**BILLERICAY COMMUNITY TRUST**

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**Minutes of the BCT Management Board Meeting**

**(Teaching School Alliance meeting) of**

**7th December 2016, 8.15am,**

The Billericay School, School Road, Billericay, Essex, CM12 9LH

Present: Ann Robinson Buttsbury Junior School

 Sue Crace Downham C of E Primary School

 Carol Kerrigan Mayflower High School

 Michael Wade Quilters Junior School

Katherine Parker St Peter’s Roman Catholic Primary School

 Liz Benjeddi South Green Junior School

Alina Clay Stock Church of England Primary School

 Ronnie Branch Sunnymede Junior School *(Chair)*

 Ahson Mohammed The Billericay School

Also in attendance:

 Tony Ward Director, Billericay Teaching School Alliance

 Kay Truscott-Howell Executive Director, BEC SCITT

 Mandy Little BCT Board Secretary

1. **Welcome and Apologies for absence**

The Management Board accepted apologies from Suzanne Haskins, Melissa Eades, Steph Ireland, Izzy Unite, and Hilary Luckman.

1. **Notification of any other business**

The Management Board agreed to discuss the following items at the end of the meeting:

* 1. Key Information Form
	2. Designation Review
	3. Academisation
1. **Declaration of any conflict of interest**

There were none declared.

1. **To agree the minutes of the previous meeting, 6 July 2016.**

The Management Board agreed that the minutes of the previous meeting, 6 July 2016, were an accurate record. The Chair signed the minutes.

1. **Action points and any other matters arising from previous meeting not on the agenda**
	1. Kay would look into updating the ITT section of the TSA website.

It was noted that all other actions had been discharged.

1. **£25,000 BCT Partnership development initiative update**
	1. Tony Ward reported that another visit from the Local Authority was anticipated during the Spring Term. The updates received had been collated. The completion date had been extended from July to December 2016, however it was noted that some schools were still completing work and would not be able to show impact until the end of Spring. Discussion was held over who would conduct the validation. Carol Kerrigan said she’d validate work at Mayflower as she hadn’t been involved. Ann Robinson said she’d validate work at Buttsbury Junior School. It was agreed that HTs could validate their own projects or invite another HT to validate the work. To achieve consistency across all validation work, Mike Wade will provide a one-page sheet with validation questions in January for all to use. *(ACTION: Mike Wade)*.
2. **To receive & discuss the TSA journey and Action Plan 2016-17**
	1. **Initial Teacher Training (ITT)**
		1. Kay reported the UCAS portal had gone live.
		2. The trainee allocation for 2017/18 was 42 primary, and 178 secondary. To date 18 primary and 18 secondary applications had been received, 12 of each had been interviewed, and 7 in total had accepted. Trainees were applying to more than one provider before deciding.
		3. Kay has been speaking with trainees to enquire how they are settling in, if they are receiving the support they need, if they have access to the NQT courses. Some are attending summer school. NUT are providing a free course for members.
		4. Kay is organizing February twilight sessions for primary trainees based on needs feedback provided. The sessions will be on writing and outdoor activities, sharing best practice. The same will be done for secondary trainees.
		5. The NQTs are encouraged to attend TSA courses.
		6. Suggestion was made to market the TSA courses via trainees, video testimonials on the website, tweeting, and facebook.
		7. The Assessment Only route is increasing in popularity, there are 5 secondary and 2 primary in the pipeline. However, NCTL are looking at abandoning this route.
		8. Anglia Ruskin held a meeting regarding teaching apprenticeships.
		9. BEC is experiencing teething problems with the PGCE award offered via The Institute of Education, who intend to increase the fee but are currently not providing the quality to justify the increase.
		10. The premise move to Bromfords has proved successful. There is a large training room with a connecting breakout room.

