

**Waltham Forest GREEN Teaching School Alliance**

**Board Meeting**

Venue: Leyton Cricket Ground, Crawley Road Leyton, E10 6RU

Date: 12th September 2018

Time: 12.45pm – 1.45pm

Present

Clive Rosewell, Willowfield (CR); Sally Walker, Connaught (SW); Lynnette Parvez, Kelmscott (LP);

Kath Wheeler, Buxton (KW); Cathy Kitto, South Chingford Foundation (CK); Phil Grundy, Highams Park (PG); Mark Morrall, Chingford Foundation (MM); Andy Stone, Holy Family (AS); Annabel Rook, George Mitchell (AR); Meryl Davies, WSFG (MDA); Gill Antha, WSFG (GA).

Apologies for absence :

Jenny Smith, Frederick Bremer ; Shona Ramsay, The Lammas School ; Saeed Hussein, George Mitchell.

**Minutes**

1. **Welcome, minutes and matter arising**

MDA thanked everyone for attending, working through the minutes of the board meeting of 14th March and the steering group meetings of 19th April and 7th June, which had been circulated in advance. MDA outlined actions completed and gave an update on Teaching School business.

1. **Continuing Professional Development (CPD)**

TLR3 – Research Project

An advert has been prepared (circulated in the meeting) with the aim of appointing four teachers from across the borough. The four will receive training with Curée and undertake classroom research. The expectation would be for them to take a lead on research on classroom based practice. It is anticipated that there would be regular termly meetings, evaluations, shared reports, attendance at subject network meetings and Teach Meets

The Secondary Heads had discussed a number of themes they felt would be key to the research, including PP, More Able and Most Able, SEN, ethnic groups, middle attainers, Science, Maths, and English take up at KS5. The TS will circulate this information to schools. The application deadline is still to be set. There will be a three week window for applications. Interviews will be held after half term.

Members of the Steering Group will be invited to be on the selection panel.

Subject specific Prince’s Teaching Institute training (PTI)

MDA informed everyone that approx. 50 colleagues from partner schools had taken up the offer of the PTI courses, funded by the TSA. MDA felt it will be interesting to get feedback on the PTI training from group members. Once received this will also be uploaded onto the WSFG website.

National Award for Middle Leaders (NAML)

MDA reported that this CPD, a two year NAML programme, was going well. 15 people attend regularly and feedback from schools represented is very positive. Colleagues are halfway through this programme. Core leads are Marianna Philippou (AHT WSFG) and Louise Cowburn (AHT HF).

SSAT Leaders for the Future Training

Five colleagues had attended quality training run by the SSAT to enable the delivery of training sessions for colleagues considering leadership. There will be five modules (please see the attached information sheet). These will be delivered across the borough over the next year, and these courses will be promoted through the steering group members and the WF Challenge.

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| **School**  | **Representative** |
| Willowfield | Debbie Chapman-Andrews |
| Holy Family | Ciaran Shannon |
| Frederick Bremer  | Sarah King |
| Kelmscott  | Sam Jones |
| WSFG | Jonathan Gunzi |

Examiner Bursaries

MDA advised that the TS has been collating information about examiners in the borough. This was as yet incomplete. MDA agreed to circulate the information gathered so far with a view to schools updating it. This should be a useful resource once complete. It was agreed that the list should be amended to include information on which examination boards they are examiners for as well as which boards are used by their current schools for that subject.

The bursary cannot go to all examiners. MDA suggested it may be appropriate to invite applications for bursaries linked to a role as lead TS examinerS in the borough and co-ordinating a network of others with responsibility for presenting at Subject Network Meetings, hub meetings, etc. This would work with the northern subject meetings but would need to be discussed further with colleagues in the south.

1. **NQT/ITT**

Debbie Chapman-Andrews (AHT at Willowfield) hosted a meeting on 7th July 2018 MDA highlighted some of the key points:

The NQT Induction Event

The NQT induction event is on Wed 12th Sept at Waltham Forest Town Hall.  In excess of 150 NQTs from primary and secondary are expected to attend.

