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**Minutes of the DAPH Executive Meeting
3rd June 2009
Fingle Glen Hotel, Tedburn St Mary**

Attendees:

Jan Baker – Orchard Vale Community School
Sue Brewer – Burlescombe C of E Primary
Clare Coates – DAPH Business/Project Manager
Gary Chown (Chair) – Wilcombe Primary School
Anne Ladbrook – East Worlington Primary
Roy Souter – Stoke Hill Junior School
Helen Nicholls – South Brent Primary School
Sue Nield – West Hill Primary School
Paul Walker (Vice-Chair) – St Nicholas C of E Primary School
Anna Tooth – DAPH Administrator

Apologies:

Martyn Boxall - Gatehouse Primary School
Roger Clarke - Broadhempston Village Primary
Paul Jones – Blackpool C of E Primary School

86-030609) Minutes of previous meeting 6th May'09

Minutes of the previous meeting were signed as a true and accurate record.

**87-030609) Matters arising from last meeting not addressed later
65-250209) a. communication (Briefings)**

Draft letter regarding DAPH engagement is in hand and will be distributed by CYPs Director at the beginning of autumn term.

Action: C Coates

Copy of proposed 'engagement letter' to be circulated to DAPH Executive prior to wider distribution at start of autumn term.

67-250209) a. Headteacher Support Service

A date has not been agreed for an HTS service meeting with HR/DAPH/J Johnson. GC agreed to raise this with J Johnson (see item 88-030609)

71-180309) a. Strategic Leadership Group (SLG)

At a recent HLG meeting, GC asked for clarity on SLG and how feedback from SLG feeds into DEF. SLG may be renamed in future as various LA groups appear to use the same abbreviated name. Discussion ensued regarding DAPH's position at working groups and concern was raised about how minutes are recorded and that on occasion decisions are made against the advice of DAPH representatives. This is a particular issue at non-minuted meetings. The DAPH Exec was in support of ensuring that DAPH needs to be clearer regarding its position going forward to LA working groups, and ensure that the wider membership is aware of the DAPH position.

Action: G Chown

To question J Johnson regarding clarity of HLG in terms of minute taking and accuracy, given the delicate balance when DAPH is oppositional and the lack of follow-up after meetings.

78-060509) e. Local Safeguarding Children's Board

H Nicholls has agreed to join LSCB, with J Baker acting as reserve.

79-060509) Integration of Speech Link and Language Link

With reference to the integration of Speech Link and Language Link programmes, and the approach to DEF with regards to funding contribution, R Newton-Chance (Principal, QE College) has suggested that this should be taken forward at a future Schools Funding Group (SFG) meeting. The DAPH Exec noted the fact that some schools/learning communities will not buy in to this programme.

Action: C Coates

To pursue clarity regarding funding as DAPH is unsure whether schools have to contribute to this programme.

82-060509) d. DAPH Area Officer - Review of Role and Renewal of SLA

A revised SLA is in place and is due to be signed by appropriate parties.

82-060509) a. Primary Capital Programme

R Souter advised that he is meeting Chris Dyer and Sue Clarke 03/06/09 to take forward LLC visioning programme, discuss how heads can prepare for their initial meeting and agree governor involvement. Interest was shown at the Briefings with regards to the recruitment of additional HT resource for this programme. Although no formal agreement is in place, a £350 daily rate has been agreed by GC and Chris Dyer. The role of the facilitator is to deliver the vision of the learning community, but not to contribute to their vision.

Agreed:

That G Chown and R Souter can recruit additional HT resource to facilitate the LLC visioning statements, and feedback to the DAPH Exec at future meetings.

Action: G Chown and R Souter

GC and RS to initially approach Kim Baker (Baker (St Helens, Abbotsham) and Jo Evans (Kenn) regarding the above programme.

Action: R Souter

To feedback to DAPH Exec via email after meeting with C Dyer/S Clarke.

82-060509) d. Headroom

An update regarding Headroom will be covered by Geoff Tew (see item 92-030609).

