

**Teaching School Steering Group Meeting**

Venue: Walthamstow School for Girls, Church Hill, Walthamstow.

Date: Thursday 20th September 2018

Time: 7.30am – 8.30am

Present: Meryl Davies, WSFG (MDA), Debbie Chapman-Andrews, Willowfield (DCA),

 Louise Cowburn, Holy Family (LC), Lucy Dalton, Kelmscott (LD), Astrid Davis, Chingford FS (AD), Sarah Jaggs, South Chingford FS (SJ), Jo Kaltak, Frederick Bremer (SJ), Tim Morris,

 Highams Park (TM), Rhianne Pawley, Lammas (RP), Julie Stewart, Connaught (JS),

 Nick Taylor, Buxton (NT).

Apologies: Jonathan Gunzi, WSFG (JGI), Gill Antha, WSFG (GAN)

**Minutes**

1. **Welcome**

MDA thanked everyone for attending and reiterated that the Steering Group is the driving force of the Teaching School. The group comprises senior leaders from across the borough and is the forum where decisions are made.

MDA reports back termly to the Secondary Heads group on the decisions made by the Teaching School Steering Group and actions taken.

2. **Minutes and Matters arising**

The minutes of the meeting on 7th June had been circulated in advance and MDA outlined the areas of discussion at that meeting.

Chartered College of Teachers

The Teaching School had committed to paying the cost of membership of CCT for one member of the Steering Group 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 future. **Schools to confirm and advise who they would want to represent them please.**

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

TLR3 – Research Project

MDA advised that the Secondary Headteachers have agreed to this proposal. The posts would need to be incorporated into schools’ staffing structures. An advert has been prepared with the aim of appointing four teachers from across the borough to responsibility posts. The four will receive training with Curee and undertake classroom research. The expectation would be for them to take a lead on research on classroom based practice across the borough. It is anticipated that there would be regular termly meetings, evaluations, shared reports, attendance at subject network meetings/Teach Meets etc.

The Secondary Heads had discussed a number of themes they felt would be key to the research, including PP, More Able, SEN, ethnic groups, middle attainers, Science, Maths, and KS5. The TS will circulate this information to schools in the next couple of weeks. The application deadline is still to be set. There will be a three week window for applications, so interviews are likely to be held shortly after half term.

Members of the Steering Group will be invited to be on the selection panel. MDA/JGI will be in contact, depending on the number of applications received.

 Subject specific Prince’s Teaching Institute training

MDA felt it would be interesting to get feedback on the PTI training from group members. Approx. 50 colleagues had attended from a number of schools on a variety of subjects.

* SJ reported that feedback from Rushcroft attendees had been very positive, non-specialists in particular had found it useful. They had taken away ideas and produced an action plan.
* JK said colleagues from Frederick Bremer had found it positive from the networking point of view, it would have been more relevant and useful to them if it had not been predominantly aimed at A level rather than GCSE.
* JS had not yet had feedback from colleagues at Connaught but would feedback once received.
* TM said that the weekend residential for Science had been really good.
* NT said that there had not been any takers from Buxton, however he hoped that the opportunity would be repeated this year.
* DCA advised that Willowfield colleagues were unable to attend due to a clash with their own Middle Leaders residential.
* LD said that Kelmscott had not been able to send anyone to the residential but feedback from others had been positive.
* AD (CFS) reported that the Head of Science was new to the post and had found this very useful.

National Award for Middle Leaders

MDA reported that this CPD, a two year NAML programme, was going really well. 15 people attend regularly and feedback from schools represented is very positive

This is a two year course, so it is now too late to join. Unfortunately SSAT have advised that they do not intend to run this again next year.

DCA was aware of some bid opportunities for groups of schools to run the NPQML and NPQSL courses. It may be worth the NAML group continuing in some form. DCA is aware of people from this borough who have been trained and taught as part of the NCQML/SL previously. The DfE is targeting support at good quality CPD and the NPQML/SL has recently re-launched. 15 regular attendees would indicate a need for this sort of CPD.

