



## Minutes of Meeting

### Leigh Park CIP – Strategic Joint Committee Meeting

**Date** 11 February 2009  
**Time** 5pm – 6.30pm  
**Location** Warren Park School

#### Present

Barbara Batey	Colin Harris	Mike Madden
Liz Blake	Barry Harwood	Lisa Martin
Sylvia Brunner	Janet Hayward	Ian Ogilvy
Ralph Cousins (Chair)	Brenda Johnson	Pat Smith
John Dean	David Jones	Virginia Steel
Jim Edwards	Tony Lee	Nicola Duffy (Clerk)
Jan Groom		

#### Apologies

Jim Hartley	Lisa Strutt
Jackie Predeth	Denise Willis

#### Action

#### 1. Introductions

Jim Edwards, Chairman of the Leigh Park Community Board introduced himself, he replaces Dennis Ansell. Jim was welcomed to the meeting.

#### 2. Apologies

Apologies were received from Jim Hartley, Jackie Predeth, Lisa Strutt and Denise Willis.

#### 3. Declarations of pecuniary interests

Attendees were given a form to record any pecuniary interests or nil return as applicable. The forms will be updated annually however committee members must declare any changes as they arise. This relates directly to the person, not establishment.

#### 4. CIP Handbook

All members should now have a CIP Handbook to bring to each meeting. Updates will be made every 6 months, the first set of updates to be brought to the next SJC meeting.

ND/DJ

#### 5. CIP Business Plan

##### - update on current financial position

Mike Madden explained the income and expenditure summary which shows a slight underspend which is mainly due to core personnel not being appointed. Shortlisting for the Family Services Manager will be on Friday, but nobody is likely to be in post until 1 May. The LA have agreed for us to carry over the allocated costs plus an additional amount to cover the increased responsibilities of the post from the Senior Practitioner role.

Two Family Support Workers have been appointed – Karen McCarthy and Elaine Farmer, and two Parent Support Advisers - Dawn Kefford and Karen Kierstenson.

**- Projects for 2009-2010 business plan**

The CIP Business Financial Plan for 2009-2010 was presented and discussed. David was thanked for putting this together. Some suggestions are from the Operational Hub which are to be discussed at tomorrow's meeting.

**6. Other agenda items for the current meeting**

A letter of thanks to be sent to Dennis Ansell for his contribution to the Leigh Park CIP. RC to sign. MM/RC

**7. Notes of last meeting (22 October 2008)**

**Matters arising**

All agreed there should be no amendments to the last minutes and that they are an accurate record of the meeting.

The October meeting concentrated on Building Schools for the Future (BSF). We are now in a consultation period until 30 March, with the intention of keeping Staunton Community Sports College open and establishing an academy from September 2010. Parents have been asked to support this option, votes can be made online [www.hants.gov.uk/education/bsf](http://www.hants.gov.uk/education/bsf). The final decision will be made at the end of March/beginning of April.

The governing body representative from Park Community School said they are happy the Staunton is to remain open but are disappointed that they won't be getting the numbers of pupils they wanted. Their priority is to get a new building as Park is in a very poor state of repair. A booklet was given out which can be downloaded ([www.hants.gov.uk/education/bsf](http://www.hants.gov.uk/education/bsf)). This shows future capacity and numbers on roll.

**8. Strategic Joint Committee representation**

David Jones referred to page 19 of the Handbook. A member of the governing body of each school plus a number of community partners should sit on the SJC. Sylvia Brunner (14-19 Consortium Manager) is now the post-16 representative but we don't have anyone from the voluntary sector for this group or the Operational Hub. Please let Nicola know if you have any ideas on who could be approached as a voluntary sector member. ALL

**9. Terms of reference / policies**

**Terms of reference for Co-ordination Management Group and Operational Hub Group for formal adoption  
Draft Financing Policy for adoption**

- Pages 21 and 22 of the Handbook refer to terms of reference for the CMG and Operational Hub and need to be formally adopted by SJC. It was agreed they can be adopted, to be reviewed annually by the relevant groups. DJ/ND
- Draft Finance Policy – As we have been approached to support projects, David drafted a policy so that we have clear criteria to work to (where the resource comes from and how we use it). It was agreed that this is to be adopted as a working document.

