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**Minutes of the DAPH Executive Meeting
18th March 2009
Roborough Room, County Hall**

Attendees:

Jan Baker (from 9.20) – Orchard Vale Community School
Martyn Boxall - Gatehouse Primary School
Clare Coates – DAPH Business/Project Manager
Gary Chown (Chair) – Wilcombe Primary School
Anne Ladbrook – East Worlington Primary
Helen Nicholls – South Brent Primary School
Roy Souter – Stoke Hill Junior School
Paul Walker (Vice-Chair) – St Nicholas C of E Primary School
Anna Tooth – DAPH Administrator

Apologies:

Roger Clarke - Broadhempston Village Primary School
Sue Nield – West Hill Primary School
Paul Jones – Blackpool C of E Primary School
Robin Smith – Landscope Primary School
Sue Brewer – Burlescombe C of E Primary

69-180309) Minutes of previous meeting 25th Feb'09

Minutes of previous meeting were signed as a true and accurate record. Note:
Page 4 – 'five schools' should read 'five learning communities'.

70-180309) Matters Arising

63-250209) b. QCA Conference 3rd Feb'09 – PW has arranged to meet with Andrew Riley 19th March'09 to determine how DAPH and DES can work together in terms of delivering the new Primary Curriculum.

63-250209) c. Early Years Strategic Group - GC advised that 'Devon Pilots' is on the agenda for discussion at the 5th May meeting.

63-250209) e. Strategic Leadership Group (SLG) – DAPH representatives for SLG group agreed as J Baker, M Boxall and A Ladbrook. Concern raised regarding meeting notice – first scoping meeting was attended by AL only (16.03.09). MB and JB had not picked up meeting notification from DAPH Office, suggestion that late notice is confirmed by both phone and email. AL highlighted that other attendees had been given one month notice of meeting date.

64-250209) Rory McCallum

DAPH Office have booked and confirmed RM to attend DAPH Exec meeting on 1st May'09 at Fingle Glen (8.30am).

Noted that RM is unable to attend Summer Briefings as noted, however his attendance has since been booked for Autumn round. Action complete.

65-250209) a. Communication (Briefings)

Action: DAPH Office to draft letter re. Engagement for distribution by CYPs director, to be sent to schools, Chairs of Governing Bodies and Learning Communities plus advertised in Headlines.

65-250209) c. DAPH Response to Schools Exclusions Task Group Report:
DAPH Office has sent final DAPH response to School Exclusions Task Group report to GC for signature, which has since been forwarded to Cllr Channon. Action complete.

65-250209) c. DAPH Response to 21st Century/Schools Report Card mini consultation:

CC has forwarded consultation results to S Clarke (details of which have also been included within Issue XX of DAPH Update). Action complete.

65-250209) e. New HT Induction Update

Action: DAPH Office to invite Geoff Tew to 3rd June 2009 DAPH Exec.

67-250209) a. Headteacher Support Service

HTS meeting with HR/HN – HN is pursuing a meeting date with HR & JJ. DAPH have to ensure that the future HTS function is sitting within HR, and one purpose of the meeting will be for DAPH to help develop this service. GC suggested that he requests for this to be given consideration at HLG is for this initial meeting to be scheduled, to further develop the service and agree the SLA. Suggestion put forward that the meeting has representation from Governor services as they have a duty to provide wellbeing for heads.

J Baker arrived t this point (9.20).

Action: GC to pursue at HLG that the planned HTS service meeting is confirmed with JJ/HR/DAG/DAPH (JJ leading) during the Summer term.

Agreed: that DAPH should notify the membership at Summer Briefings how the future HTS service will be taken forward.

67-250209) c. LDP

P Walker has drafted letter of support re. head of LDP and JE scheme, which was taken to FLA on 4th March'09. Action complete.

67-250209) f. The Role of ARC Consultants

Action: DAPH Office to convene DAPH meeting with S Clarke/LLC Chairs/G Tew. RS has spoken to SC who is keen to convene a meeting, which needs to be set during the Summer term to discuss the alignment of DAPH Council/ARC role and New Headteacher Induction. Copy RS on email.

67-250209) g. Working Groups/Meeting Dates and School Communications

Action: DAPH Office to send DAPH dates to Bryan Smith.

71-180309) CYPS Working Groups De-Brief

a. Strategic Leadership Group (SLG) – A Ladbrook

AL gave a summary of discussion at the first 'scoping' meeting. Concern regarding notification time and that others at the meeting were aware of the meeting date over a month ago.

Action: DAPH Office to email and phone DAPH Exec's with meeting details if scheduled in short notice.

Terms of reference were reviewed at the SLG meeting. Discussion around the fact that the councillors may not be available at the end of May/June given the elections. This may affect all the groups that they currently sit on, including SLG. Data was discussed in terms of what should be collected. Who is receiving grant funding, what it is for, FMSiS, look at schools with carry forward balances, JE and how it has affected finances in school, general staffing, large class sizes at Broadclyst and ICT/personalised learning, future curriculum, early years, deprivation and what it is costing Devon, SEN budgeting, sparsity, free schools meals data, key stage one funding, international influence and are there other models more financially satisfying to Devon, co-location capital, learning communities data set profiles. JB is going to collect the data.

The outcome of this group is to look at a funding journey from 06-09-12, to look closely at distance learning, international models and other models that are already working in Devon. Look at succession planning and propose models for governors to review. Most important thing is to look at sustainability.

