still feels that a common sense approach will be suggested. He felt that a set of principles was needed to guide planning workloads.

11.7. The group felt that part of the pressure for producing detailed plans was coming from leadership teams as they required evidence to show that the school is performing well.

12. New Name for CTAC

12.1. The group decide to have a new name and TRAC (Teacher Representatives Advisory Committee) was chosen.

12.2. **Action:** SG to put together strategy for publicising new name and create and distribute relevant materials.

SG

13. Any other Business

13.1. **Action:** AB stated that the teacher trade unions had not been named as stake holders in the consultation on the non-statutory consultation process. There was also no reference to county secretaries. ATP will need to be involved in all non-statutory consultations. MG will feed back comments.

MG

13.2. MH noted that there is guidance available on tackling homophobic and

gender bullying. She also brought the groups attention to www.primaryreview.org.uk and encouraged people to contribute to the site.

13.3. The meeting on 13/06/08 will be a joint meeting with ATP focusing on National Strategies and curriculum changes in all phases.

14. Date of next meeting

14.1. The spring term meeting will be held on 07/03/08 at Coventry TechnoCentre.

14.2. The summer term meeting will be held on 13/06/08 at Woodland Grange, Leamington