## 10. Feedback from Operational Hub Group

Jan Groom (Extended Services Coordinator for the CIP) talked about future projects that the Operational Hub Group have identified as a requirement in the area including youth provision and out of hours motorcycle club (being met at Staunton). Child and adolescent mental health services (CAMHS) work has not been started or 'looked after children' and 'young carer', this will fall under the remit of the FSM. Park and Staunton have been approached about providing debt crisis counselling. By April special needs children will have additional funding in Aim Higher provided by the Government to HCC to make facilities more accessible for special needs children.

We are in the process of redesigning our website to be relaunched in March. Colin is to take over overseeing this after April. The new site will contain links to our partners' sites if they have one, but for those groups who don't have their own website there is a page on the CIP site - some partners have requested their own page on the CIP website. Information will be regularly updated by the partners. We will let you know by email when it is live and how to access it.

Membership for the Operational Hub is not a fixed number. It is for communicating and sharing information.

## 11. CIP key roles

### Extended Services Coordinator feedback (Jan Groom)

- Jan gave out a list of projects and how they fit into the core offer, linked to the CIP plan. We have received some funding from other organisations, mainly the Big Lottery, and are working with the Safer Havant Partnership to maintain the Cackle and Pop parties, with an emphasis on alcohol awareness. A report has been compiled on the last 7 Cackle and Pop parties and whether it should continue. Also Activity Challenge Enterprise (ACE) questionnaires were returned from 380 children across Leigh Park with information about where they would like to meet, what activities they like etc. This will hopefully be used to set up new activities.
- Information on what is currently happening in each school was given out. Jan has been visiting schools to let staff know about the CIP and what's on offer and new projects. There has been a lot of interest from outside our schools to buy the Oral Health materials, which was created in partnership with the Primary Care Trust (PCT). Tracey Strowger from PCT is also due to speak to strategic planners about whether it can be applied further afield.
- The most recent copy of Park Life was offered. The centre pages contain a full page spread of the CIP, showing key partners (this information also appears on our stationery). An A3 version of the centre pages is available, if you'd like any please contact Nicola. Some CIP promotional merchandise was on display and available to take away.

### Inclusion Leader (Education) feedback (Lisa Martin)

Lisa gave out details of her work over the past month as an example of the work undertaken.

- The CIP funds a nurture group in each school, and is also working with

wider Havant schools via network meetings. Seven of our schools already have the Marjorie Boxall Quality Mark (in recognition of the high quality of their nurture provision).

- The next round of Learning Mentor training will start in February and Hampshire will be paying the CIP for Lisa's time to run this training. Learning Mentors also have network groups.
- SEAL (Social and emotional aspects of learning) – Lisa is working with the County steering group to look at how we've developed it in the CIP to use across the whole of Hampshire.
- Along with the Education Psychology Service (EPS), Lisa is part of a team working on a solution focussed approach to coaching with teachers. This aims to develop capacity with staff and enable them to be more reflective about their practice and personal development.

The group agreed that it was useful for Lisa to bring her most recent work summary to each meeting to provide an overview of the type of work being undertaken.

## **12. Dates of meeting for 2009 and future venues**

Tina Newman offered Front Lawn Junior as a venue for Wednesday 17 June meeting (5pm – 6.30pm).

Liz Blake offered Barncroft Infant School as a venue for Wednesday 21 October – agreed.

Colin was thanked for supplying the venue for previous meetings.

## **13. Any other business**

- Colin asked whether there should be a group discussion/decision about the reservoir project at Havant Thicket and invite key people to the SJC so we can be more involved in the decision making. This would mean one forum to report back to rather than questioning every school individually. Jim Edwards has been attending the stakeholders meetings and suggested Tracy Vine from Portsmouth Water should be invited to the next SJC meeting. Action: Jim to email contact details to Nicola. JE/ND
- Ian Ogilvy re. Safer Schools Partnership – Lucy Mags will be covering maternity leave and, as her hours increase, there may be some slight adjustment time.
- Tony Lee – There is some synergy between the CIP and the Havant Skills and Employability Partnership – linking young people with jobs and education providers in conjunction with Party in the Park. Tony will send Nicola details to send on to schools. TL/ND

## **Dates of meetings for 2009:**

Wednesday 17 June 2009 @ Front Lawn Junior School (postcode: PO9 5HX)

Wednesday 21 October 2009 @ Barncroft Infant School (postcode: PO9 3AG)

(all 5.00pm to 6.30pm)