GC questioned that no reports are being sent through to DEF and he will raise at today's meeting how feedback from SLG meetings will be reported. A draft report will be sent out to consultation in September 2009. Future meetings in April, May, June and July (dates to be confirmed).

Action: GC to question how feedback from SLG meetings will be sent to DEF.

b. SCB – R Souter

Devon has Beacon status for commissioning. New arrangements for grounds maintenance. Improved Services to Schools has been distributed. LDP is now the official title for all these services, and a guide is being put together for distribution to heads. High expectations for the role of learning communities, with several pilots being run. Exec questioned costs for broadband, which is on the DEF agenda.

Action: J Baker to challenge re. Broadband costs at DEF meeting.

c. SOF – R Souter

A Competition brochure has been provided for new school, consultation running re. closure of Sparkwell, with Cornwood taking Sparkwell pupils. Discussion will be taken place with Tiverton LC re. designated areas.

d. HLG – P Walker

Stepping Stones poorly presented by John Shaw, still very confusing, PCP discussed with issues surrounding VA schools. There is a list of Local Area Reviews (LARs). LLC capacity – structures need to be resolved, need to talk to SC to air the concerns. Further notes will be provided by PW for circulation to Exec.

72-180309) Business Manager's Report

a. Financial Report

Working with K Parson's model, it is likely at the end of this month the collective budget with HTS and DAPH is £46,100 over the original budget of £120k. HTS

£80,300, DAPH element is £39,700, with DAPH turnover being £100. Going forward, DAPH budget is agreed at £125k under an SLA.

b. Finance Policy

Draft policy and further update at the next meeting.

c. Conference 2009

M Boxall was elected as Chair of Conference Sub-Committee, and he gave a summary of recent work on this year's event. The meeting was asked to consider ticket pricing structure, early booking discounts, notional allowances for guest speakers and panel members (including reimbursement for DAPH Exec participation and hosting), plus draft poster. A quotation for sound and lighting was also reviewed although the Exec felt that the cost was high in comparison and asked for further quotes to be sourced before booking.

Agreed:

- DAPH Exec to join conference preparations on Wednesday 16th September (after school) for planning meeting, dinner and overnight accommodation. DAPH Exec also to pay for their conference ticket. Reimbursement for time/work at the conference will be made via DAPH budget.

- that M Boxall can be reimbursed for hosting panel chair and Claes Ehrnebo (Swedish HT).

- Ticket prices up to and including 31/05/09 agreed at £250 for 2 day residential, £200 for 2 day non-residential, £120 for single day. After 31/05/09, prices increase by 10%. Tickets are non refundable unless there are extenuating circumstances (eg. Ofsted).

- Out of county invitations to be issued after 31/05/09 to attract the higher price. No charge for LA Officers or Councillors to attend, however this does not include accommodation.

Actions:

- DAPH office to establish who is attending on 16th September planning meeting and book accommodation.

- DAPH Office to contact Devon Learning Resources in view of preparing a professional flyer/poster, to be marketed at Summer Briefings.

- DAPH Office to advertise conference bookings via Update, and be proactive in securing bookings via phone.

- DAPH Office to source further quotes for sound & lighting.

Thanks were given to all members of the Conference Working Group for work undertaken so far.

73-180309) Matters brought forward by the Chair

a. School Representation on DEF

GC notified the meeting that Roger Clarke (HT at Broadhempson Village Primary School) wishes to resign from Devon Education Forum on the basis that another small school head replaces him. With consideration given to the constitution, the DAPH Exec took the decision to offer a substitute in the short term and a new DEF member will be elected at the DAPH AGM in July, however preference will not

be given to the size of the school as currently two out of the three DEF reserves represent small schools.

b. Area Officer role SLA Renewal

SLA to be revised by GC and RS.

Action: Revised SLA to be presented/considered at the next Exec meeting on 6th May 2009.

c. HTS Service

Concern raised that the membership may have been lead to believe that DAPH have colluded with the LA in terms of the closure of the HTS service, thus presenting a negative attitude. Suggestion put forward to notify the membership in due course following HLG discussion and JJ/HR meeting, to promote future HTS service and clear signposting.

Action:
- DAPH Office to advertise future HTS service via DAPH Update once clarified.

d. DAPH Briefings and LA requests for slots

Requests from LA officers to present at DAPH Briefings will be decided by GC and JJ in terms of whether a pitch is offered or whether handouts would be more appropriate. It was felt that LA speakers should be offered a maximum of 90mins. The suggestion was put forward to consider returning to full day Briefings given the amount of information delivered at the Spring round, and to allow for all important questions/networking. Also, to run a one day DAPH Council meeting during Summer 2010 to include both DAPH Council Representatives and LLC Chairs.

Action:
- DAPH Office to contact Sue Clarke to establish the benefits of holding one day Council session during 2010 for Chairs/Reps.

e. SCR meeting: P Walker

Letters to schools regarding changes in child protection will be issued in due course and although this will cause more work to schools, heads will welcome the extra guidance. It was noted that there are issues surrounding current child protection training, with regional sessions delivering different messages.

74-180309 Devon Education Forum Papers

M Boxall was asked to attend the DEF meeting on behalf of DAPH given that representation is low due to apologies. DEF papers were referred to during the meeting, with members agreeing points to be taken forward.

75-180309) Date of next meeting:

1st May at the Fingle Glen Hotel – 8.30am start, with the option of having breakfast at 8am. Guest Rory McCallum.

Reimbursements for attendance at this meeting will be raised w/c 23rd March'09. With no further business, the meeting closed at 12.20pm.

Signed.....
Print
Date.....