* 1. **School to School Support (StSS)**
		1. The StSS with Bromfords has now been completed with Bromfords achieving a Good Ofsted judgement.
		2. Izzy Unite continues to support 3 schools through Edison Aspire.
		3. Support is continuing with Eversley. There has been extensive use of the TSA programmes, and several SLEs have provided bespoke provision. Eversley have moved to a Good Ofsted judgement. There is still a small amount to be spent.
		4. Leighbeck Junior School continues to receive non grant funded support. Brightside have provided 9 days support;
		5. Buttsbury Infants are currently in discussion regarding bespoke leadership support to an aspiring to HT, as requested by a local DHT. Tony suggested shadowing BCT Headteachers. Essex offer a similar provision for free. This was discussed and it was agreed there should be a £200 administration fee, followed by 3 x fortnightly visits at 3 schools over a six-week period, provided free of charge by HTs involved.
		6. The SLE provision update sheet was distributed. Four SLEs have been recruited in the areas of Maths, Science, Data, and Behaviour & Welfare. Recruitment was not successful in the areas of Geography and Music.
	2. **Joint Practice Development**
		1. Tony distributed the current list of programmes on an A4 sheet. Headteachers were asked to return the list to the TSA indicating courses of interest and number of attendees. Tony will also email the list out. *(ACTION: Tony Ward, ALL)*
		2. It was suggested that training courses could be marketed via Facebook and Twitter.
		3. Discussion was held over offering ‘Hot Topic’ training and programmes. The following current ‘Hot Topics’ were suggested:
			+ Assessment in foundation subjects: measurable outcomes.
			+ Raise Online (NEW)
			+ Approaches to Spelling
			+ SPAG
			+ Writing a Subject SEF
			+ Growth Mindset (Downham)
			+ Subject specific Mastery programmes, particularly Mastery in English. It is possible SCITT tutors could facilitate. Benfleet have advertised free Maths Mastery sessions as they have national funding.
			+ Sue Crace, Ann Robinson, and Liz Benjeddi offered to coordinate facilitation of specific ‘Hot Topic’ programmes in the Spring Term; Assessment in Foundation Subjects (4-6pm, SGJ), and Mastery in English (1:30-4pm, BJS, cost £50 per delegate, half-day planning and delivery for 2 facilitators £400, refreshments £50). *(ACTION: Sue Crace, Ann Robinson, Liz Benjeddi, Tony Ward).*
		4. Tony distributed the current programme income and expenditure analysis sheet. Some programmes may not run due to lack of interest. Popular courses could be held in the SCITT training rooms so as not to limit the number of participants, increasing profit margins. This accommodates up to 40 delegates and could run beyond 5:30pm as usually there is a letting in the school so caretakers are already on-site.
		5. Tony reported the TSA had been successful in becoming a Centre of Excellence for Leadership Development and have won a bid for £10k to produce a blue-print. The blueprint is for three leadership programmes, to share with other TSAs. Essex Education Services (EES) have approached Tony regarding a joint programme. It was agreed Tony would reply to see what they had to say. *(ACTION: Tony Ward)*
		6. EYFS provision and support was discussed at the last JPD meeting. The TSA could provide training programmes and had discussed approaching Buttsbury Pre-School, and South Green Nursery to arrange an exploratory meeting. HTs informed Tony that there already was a EYFS group that meet regularly. Alina will speak to the Stock EYFS leader; Quilters Infants also has a strong EYFS leader*.* Others involved include St Peter’s, Sunnymede Infants, and South Green Infants. *(ACTION: Alina Clay, Hillary Luckman).*
		7. Governor Network Meeting – Please provide Mel Jones with the contact details of your Clerk to Governors. Mel will communicate with each Clerk, who will disseminate to the Governing Body, each Governor will then reply directly to Mel to book places. Once Mel has all the contact details she will email out the updated ‘interest spreadsheet tool’ to be updated and returned, ready for collation by Rosemary Lovatt, NLG, who supports the network. *(ACTION: ALL).*
	3. **Research and Development**
		1. Cluster groups now have the project template and will report back at the January meeting.
		2. The *‘More and Better’* project has been underway in schools this week, doing work with the class teachers. Tony asked for expressions of interest for September 2017 *(ACTION: ALL).*

