

**SSSB Meeting**  
**13<sup>th</sup> November 2007**  
**Cardinal Newman House**  
**Minutes**

**Present**

Charlie Werner	DAPH
Ray Beale	CYPS
Sarah Skinner	CYPS
John Barnard	CYPS
Jacqueline Broad	Manor Primary
Ivan Godfrey	DAG
Sue Nield	DAPH
Holly Torvell	DAPH
Carol Chapman	Bridestowe Primary
Don Paterson	DAG
Tracy Sapiecha	Minutes

**Apologies**

Pauline Down, Kingsley Matthews, Geoff Rees, Corinna Medland

	<b>Action</b>
<p>Charlie opened the meeting with a brief look back at the history of the Board and congratulated and thanked members for being involved with several major developments over its time.</p> <p><b><u>Role of Board</u></b></p> <ul style="list-style-type: none"> <li>• Feedback from Schools Forum Workshop 9 Nov 2007- Following a presentation by Judith Johnson of Four S and Ingrid Fisher on the future of Devon County Council's commissioning role it was suggested that in future SSSB would 'sit' to the right of Schools Forum in the structure chart. There was also a suggestion that the Board should change its name to 'Schools Commissioning Forum'. This was minuted but discussion would take place later in the meeting.</li> </ul> <p><b><u>Project StratCom</u></b></p> <p>RB handed out copies of Project 'Stratcom' Communication Strategy. A copy was placed on file. This document looked at the ways CYPS could improve in its new commissioning role in respect of schools, using DES (DCS as was) as the example. Although this agenda item appears later in the schedule it was decided to discuss it at this point.</p> <p>Using the Four S model it is fundamental in forming a partnership and collaboration of services or 'entity' which could relate to each other and</p>	

sharing the 'Enjoy and Achieve' agenda. SSSB should be involved in shaping the entity but not be part of it. Most of DES's work is not sold to schools but is bought by the Authority which in itself is a commissioning strategic function.

JB pointed out that the Four S model is not the only way of achieving the outcome. There are other methods to achieve the aims of CYPS.

In order that heads are kept informed the whole scenario needs to be put into context with a clear definition of 'commissioning' being provided. Meetings will be held for schools in December to explain the situation.

DP asked if a note should be put forward suggesting that there should be schools input into the 'Commissioning Board' with members of this Board sitting on others.

### **Role of Board cont....**

- Terms of Reference

- *Purpose of the SSSB* -Several suggestions were put forward with the eventual one being 'The SSSB provides a powerful interface for school managers, governors and local authority officers to influence the commissioning requirements and monitor the outcomes for schools.'
- *Objectives of the SSSB*- The Board will:
  - Identify and specify and help secure on behalf of the service needs of schools;
  - Hold service providers to account for their performance and responsiveness through monitoring the quality of all services;
  - Monitor and advise on cost of services;
  - Work with local authorities to promote best value in the Governor's purchasing decisions;
  - Work with the Local Authority to promote a market place of competitive service provision;
  - Support the process by which schools make informed purchasing decisions.

It was decided to discuss membership of the Board in the next meeting.

- Chair- Don Paterson was nominated as a replacement for Charlie. It was seconded by Sue Nield.

It was noted that the Schools Forum had agreed that the chairs of each sub group will be senior officers. The Board disagreed with this because it must remain at arms length from the Authority. It would like to elect a chair. John Barnard and Ivan Godfrey will then bring it to the attention of the Forum at their next meeting on 30 November.

### **Catering Update**

Since the last meeting the pilot to transfer services has been set up with 8 primary schools. They have been provided with a dedicated support

**JB/IG**

person.

There is the possibility that there might be another service option, Cost Plus, and consideration will be given to encouraging more pilots.

Sessions will be set up for those schools that went self performing to ensure that they are compliant with Government standards for nutrition.

### **Portfolio Update**

SS demonstrated the loose leaf folder highlighting the generic approach. There is no logo to date but ideas from some initial designs done at West Hill Primary will be taken forward. It was reported that the portfolio would cover a three year period 2008-11.

### **Items for Discussion**

JB explained that the go ahead has been given to advertise the post of 'Head of Learning and Schools' with the intent of having a post holder in place by April 2008. This post will be the nominated deputy to the Director (who has now become an executive director) with responsibility for teaching and learning.

CDM Regulations re Legionella Risks, Asbestos Risks etc – There is pressure to move this forward and send out letters to schools to ensure that heads are fully aware of their responsibilities. Some items in the letter do require further clarification before it is sent out. A full report will be submitted to the Schools Forum on 30 November.

It was put forward that primary heads are facing the real issue of deciding what is their primary function area, premises management or teaching and learning. It must be made clear for them as to what the Authority already undertakes on their behalf and what is their legal obligation.

### **Dates of Future Meetings**

27<sup>th</sup> February 2008

4<sup>th</sup> June 2008

10<sup>th</sup> September 2008

12<sup>th</sup> November 2008