DCA agreed to investigate further and share information she had seen circulated among the DfE paper on workload. However she felt that there is likely to be a deadline approaching for this.

MDA reported that the CENLIG heads consider accreditation to be quite important.

Examiner Bursaries

MDA advised 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 examiner in the borough and co-ordinating a network of others with responsibility for presenting at Subject Network Meetings, hub meetings, etc.

SJ felt that would be valuable and would be willing to feed back at a subject network meeting.

Further consideration would be needed regarding the logistics with two separate meetings one north and one south of the borough. MDA wondered whether it would be viable to occasionally have one larger meeting to avoid duplication. It was suggested that it might be appropriate for there to be an exam board specific subject meeting.

MDA asked whether anyone was aware of the venue for the next subject network meeting (on 21st November, 2018).

It was noted that once the information on examiners throughout the borough is complete, it will be easier to move forward on the proposal for bursaries.

MDA advised that at one point discussion had been about filling gaps and getting new examiners in place, however it may be that these bursaries could initially be for experienced current examiners to provide CPD for others.

The proposed bursaries would be in the region of £250-£300, however MDA felt that if these would be of benefit to all schools that the group could consider spending less on something else and diverting more towards bursaries.

It was noted that some current examiners have become so in order to better understand the new specifications rather than to support others.

4. **Newly Qualified Teachers (NQT)/Initial Teacher Training (ITT)** (DCA – Willowfield)

DCA reported that following the Steering Group in June a sub-meeting had been held for all schools who wanted to be involved in the NQT/ITT programme. There has been a revamp to the early career development plan across two years.

For ITT there are 4 Schools Direct trainees from 120 applications starting at the beginning of October. The DfE have given permission to recruit across a number of subjects and we can recruit unlimited numbers.

Once applications come in, DCA would appreciate any help from Steering Group members with the interview process please.

There is a professional studies programme up and running for when the PGCE students come in October. This programme is open to unqualified teachers and anyone who needs pedagogical input. Lots of new people are attending.

DCA was asked for her views on the calibre of people put forward by Schools Direct. DCA said that they all had second interviews at the Institute of Education and passed, so of fairly good calibre. One will be starting at WSFG in English and was previously a Teaching Assistant in Hornsey.

DCA screens applicants before they are interviewed to select suitable candidates for a range of subjects suitable for WF schools.

Teaching Apprenticeships

NT advised that Buxton have taken on a couple of apprentices in primary and an apprentice in secondary English. NT is mentoring the secondary English apprentice. This has been quite successful so far, however NT feels it is an intense experience for the apprentice who has gone straight into a classroom, however she appears to be capable and motivated.

The cost for this comes from the Apprenticeship Grant. There are only a couple of universities in the country supporting this so far. The school has to train them for four terms, however the apprentices will have QTS in the third term and if they subsequently leave the school without completing the fourth term, the school loses 20% of the grant. These apprenticeships are supposed to start in September, however it may be better for both parties if they were to start in the summer term

JT noted that Teach First was no longer a cheap option, costing in the region of £65 over two years, whereas schools have to pay into the Apprenticeship Levy anyway.

MDA felt it would be useful for the TS Steering Group to look more closely at apprenticeships. NT will bring an update to the next meeting on apprenticeships and what is happening with the UEL.

SSAT Leaders for the Future Training

DCA and four others had attended some good quality training run by the SSAT for people considering going into leadership.

DCA hopes to set up training to run after Christmas across 4 afternoon sessions, and is hoping for a good take up. Details to be finalised. This opportunity has not yet gone out to schools.

5. **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 and subsequent training. Thanks also went to Clive Rosewell who gave up his time to be involved in the interview process.

Several SLEs have been appointed for a range of subjects and training was held for approximately 20 SLEs at WSFG on Friday 14th September, with further training at Willowfield on Tuesday 25th (4-6pm). Information on the successful candidates and their subjects will be shared shortly.