*(Meeting broke for short recess, 10.20am – 10.35am).*

* 1. **Secondary Headteacher Strategy Group update**
		1. Secondary schools have been invited to join as core members with voting rights, or associate members without voting rights.
		2. Each school has completed an assessment of their school’s strengths and areas in need of support. The TSA has collated the information and liaises between schools to coordinate provision of support. HT response is slow in getting organized.
	2. **Primary Headteacher Strategy Group update**
		1. Tony Ward will approach Primary Headteachers, including those outside of the BCT, to determine who would like to be involved and how to proceed. *(ACTION: Tony Ward)*
		2. There will be three meetings per year.
		3. Ann Robinson, Katherine Parker, and Ronnie Branch indicated their support. To include an Infant school it was agreed Tony would approach Steph Ireland at South Green Infants as the other Infant HTs were already members of TSA Strategy Groups*. (ACTION: Tony Ward).* The next step would be to arrange a meeting to decide how the group would work and what the vision and impact would be. *(ACTION: Tony Ward).*
1. **To receive a report on the TSA finances**
	1. Kay informed the board that Mark Solomon had made contact regarding an NCTL bid for £29,000 which involved running a course for diversity aimed at encouraging more woman into leadership – more first headships within the next 18 months. The course would include 20 delegates, and be split with South Essex TSA (David Struthers in Southend). The delivery would be via, CPD days, twilight sessions, and a possible residential; Mark would deliver the training. The funding could possibly contribute £5k - £6k toward administration which would include finding the venue, producing flyers. To be followed up by Tony and Kay. *(ACTION: Tony Ward, Kay Truscott-Howell)*
	2. Tony Ward summarized the TSA finances highlighting the following points …
		1. The projected carry forward figure of £26k, plus the £40k core grant will not cover a full year of salaries next year. The additional income generated by training profits needs to be maximized.
		2. The steering group has investigated a membership fee aimed at generating additional income and encouraging increased participation in programmes. The proposed membership fee is £125 for primary schools, £200 for secondary schools. The benefits to schools include …
			* 10% reduction on programme fees
			* 10% reduction on bespoke training
			* 10% reduction on StSS
			* Free access to Primary and Secondary networks
			* Priority access to Research and Development opportunities
			* Free access to resources across the TSA via networks and the website.
			* One free place on a short course; 3 listed – provided by Brightside, Butsbury Infants, and now Downham (for Growth Mindset and attitudes to Learning)
		3. Membership would be optional and non-members would still have access to programmes, paying the full advertised price.
		4. Tony distributed a draft brochure, and advised that quotes had been obtained from Crystal Print.
		5. Tony was asked if a forecast on projected member income and associated expenditure had been produced. It was agreed this should be actioned. *(ACTION: Tony Ward)*
		6. It was suggested the discount should be 20% as 10% may not attract enough interest.
		7. A detailed discussion was held and it was agreed there was a need for greater focus on providing ‘Hot Topic’ programmes which would capture the market and potentially attract greater interest in membership. Constant updating of programmes to meet the current ‘Hot Topics’ would maintain interest and fill programmes. It was recognized this would increase pressure on SLEs to produce up to date material. Timing was also relevant, Secondary schools book more programmes during the Summer term.
		8. It was suggested that only ‘Hot Topic’ flyers are sent out with the membership materials. Information could also be given to delegates attending courses, programmes and events. Flyers could also be distributed via trainees to school’s professional mentors.
		9. Suggestion was made that a unique selling point might be to provide programmes split into theory / direct classroom access to see principles in action / regroup for discussion.
		10. It was agreed there needed to be a dedicated meeting in January from 4pm – 5.30pm, date to be advised, to discuss the TSA sustainability / Hot Topics / membership. Tony Ward to organize. *(ACTION: Tony Ward)*
		11. It was agreed to focus on delivering ‘Hot Topic’ programmes in Spring Term / Early Summer and should include SLEs. SLEs mentioned were; Hannah Pearson (Downham), Nicola Tilley (St Peter’s), Sally Lavelle (Buttsbury Jnr), Melanie Durose (South Green Infants), Jane Ward (SBM-Buttsbury Infants) *(ACTION: Tony Ward, Sue Crace, Liz Benjeddi, Ann Robinson, Suzanne Haskins, Melissa Eades)*
2. **Website development**
	1. The current website provider, Xanda had quoted £14k for a bespoke training course management system, with an additional £1.3k annual costs (currently £545). The system would be more efficient than the current spread sheet system. The high cost was questioned given the current sustainability of the TSA. Questions raised were: what would the cost savings be? Would there be a reduction in additional administration hours? It was decided more quotes should be obtained, and a further discussion had at the next meeting. It was proposed that Melanie Jones, TSA administrator talk to the group about the benefits and impact of this proposal. *(ACTION: Tony Ward, Mel Jones).*
3. **Any other business**
	1. Tony advised the TSA had been asked by NCTL to complete a ‘deep dive’ key information form which would take a full administrative week. TSAs nationally had complained about how this was set about. NCTL extended the deadline by one month to 12th January from 9th December.
	2. Katherine and Tony had submitted data for the designation review following the resignation of John Peoples, TS Headteacher. Designated School status had been retained. NCTL also recognized that Billericay TSA was a key teaching school in the region.
	3. The DfE had attended a meeting at The Billericay School on Friday 2nd December. Invitation had been extended to the BCT Headteachers. Mayflower, Quilters Infants and Quilters Juniors were in attendance. The DfE advised 40% of MAT applications are currently not approved. No single, nor Umbrella MATS are likely to be approved. Any MAT with a Church of England School member requires 20% - 25% of the MAT Board to be a Church appointed member or trustee. Schools will not be forced into academy conversion or joining a MAT, but individual schools must maintain financial stability. School support funding provided to the LA will cease August 2017. The MAT sustainability model showed ideal pupil numbers of 3500, which will trigger additional funding for capital maintenance / development. The Billericay School and Bromfords School have been in discussion regarding the establishment of a MAT, The Billericay School has sponsor status. Both schools hope to have Governor approval before Christmas. It was suggested the BCT schools could join together, with The Billericay School and Bromfords. Observation was made that such a format could work if the inclusion of schools outside of the BCT schools was limited to Bromfords. Further discussion on available options will be held at the Management Board meeting at 8.15am on the 25th January 2017, The Billericay School, in preparation for the meeting with Tim Coulson at 7.15pm on the 26th January 2017, Sunnymede Junior School. The Board Secretary will add to the agenda *(ACTION: Mandy Little)*.