The Early Career Development Programme

The first session will be on Wed 17th October when we all interested secondary NQTs will meet.

There will be a NQT residential conference in February – details to follow soon

School Direct 2018-19

A total of 4 School Direct tuition fee route trainees have been recruited for 2018-19, DT, PE and 2 English and they have already got placements arranged within the WF GREEN TSA schools.

School Direct 2019-20

The DfE has reviewed the application process and there are no school direct salaried placements available for 2019-20.  There is a big push of advertisement and we hope to recruit a far larger cohort as a result.

Successful application was made for a number of placements: please see the attached minutes for this information.

We have been given permission to recruit unlimited numbers in each of these subjects by the DfE and are in the process of setting up the application portal as applications will open from 2nd October.

She would appreciate some help in interviewing candidates on occasion.

Professional Studies Sessions 2018-19

Sessions are held on Wednesday afternoons across WS GREEN TSA schools and focus on pedagogical strategies.  All ITT, Teach First and UQ teachers are welcome to attend.

The programme is attached and colleagues present were asked to advertise.

Debbie held a planning meeting for the NQT Early Development Career programme at the end of last term and it was ascertained that there are 20 NQTs across the following schools: WSFG, Kelmscott, Norlington, Holy Family, Walthamstow Academy and Sir George Monoux.

LP asked if there is any further information available on apprenticeships for trainee teachers, CR stated that they had been advised to hold fire on this for the moment and if anything changes Debbie would inform all schools.

PG mentioned that in a previous meeting it was suggested that someone take up the “apprenticeship expert” role and bring their finding to the meetings, KW said Buxton School had employed a number of apprentices in the admin team and she could be contacted for further information on the protocol.

MDA also added that she had heard the apprenticeship programme had included Cover Supervisors and Teaching Assistants.

1. **Specialist Leader in Education (SLE) appointments**

MDA thanked Leann Valiquette (Lead for St Marys Teaching School) and GA for their work on the SLE interviews that took place on Tuesday 11th September. Thanks also went to Clive Rosewell who gave up his time to be involved in the interview process. The first training session will take place at WSFG on Friday 14th September then followed by further training at Willowfield on Tuesday 25th September. Meryl updated everyone on the SLE Interviews. Seven candidates were interviewed and five have been appointed, please see below. GA is collatinga list of SLEs from other TSAs for potential support to schools. This will all be available in due course.

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| **Name** | **School** | **Subject**  |
| **Beverley Hallas** | **WSFG** | **SENCo (Secondary)** |
| **Kristie-faye Fleming** | **Chingford Foundation** | **Science** |
| **Christopher Rountree** | **Chingford Foundation** | **Art** |
| **Jeanette Scull** | **John F Kennedy Special School Stratford** | **SENCo (Primary and Secondary)** |
| **Sara Hampshire** | **Holy Family Catholic School** | **Drama and Performing Arts** |

MDA and CR highlighted the fact that Jeanette Scull was from outside the Borough; during the interview process she had shown a very high level of SEN knowledge and expertise and would be an asset to the Teaching Alliance.

MM asked about the connection with St Mary’s TSA. MDA stated that one of the DfE Requirements is that there must be a member of another Teaching School on the interview panel to allow for quality assurance, she had also attended interviews that took place at St Mary’s in May. The candidates from this round had been of a high calibre. Seven SLEs had been appointed.

1. **Funding**

MDA gave a breakdown of how TS funding had been allocated and how this is being invested back into WF schools.

Most of the expenditure has been allocated towards training costs – examiners’ bursaries, PTI, Leaders for the Future, etc. SLEs will be offered training through Curée, there is a lot of investment there: four TLRs (£13.5K). There has also been some expenditure on conferences, travel and subsistence and on photocopying/printing and publicity.

Total planned costs are approximately £63K, which is a more than received as income. Some of this funding still has to be spent.