Discussions have also been held with SLEs regarding their involvement in a co-ordinating role at the subject network meetings. At present it was not possible to guarantee school to school working, although this may be possible in future.

All the SLEs in the East of London will meet together at a regional event in November.

MDA hopes to have a list of SLEs from other TSAs for potential support to schools.

6. **Funding**

MDA has given a breakdown of how TS funding has been allocated and how this is being invested back to our schools. There has been funding for £40K + £20K for admin support (including salaried post).

Most of the expenditure has been allocated towards training costs – examiners’ bursaries, PTI, Leaders for the Future, etc. SLEs will be offered training through Curee, there is quite a lot of investment there. There have been various conferences, four TLRs (£13.5K) a grant from SSAT has been helpful (£1K). There has also been some small expenditure on travel and subsistence and on photocopying/printing and publicity.

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

7. **Steering Group – list of future meeting dates**

Dates and times of future meetings. Confirmation of dates/times was requested.

Provisional dates:

Meetings are at Walthamstow School for Girls – 07.30-08.15am as follows

Thursday 13th December, 2018

Thursday 7th February, 2019

Thursday 28th March, 2019

Thursday 16th May, 2019

Thursday 27th June, 2019

8. **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 set up at Cambridge University. This will allow more flexibility to teaching in schools. This cannot be launched yet.

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 £lK 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. MDA may come back to the Steering Committee with requests to support with this if needed. This is likely to start up at very short notice next term.

9. **Women Leading in Education – Coachmeet updates (SKE, WSFG)**

CASSA were running Women into Leadership Coachmeets. Following successful involvement in the scheme last year, SKE has been invited to run more. The DfE have expanded the programme and want each sub-region to recruit 40 coaches and for the programme to continue in the area.

In the last round, Willowfield and Connaught ran a very successful joint session. DCA and JK are experienced in coaching and could continue to run sessions using that model or another.

Once it is clear who would like to be involved, an Expression of Interest will need to be submitted, together with plans for delivery. MDA hoped that the Steering Group would make some decisions on this and progress from there.

JK and DCA were happy to deliver jointly. MDA was concerned that staff from the South of the borough should also have a venue that would be easy to access. Perhaps a joint session at Connaught delivered by JS and DCA. AD thought that CFS would be happy to get involved, possibly in collaboration with another school, however recognised that the school is not convenient for many in the borough. It was felt that staff could be better supported in terms of accessibility if one session were to be at Willowfield and another at Connaught.

Once plans are in place, MDA hoped that everyone would play their part by actively reaching out and making recommendations to colleagues to become involved. An initial planning session will be needed but there are materials already available and publicity can easily be put in place.

11. MDA thanked colleagues for attending the meeting, which closed at 08.20am.

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| **Summary of Actions** |
| **Item** | **Action** | **Action by:** |
| 2. 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. | Headteachersasap |
| 3. CPD | TLR3 – Research ProjectMDA will invite members of the Steering Group to join the selection panel once applications have been finalised. Subject specific PTI trainingJS to provide feedback from colleagues at Connaught on PTI trainingNAMLInvestigation into information for opportunities for groups of schools to run NPQML and NPQSL courses. Examiner BursariesMDA agreed to circulate the information gathered so far, with agreed additions on examination boards, with a view to schools updating and returning asap.Subject Network Meeting – 21st NovemberVenue for Subject Network Meeting (North) to be confirmed | MDAAfter Oct Half termJSDCAAsap due to approaching deadlineMDAAsap please |
| 4. NQT/ITT Training  | DCA would appreciate help with the interview process once applications come in please.Teaching ApprenticeshipsThe SG to look more closely at apprenticeships.NT to update on the apprenticeships at Buxton and information on UEL.SSAT Leaders for the Future TrainingFurther training in the Spring term – DCA to provide further information.Information to be shared with schools. | SG membersJGINTDCA |
| 5. SLEs | Information on the successful candidates and their subject specialisms will be shared shortly.  | MDAasap |
| 6. 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. | SKEDCA/SKE&others |