

# Shipleigh Achieving Success Partnership

## Minutes

**Purpose of Meeting:** SAS Meeting  
**Date of Meeting:** 24 February 2012  
**Present:** Chair: Simon Hawkins (SH), Titus Salt School  
 Pauline Grant (PG), Shipley CE Primary School  
 Philippa Foster (PF), Windhill CE Primary School  
 Sue Mansfield (SM), Titus Salt School  
 Lynda Florence (LF), Hoyle Court Primary School  
 Rosemary Morgan (RM), Hirst Wood Nursery School & Children's Centre  
 Paul Richardson (PR), Sandal Primary School  
 Andrew Soutar (AS), Glenaire Primary School  
 Sarah Thornton (ST), Low Ash Primary School  
 Gill Roberts (GR), High Craggs Primary School  
 Jim McHugh (JM), Improvement Officer, Bradford MDC  
 Mary Connor (MC), St Walburga's RC Primary School  
 Jo Newman (JN), Wycliffe CE Primary School  
**Apologies:** Ellen Wood (EW), Extended Services, Bradford MDC  
 Simon Gallacher (SG), St Anthony's RC Primary School  
 Phil Travis (PT), Shipley CE Primary School  
**Notes taken by:** Mick Curtin (MCn), Baildon CE Primary School  
 Ellen Wood

Item	Action
<p><b>1 Apologies</b></p>	
<p>See above</p>	
<p><b>2 Minutes and Matters Arising</b></p> <p>Minutes were agreed.</p> <p><b>Matters arising from minutes of 2 December 2011:</b></p> <p>Simon Hawkins passed around the presentation for use at governors meetings. Kath Tunstall has asked if SAS will share this at the Headteachers' Conference. SH asked for feedback/changes to the presentation.</p> <p>Sue Mansfield – When presenting to governors, take off the text at the bottom of the front page, just keep Shipley 1: A journey. SH keen for schools to adapt and change for their own purposes.</p> <p>Jim McHugh – Keen for SAS to have the praise it deserves for the work that they have done over the past 12 months.</p> <p>SH asked SAS members to feed back to him any changes/amends to the presentation by 1 March as he is amending for the Headteachers' Conference.</p> <p>SH showed the group the SAS secure web area and gave a demonstration.</p> <p style="padding-left: 40px;">Username: saspartners          Password: Bradford</p> <p>To be kept to just members of the main SAS group to access.</p>	<p><b>All</b></p>

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<p>Any minutes/documents to go on the web area, please send to Vickie Clayden at: <a href="mailto:tsscyn@tss.bradford.sch.uk">tsscyn@tss.bradford.sch.uk</a></p>	<b>All</b>
<p>JM asked to be included on the email list for all of the strategy group meetings, so when he may be able to contribute to the meeting then he can be aware of this.</p>	<b>Chairs Strat Gps</b>
<p>Discussion around circulating strategy group minutes – ensure that they go out to everyone who attends the meeting + Vickie Clayden so that they go on the secure web area.</p>	<b>Chairs Strat Gps</b>
<p>Database – JM – Bradford Online are supporting an online database, to get around the issue of the variety of software that schools may have. How do we share useful information more widely with ease? Another school is interested in doing the same sort of database that SAS are creating, JM is going to meet them in the near future to discuss moving it forwards, and will feed back to the main meeting when this has happened.</p>	<b>JM</b>
<p><b>3 Update on Foundation Stage ‘Reading Through Story’ Project</b></p>	
<p>Rosemary Morgan updated. The project is now on its 4<sup>th</sup> twilight meeting. At least one member of staff from most SAS schools has been on the training. They meet regularly to network and share ideas. Great to see teachers from all schools sharing expertise and experience – from NQTs to established teachers. Ideas include – bedtime story sessions, Dads dens day, World Book Day.</p>	
<p>Looking at reading schemes – 5 schools are sending real books home now, more emphasis on reading rather than just phonics.</p>	
<p>RM thanked the curriculum strategy group for funding this project.</p>	
<p>Gill Roberts queried the next meeting date; it is Thursday 10 May, 4pm at Sandal Primary School. The following meeting will be the project evaluation meeting and is Thursday 28 June, 4pm at Hirst Wood Nursery School &amp; Children’s Centre.</p>	
<p><b>4 Update on Bradford Early Years Teaching Centre:</b></p>	
<p>RM updated. All 7 nursery schools in Bradford are offering visitor days – leaflet handed out at the meeting. £35 if under the BEYTC; HWNSCC will do it for free for SAS group schools. Morning or afternoon sessions in the summer term. Please contact RM if you would like to arrange.</p>	<b>All</b>
<p>If you would like any other input for your staff around EYFS, RM is happy to come in to SAS schools and talk about how it can be offered. Again, please contact RM to discuss this.</p>	<b>All</b>
<p>BEYTC has been accepted as a teaching centre for EY through Penn Green – the remit is to raise attainment. It is one of 16 Centres of Energy across the country. Funded for 2 years, complete grid handed out – RM gave an explanation of this.</p>	