82-060509) e. School Dinner Money Arrears policy

CC has responded to the Grove Primary school with regards to their enquiry about recent changes to the School Dinner Money Arrears policy.

82-060509) i. Password protection and sharing of Learning Community Education Data Sets

Further discussion with Keith Lewis (see 89-030609).

88-030609) Judith Johnson – Director for Learning & Schools

GC thanked J Johnson for attending the DAPH Exec meeting, and invited her to provide an update on the following topics: -

a. DAPH Briefings

Issues raised with JJ by heads have been distributed to the relevant officers and responses should be received in the next couple of weeks. GC noted his appreciation that feedback from heads is followed up by JJ personally.

b. Learning & Development Partnership

JJ gave an overview of the four portfolios: -

Schools and Settings National Strategic Portfolio
Curriculum Development and Enrichment Portfolio
Learners Support Portfolio
Business Development Portfolio

The Head of Service is yet to be appointed. There is a further meeting with HR on 6th May ahead of the next LDP appointments committee which sits on 26th June. As a result it has not been possible either to recruit the four 'Heads of Portfolio'.

The DAPH Executive voiced their concern that the LDP leadership team is still not resolved and subject to the outcome of the above meetings are willing if necessary to add support to the speedy resolution of this issue.

c. Pilot Schemes

Concern was raised that pilots have been running across Devon and that the majority of schools and learning communities are unaware pilots are running nor receive feedback on the outcome. GC suggested that pilot information is fed through the DAPH office to raise awareness, and that participating schools are given the responsibility of reporting to a central portal and provide feedback. It was queried how pilots are distributed across the county, with some areas not having involvement and others running several pilots.

The PSA recruitment process was referred to, with DAPH highlighting that many candidates are being interviewed across learning communities and that each learning community is recruiting their PSA's using a variety of processes, job grades and contract terms. This method does not promote consistency for the candidates or the headteachers involved in the recruitment process.

JJ advised that pilot initiatives should be directed through the three phase associations and that schools are invited to participate depending on the nature of the initiative.

Action: J Johnson

To request pilot criteria (i.e. title, staffing, and closure) from LA officers and remind the leads that pilots must be directed via phase associations.

Action: DAPH Office

To run a consultation via the Update, asking schools to confirm their involvement with a pilot and collate the feedback.

d. 'Schools In Balance' process (SIB)

JJ is due to meet with Geoff Tew and HR to look at redesigning current process regarding how schools apply to SIB. Geoff Tew will assist schools by reviewing all

options (for example, revisiting budget lines) prior to schools approaching SIB. A structure flowchart will soon be issued to ensure that schools are aware of correct process.

e. Headteacher Support Service

JJ requested for volunteers from DAPH Exec to form a sub-group to consider the "gaps" previously provided by the HTS service.

Agreed:

H Nicholls and P Walker agreed to join HTS sub-group, with a suggested meeting in September'09.

Action: DAPH Office

To convene a suitable meeting date with all parties involved.

f. Terms of reference for HLG

GC suggested that HLG returns to a more informal non-consultative group, as the concern is that DAPH does not want to be circumventing standing groups. GC requested that HLG meetings are minuted as 'action points' with follow-up as appropriate, although items may need to be recorded as PartII. GC also requested that action points recorded at HLG are submitted to the DAPH office for reference.

Agreed: J Johnson

To draft some Terms of Reference for the HLG to consider.

g. 'Super Gatekeepers'

Concern raised by DAPH that a lot of general communication is distributed from County via different portals with identical deadline dates. DAPH needs to have total clarity on what is being consulted, and the terms of the consultation. Discussion returned to the PSA recruitment issue, and JJ suggested that DAPH write a formal letter requesting that the process is formalised to promote consistency. JJ acknowledged the PSA recruitment issue but stated this is a separate discussion to gatekeeping, the latter of which should be taken forward to HLG.