1. **The Steering Group**

MDA reiterated that the Steering Group is the driving force of the Teaching School. The group comprises of Senior Leaders from across the borough and is the forum where decisions are made, the last meeting (7th June) had 14 members in attendance.

Meetings are held termly at Walthamstow School for Girls – 7.30am-8.15am

Proposed dates:

Thursday 20th September 2018

Thursday 13th December, 2018

Thursday 7th February, 2019

Thursday 28th March, 2019

Thursday 16th May, 2019

Thursday 27th June, 2019

1. **TSST and TSP bid updates**

Two bids submitted last term were successful.

Teacher Specialist Subject Training

The WFG TS has 33 places on a fairly well-funded programme to train teachers in conjunction with Cambridge University. This will encourage teachers to train in other subjects needed and this will allow more flexibility in schools.

Teacher Supply Tailored Support

WSFG has also been selected to become involved in a 2 year programme as a National Support School providing support to schools challenged by the issues of teacher workload and teacher retention.

Certain targeted schools will be able to access approx. £5K to enable teachers in the first few years of teaching to receive access to 10% planning and preparation time. Schools will not know if they are one of the schools selected for support until they are approached by the DfE.

With £1K CPD, part of that could involve coaches going into schools to address a need the schools can’t meet themselves or the use of SLEs, to support this initiative. This is likely to start up at very short notice next term.

1. **Women Leading in Education – Coachmeet updates**

Following the successful involvement in the CASSA Women Leading in Education Coachmeets scheme last year, Sally Kennedy (DHT WSFG) has been invited to continue the programme. The DfE have expanded the programme and want each sub-region to recruit 40 coaches.

In the last round, Willowfield and Connaught ran a very successful joint session, with a further successful session held at Frederick Bremer, in total over 50 female colleagues attended. Once it is clear who would like to be involved, an Expression of Interest will need to be submitted, together with plans for delivery.

1. **Chartered College of Teachers**

MDA advised that the Teaching School had committed to paying the cost of membership of CCT for one member from each school. Not all schools had yet confirmed that they would like this membership. Members receive journals, which will help with the research group in the future. It was suggested that the names of the Headteachers from the schools would be added to the members list. **Schools to confirm and advise if they would want this membership before the list is submitted to CCT.**

1. **Website and Logo**

This is still undergoing discussion.

1. **Regional Teaching School information Email**

MDA informed all that she receives regular emails outlining Regional Teaching School updates, she asked if colleagues would like this forwarded on to them. Everyone agreed that this would be useful.

1. **In Closing**

MDA thanked colleagues for attending the meeting.

Dates of the next meetings

November 14th 2018

March 13th 2019

June 12th 2019

Please see the actions table below.

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| **Summary of Actions** |
| **Item** | **Action** | **Action by:** |
| 2. CPD | TLR3 – Research ProjectCirculate the advert and encourage colleagues to apply.MDA will invite members of the Steering Group to join the selection panel once applications have been finalised. Subject specific PTI trainingGA to collate feedback from colleagues and upload the results onto the WSFG websiteExaminer BursariesMDA agreed to circulate the information gathered so far, with agreed additions on examination boards, with a view to schools updating and returning asap.SSAT Leaders for the Future TrainingProgramme to start in the Spring term – promotion through the Steering Group. | All HT once the closing date had been confirmedMDA after half termGA MDASteering Group Members |
| 3. NQT/ITT Training  | Debbie Chapman-Andrews would appreciate help with the interview process once applications come in please. | Steering Group members |
| 4. SLEs | Information on the successful candidates and their subject specialisms will be shared shortly.  | MDA |
| 8. Women Leading in Education - Coachmeets | Opportunities for further involvement in CoachmeetsExpression of Interest and plans for delivery to be submitted. Dates/venues/delivery plans to be discussed further. | MDA/SKE |
| 9. Minutes and Matters Arising | Chartered College of TeachersSchools to confirm that they would like to receive the free membership to CCT, funded by the TSA and to provide a name asap. | Headteachers |