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<p>Paul Richardson – raised a question around changes in EYFS – RM said documents should be out by the end of May 2012 to help teachers prepare for the next school year.</p>	
<p><b>5 Feedback from LAP Chairs Forum</b></p> <p>SH updated. Doctor from BRI attended who is leading a healthcare project, tracking as many children as possible from EY to end primary. A lot of health issues with families in Bradford – inc healthcare, social issues, housing, etc... The mood was very positive from LAP Chairs to working with this project; this information would help plan healthcare provision for the future. It was agreed as LAP chairs to take the information back to groups. This project will be presented at the headteachers conference.</p> <p>Free e-safety training – will be sent out to schools as soon as the details are receive.</p> <p>Parenting handbooks – SH took to the meeting, a lot of schools were very positive about it and would like to share it. Looking at coordinating copies for district-wide distribution. Question around intellectual copyright, SH contacting designers/printers to discuss.</p>	<p>SH</p>
<p><b>6 Feedback from Strategy Group Chairs:</b></p> <p><i>Learning</i></p> <p>Lynda Florence will be sending out the new dates for the second follow-up visit with Linda Turner.</p> <p>Next meeting: <b>9 March, Baildon CE Primary School, 1pm.</b></p> <p>At the previous meeting, everyone gave feedback on the impact so far of working together.</p> <p><i>Curriculum &amp; New Technologies</i></p> <p>Andrew Soutar updated. RM has already briefed about the ‘Reading through Story’ project.</p> <p>Ipod touch work – schools now have them, AS looking for feedback from schools as to how the work is going. Looking at running some more training in the summer, would SAS schools like this? Please contact AS if your school would like more training.</p> <p>Olympics Opening Ceremony – date is set – 3 July 2012. Have had expressions of interest from most SAS schools now. It will be based at Titus Salt School. Discussion around detail: Opening ceremony, dance &amp; music, each school representing an Olympic country, with sports afterwards. Each primary school will bring a whole class. AS has contacted the Play Development Unit with regards to being involved.</p> <p>MCn has asked about holding joint sports days alongside the Olympics Opening Ceremony for the rest of the school, as the</p>	<p>LF</p> <p>All</p>

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<p>Ceremony is only for Y5 &amp; 6. Do schools want to commit to this? Ellen Wood to email out a request – who would like to be involved in a Y3 &amp; 4 / Y1 &amp; 2 swap sports day?</p> <p>Dragons Den – looking to set up for the summer term.</p> <p>G&amp;T – liaising with G&amp;T groups – there is money in the budget to support G&amp;T work across the locality.</p> <p>Next meeting: <b>21 March, Glenaire Primary School, 1.30pm.</b></p>	<p><b>EW</b></p>
<p><b><i>Leadership &amp; Management</i></b></p>	
<p>Sarah Thornton updated. Literacy network have had their 2<sup>nd</sup> meeting at Sandal, whole day on 23 Jan, positive feedback from all in attendance. The next step will be using their consultancy pot to have the afternoon on 9 July to have a consultant working with them. The focus will be on reading and the assessment of reading.</p> <p>An issue for everyone in attendance was the dissemination of work afterwards across the rest of the teachers from the literacy leaders.</p> <p>Maths network – met on 9 Feb. Feedback was positive. Working on problem solving and the language of maths.</p> <p>Coaching sessions are ongoing.</p> <p>Database – Ellen Wood working on.</p> <p>Presentation – SH completed.</p> <p>Common staff induction procedures – small working party – Brian Lafferty (Baildon), Vicky Merriman (Sandal) &amp; Beth Medhurst (Low Ash) looking at common induction for NQTs then all staff in general, including a buddying system.</p> <p>Next meeting: <b>26 April, Baildon CE Primary School, 1.30pm.</b></p>	
<p><b><i>Supporting families</i></b></p>	
<p>GR updated. Four meetings so far. Priority is aiming to engage hard to reach families and improve their education. It was agreed that any activities carried out through the group should be sustainable.</p> <p>Family Links &amp; Famililife training set up – Baildon &amp; High Craggs have hosted these. Ed Psychs have divvied out extra sessions that they have available for pupils – drop in sessions for families.</p> <p>Family Learning programme – Pauline Thorpe has attended the meetings. To discuss what they have on offer – Family Learning will put on training in schools but families have to meet certain criteria. Or they will train up pastoral staff to be delivered in school.</p> <p>Other organisations are invited to attend the meeting to widen the spread. HALE attend regularly.</p>	