Action: DAPH Office

To draft a letter for approval by DAPH Executive prior to distribution to Philippa Court (Extended Services around Schools/Parenting), requesting the PSA recruitment process is formalised and distributed as guidance to all learning communities.

Action: G Chown & P Walker

To take forward 'Gatekeeping' as a discussion item during a future HLG meeting and feedback to the DAPH Exec.

h. Primary Capital Programme

The initial visioning meetings will not be decision making, with the main aim being to agree a consensus way forward for the LLC that the facilitator may not personally agree with. Discussion around the management of large meetings took place, for example Exeter learning communities could potentially have over 100 delegates and this itself would prove challenging. The meetings will involve heads, governors, members of the diocese, and the DAPH Exec suggested the idea of recruiting professional facilitators to assist in directing the meetings.

89-030609) Keith Lewis – School Data Manager

KL was invited to talk to the DAPH Exec to discuss the protocol of security issues surrounding the sharing of Learning Community Education Data Sets. The DAPH Exec stated that, in the spirit of collaboration, although DAPH is supportive for data to be shared across learning communities, the wider school community and members of the local authority, there must be a clear protocol, disclaimer and code of conduct in place to avoid the potential misuse or abuse of data and/or breach of password protection.

The 2009 data sets will shortly be available for distribution as follows:

- **05/06/09** KL communication of proposed data sharing and implications at LLC Chairs meeting
- **12/06/09** Initial draft data available on website for review/amendments by individual schools
- **30/06/09** End of review period
- **Early July** Availability of final version

This year data will include demographics, data analysis, free schools meals, ESS Ofsted judgements and detailed information at each key stage (foundation stage profiles, KS1 & KS2). The main areas for discussion were:

1. Security/Password Protection

Whilst it is acknowledged that most or all of the data is probably out there in the public domain, it is difficult to collate and is not present in such a convenient and comparative format. Therefore, it is essential that access is restricted to the school community, LLCs and the LA by password protection.

A single, generic password for all was considered and discounted in favour of a single user ID per school which would enable an audit trail.

2. Protocol

It was felt that notwithstanding password protection, there should be a written protocol for access and use of the data.

Distribution of "shared" data to individual schools would be subject to accepting the terms of this protocol and could be implemented using the individual password system at the data review stage of the process, prior to release of the final cut.

3. Explanation of Data

Finally it was noted that small schools have an issue with the release of data due to exaggerated variances caused by lower pupil number which is then open to misinterpretation. It was suggested to KL that where year groups are >10 that 'no. of pupils within cohort' and 'overall pupil percentage' is included to overcome this.

4. Distribution

Suggested to be via John Fowler via School Admin address, and reference in the DAPH Update outlining protocol discussed above, action required and timescales.

KL will look into technical implications relating to passwords and sign up to protocol. It was suggested that comparisons are made to Smiley Disk data which is accessed in a similar way.

Agreed:

- In a climate of collaboration, DAPH is supportive of data sharing between LCs and schools and the positive benefits which this provides
- However, data sharing should be subject to schools signing up to a protocol (to be drafted by Sue Clarke?) which includes a stipulation that data will be for professional use by the schools "community" (to include Governing Bodies), Learning Communities and the Local Authority.
- The first "draft" release of data will be issued strictly under password protection - ideally a unique password for individual schools/LCs to enable an audit trail. This release was expected on 12th June and distribution via the school "Admin" address as considered appropriate.
- Schools would have a set period to review/hygiene data advising any anomalies/amendments (by end of June?). Nil returns would be required and at this stage schools would "sign up" to above Protocol.
- Within the data itself, cohort numbers (where less than 10) would be included to substantiate small schools data.
- Following the review period, distribution of final versions to be made strictly subject to password protection as before.

Action: KL to provide some text for the DAPH Update to raise awareness.

90-030609) Retiring Headteachers

P Walker is attending a retirement dinner on 14th July'09 and will take the opportunity of issuing retirement gifts on behalf of DAPH.

Action: C Coates

To draft a letter to retiring heads who have made a significant contribution to DAPH, and include a £25 gift voucher.