*(The meeting closed at 12.15pm).*

1. **Dates for next & subsequent meetings**

Please note the meetings scheduled for the following dates (all at 8.15am, The Billericay School):

* 25 January 2017 (BCT MB)
* 26 January 2017 (Academisation, Tim Coulson: 7.15pm Sunnymede Juniors)
* 8 March 2017 (BCT TSA)
* 3 May 2017 (BCT MB)
* 5 July 2017 (BCT TSA)

 **(ACTION: All)**

**Summary of Action Points**

**All**

* To continue to send photos to Tony for Billericay TSA website.
* Upon receipt of the programme list, please indicate courses of interest, timing, and intended attendees, and return to the TSA (see 7.3.1).
* Please provide Mel Jones with Clerk to Governor details (see 7.3.7).
* Speak to Tony Ward if you are interested in joining the *‘More and Better’* project in September 2017 (see 7.4.2).
* To attend next meetings on 25 January 2017, 8.15am, The Billericay School, & 26 January 2017, 7.15pm, Sunnymede Junior School (see 11 & 10.3).

**Kay Truscott-Howell**

* To update the ITT section of the TSA website (see 5.1)
* Follow up possible NCTL funding with Mark Solomon (see 8.1)

**Suzanne Haskins**

* To liaise with Sue, Melissa, Ann, Liz and Tony regarding ‘Hot Topic’ courses for Spring and Summer term (see 7.3.3 & 8.2.11).

**Melissa Eades**

* To liaise with Sue, Suzanne, Ann, Liz and Tony regarding ‘Hot Topic’ courses for Spring and Summer term (see 7.3.3 & 8.2.11).

**Sue Crace**

* To liaise with Melissa, Suzanne, Ann, Liz and Tony regarding ‘Hot Topic’ courses for Spring and Summer term (see 7.3.3 & 8.2.11).

**Liz Benjeddi**

* To liaise with Melissa, Suzanne, Ann, Sue and Tony regarding ‘Hot Topic’ courses for Spring and Summer term (see 7.3.3 & 8.2.11).

**Ann Robinson**

* To liaise with Melissa, Suzanne, Sue, Liz and Tony regarding ‘Hot Topic’ courses for Spring and Summer term (see 7.3.3 & 8.2.11).

**Mike Ward**

* To email Headteachers a one-page sheet with validation question (see 6.1)

**Alina Clay**

* To Liaise with Tony regarding facilitation of a possible EYFS training programme (see 7.3.6)

**Hillary Luckman**

* To Liaise with Tony regarding facilitation of a possible EYFS training programme (see 7.3.6)

**Tony Ward**

* To email Headteachers the current programme list (see 7.3.1).
* To liaise with Melissa, Suzanne, Ann, Sue, Liz regarding ‘Hot Topic’ course for Spring and Summer term (see 7.3.3 & 8.2.11).
* To speak to Essex Education Services regarding a possible joint programme (see 7.3.5)
* To approach Primary Headteachers to gauge interest in the Primary Headteacher Strategy Group (see 7.6.1), and arrange a meeting to decide how to proceed (see 7.6.3).
* To approach Steph Ireland regarding Infant School representation on the Primary Headteacher Strategy Group (see 7.6.3).
* Follow up possible NCTL funding with Mark Solomon (see 8.1)
* Provide projected membership income and expenditure for next meeting (see 8.2.5)
* Arrange a meeting in January, suggested time: 4pm to 5.30pm, to discuss ‘Hot Topics’ / TSA sustainability / membership (see 8.2.10).
* Obtain comparative quotes for the booking management programme. Determine savings on administrative hours and associated cost savings (see 9.1)

**Mandy Little**

* To add BCT membership and academisation to the next agenda.

Minutes Approved

Signed by Chair: ............................................................... Date: ..................................