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<p>Concern has been raised around the membership of the group as not being strategic enough, too operational. SH asked SAS members to reflect on who they are sending to this group. A request to send SENCo or Inclusion managers if possible.</p> <p>SH suggested using the previous model of 'bidding in' to the pot of money to deliver projects that meet need, are collaborative and sustainable.</p> <p>Important to evaluate on the training that those staff members have already completed on Famililife and Family Links.</p> <p>Next meeting: <b>6 March, Titus Salt School, 1pm.</b></p>	<p><b>All</b></p>
<p><b>7 Finance</b></p> <p>Reminder that 50% funding that each school put back then goes out the strategy groups. All groups need to focus on evaluation of their work. Processes all set up with St Walburga's with 4 separate bank accounts for the strategy groups.</p> <p>Each strategy group chair is responsible for keeping tabs on their account.</p> <p><b><i>Process for claiming back invoices</i></b></p> <p>SH provided overview of new system. Individual school sends invoice for cover/etc to the strategy group chair to sign/approve/date; strategy group chair then completes the proforma (on the secure web area). Chair/Co-Chair of SAS then approves and signs all proformas, taking up to St Walburga's to be paid.</p> <p>ST – a request for a change in the invoices for literacy leaders training as it was a whole day instead of half a day. SAS group members agreed that it was ok to invoice for whole day as still some money left in the strategy group's pot.</p> <p>SH has been told, from the School Forum, that schools should probably expect to receive a broadly similar amount of money for the next financial year.</p> <p>Mick Curtin has raised the point that attendance is a key area for his school, all SAS group members agreed with this. Discussion followed around employing an attendance worker + admin worker role. Should the group set up as a company to avoid problems they have had before with employing people through a school.</p> <p>Karyn from Ben Rhydding Group – ask about setting up as a company – advice.</p>	<p><b>Strategy group chairs to contact SH/ MCn when invoices ready.</b></p> <p><b>Strategy group chairs to remind all members to pass invoices asap.</b></p> <p><b>SH/ MCn to investigate SAS becoming a company</b></p>

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8	<p><b>Any Other Business:</b></p> <p>ST asked if anyone would like to club together to arrange security patrols as Low Ash has been attacked again. Would schools do a deal collectively with a security company. Low Ash and Wycliffe interested in this.</p> <p>Mary Connor asked about situation around Level 6, what are people doing around working with pupils on Level 6. Some LAPs are paying people to work with Level 6 pupils after school.</p> <p>GR asked who can deliver RASE online training to governors. JM suggested Ken Poucher.</p> <p>GR has links with Humberside Business Services – annual environmental conference for Y6 pupils, spends a whole day with them. Would SAS promote it within their schools, need enough schools to make it worthwhile. Could be hosted in a large school or Victoria Hall, etc.... Suggested maybe a transition activity. SAS agreed for GR to book in September/October for the group then to discuss moving forwards with arrangements. SH offered to host it at TSS in the main hall.</p> <p>SH – Mick Curtin is keen to run another residential. Would SAS group members like to do this in the summer term; yes in principle. EW &amp; SH to work on.</p> <p>Literacy at TSS – after Y6 have completed SATS tests would schools be happy for TSS to do some intensive work with those pupils coming to TSS? A programme from TSS for them. SAS group members were very positive to this.</p> <p>Saltaire Arts Trail – TSS ran a fun run around Roberts Park last year, in early September. People would need to sign up in the summer term to be prepared for it, and need support from primary schools to do this. All were keen to support this.</p> <p><b>Meeting closed at 3:35pm</b></p>	<p></p> <p><b>GR</b></p> <p><b>SH/EW</b></p> <p><b>SH</b></p>