Action: P Walker

To issue engraved glasses to other retiring heads during the retirement dinner on 14th July'09.

Action: DAPH Office

To place an order for all retirement gifts.

91-030609) Business Managers Report

CC provided an overview on summer 2009 DAPH Briefings & Council feedback, with figures showing an upward trend of engagement. Due to high costs, it was noted that Sandy Park should not be used for future DAPH events. Looking ahead, R Souter will be contacting those non-engaging schools to arrange appointments to promote the work of DAPH and benefits in attending Briefings, Conference etc as part of the revised DAPH Project Officer role.

24 out of the 31 learning communities were represented and 44% evaluation forms were returned. CC suggested that delegates should be asked to complete

their evaluation form after each speaker and not at the end of the Briefing session. Also, the next round should include short breaks to include round table discussion in between speakers, to allow further debate with the speaker. The speaker sessions need more steer and 'round the table' discussion time should be allowed when issues are raised. It was agreed that the DAPH Chair or Vice-Chair will attend future South region events (to host jointly with H Nicholls).

92-030609) Geoff Tew – County Adviser (CPD) DES

GT was invited to talk about the following topics: -

a. Headroom: This group encourages heads to look at their work/life balance, their relationship with governors and succession planning. Delivery of dedicated headship time is a current issue on the agenda plus they are looking at the concept regarding how governors and the LA have responsibilities (duty of care issues) towards headteachers.

Current membership includes heads from primary schools (Wilson Forster at Sandford School, Debbie Buckingham at Alphington Primary School and Laura Austin at Bolham Primary School) and secondary schools (although unsure whether feedback is provided to DASH), and Debbie Clapshaw (Governor Support/Change Manager, Strategic Planning).

GC questioned how Headroom reports to other working groups and noted that DAPH is not formally represented at the table (although members of the DAPH Exec are frequently invited to attend Headroom). GC suggested that Headroom feeds into DEF as a task and finish group linked to the Forum for Learning and Achievement (FLA). The Primary representatives within Headroom must also be aware of their responsibility to feedback to the DAPH Exec on a regular basis. There needs to be more alignment between DAPH and Headroom, and GT will send the revised the terms of reference and constitution to GC. GC agreed to take this discussion forward at HLG.

Action: G Tew

To send updated Terms of Reference and Constitution for Headroom to G Chown to promote further discussion.

Action: G Chown

To take forward to HLG that Headroom becomes a Task & Finish group, feeding into DEF via FLA.

b. Associate Remodelling Consultants (ARCs): GT explained the concept that an ARC is a headteacher that has identified collaborative working within their learning community. They are not directed by GT, but their work is selected by local requirements within their patch. Funding is available until March 2010 at £4500 per ARC, and GT would like to see a 50% turnover, and a reduction of 18 to 15 ARCs. This is a facilitator role, and he noted the difficulties of working within their own LC. One concern is that in the absence of a proper evaluation process, ARCs are working for learning communities however it is unclear how this role has impacted the learning communities themselves and how the money has been spent. GC suggested that a one page questionnaire is issued to LLC Chairs to ask for their input with the hope of providing a more subjective view.

Proposed by: DAPH Exec

That GT (with the help of LLC Chairs) arranges a formal evaluation of how the ARC role has impacted on learning communities and a succinct report on ARCs challenges by Sept'09.

Agreed:

That DAPH will work with GT in promoting the ARC concept.

c. DAPH as a Leadership Provider: GT asked the Exec to think about how DAPH can support leadership and GC suggested that leadership strategy work could be further debated at Headroom. DAPH will look to continue the dialogue and thanked GT for attending the meeting.

Action: DAPH Office

To ensure 'Provision for Learning and DAPH as a Leadership Provider' is an agenda item for the next all-day Exec meeting.

90-030609) Craig Allen & Sue Donkersley – SCOMiS Consultants

CA and SD were invited to talk about SIMS and assessment tracking, BECTA data security and to request endorsement for the new programmes from the DAPH Exec prior to rolling out to the wider membership.

BECTA have updated the guidelines of data protection, and as a result it gives schools more responsibility of ensuring the security of pupil data. Data security training sessions for heads have been organised by SCOMiS and DAPH suggested that given the lateness in summer term, the training should now only run during autumn. The suggestion was also put forward by DAPH that the training session start time should be brought forward to allow heads time to return to school in the afternoon as necessary. CA advised that training will be discussion based, with powerpoint provided as reference prior to and after the training.

91-030609) DAPH Constitution – as members of the DAPH Exec had to leave the meeting at this point, GC advised that discussion regarding the proposed amendments to the DAPH Constitution will take place via email. He would like to raise questions regarding the number of Exec members, and asked everyone to think about their position and let GC know urgently if they intend to stand down at the forthcoming AGM on 8th July.

Action: C Coates

- **To review and update Constitution and circulate by email to DAPH Executive with summary of changes. Responses to include viewpoint on size of Executive, agreement to proposed Constitution changes and intention (or not) to stand again on DAPH Executive committee.**
- **Proposed changes to Constitution to be published in DAPH Update for wider consideration by membership at least 21 days prior to AGM (i.e. before 17/06/09)**
- **To write letter inviting nominations to join DAPH Executive to include short personal statement.**

Action: DAPH Office

Discussion regarding future structure of DAPH Executive Committee to be added to the agenda for discussion on 01/07/09.

SB and HN left at this point (2.32pm).

90-030609) Craig Allen & Sue Donkersley – SCOMiS Consultants (continued)

SD then gave a presentation on SIMS for attendance, behaviour and achievement data which provides the user with the ability to monitor every pupil, and allows

schools to channel support when and where it is needed. GC expressed his personal view that the SIMS programme spreadsheet shown at the meeting would be inappropriate for his school and requested that the system is intelligent, is able to show individual differences and has support from Ofsted. A suggestion was put forward for colours within the spreadsheet to match with the current intensive support system. Overall the DAPH Exec stressed that schools manage data via their own spreadsheets and that SIMS does not provide anything better. Moving forward, GC and SN agreed to show SD their individual spreadsheets to use as a basis for further review and development of SIMS.

Action: G Chown & S Nield
To continue discussion with S Donkersley by sharing their spreadsheets as a basis for further review.

Action: C Allen
After further review of the SIMS programme, submit formal letter for approval by the DAPH Executive.

91-030609) Matters Brought Forward by the Chair

GC advised his recent attendance at a children's centre meeting – see www.ebi.co.uk

a. Media attention: an issue was raised by a member of the DAPH Exec regarding a situation that has resulted in a school / headteacher receiving significant media attention. After discussion, it was suggested that a brief outline of media services available to schools should be included within the autumn round of DAPH Briefings.

Action: DAPH Office
Contact David Hutchings (CYPS Communications Manager) and request his attendance at autumn round of Briefings to provide 15min overview on media services.

b. Guests at DAPH Executive meetings: agreed that all speakers must be requested to provide papers prior to attending the DAPH Exec meeting.

Action: DAPH Office
To draft 'remit' for distribution to all future guest speakers with regards to papers supporting their presentation.

Action: C Coates
To draft email for Roland Oxborough (Statistician, data and assessment, Devon Curriculum Services), copying S Donkersley (SCOMiS consultant), thanking them for the SIMS presentation given at the DAPH Exec and the suggestion of working together with DAPH.

c. Apologies for DAPH Exec 24th June: noted for J Baker, who is attending the 'Devon Mix' music conference.

92-030609) HTS Service – Identify the Gaps

This item will be pursued further with HN/JJ meeting in September.

93-030609) Date of next meeting:

As the DAPH Exec meeting on 24th June has since been cancelled, the next DAPH Exec meeting is taking place on **1st July 2009** at County Hall – room tbc.

With no further business, the meeting closed at 3.10pm.

Signed.....

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Date.....