



## Specialist School Coordinators' Forum – Area 4 Crofton School – Wednesday 12<sup>th</sup> September 2007

### Distribution and school representation

Ken Austin, Henry Cort (Sports)  
Ann Goodrich, Neville Lovett (Maths & Computing) \*  
Alec Roberts, Portchester (Performing Arts)  
Jo Radford, Bridgemary (Sports)  
Matthew Newberry, Cams Hill (Science)  
Nigel Duncan, Fareham College\*

Roger Hutchin, Brookfield (Languages) \*  
Sheri Stradling, Brune Park (Performing Arts) \*  
Gurpall Badesha, Crofton (Science)\*  
Chris Toner, c/o Julie Nicholls, Baycroft (Special School)\*  
Geoff Walls, Bay House (Maths & Computing)  
Hilary Small, St.Vincent College\*

\* Denotes colleagues not present at the meeting

### Discussion Notes

#### 1) Minutes of the last meeting

The minutes of the last meeting were agreed.

#### 2) CDG Handbook and Area 4 Learning Website

Changes to the CDG handbook, which now reflects the new role of the Specialist School Coordinators, were discussed. Alec raised concerns that 4 CDG groups (possibly 5 with the introduction of Media) would represent a significant commitment in terms of attendance at meetings. It was agreed, that although this represented a significant time commitment on the part of all Specialist Coordinators it is important that we attend or as a minimum send a representative on our behalf to each of the three CDG meetings throughout the year, as stated in the CDG Handbook. **[ACTION] Geoff** to contact Sheri at Brune Park to ascertain whether she would be able to attend the Specialist School meetings and the CDG meetings allocated to Brune Park and Portchester collectively.

#### 3) Meeting with CDG Chairs and Secretaries – Tuesday 18<sup>th</sup> September 2007

It was felt that it was important that our role, both at this meeting and in the subject panel CDG meetings, should be observational and supportive so that the nature/dynamic of the meetings should not change and CDG colleagues would not feel that the meetings were being 'hijacked'.

#### **[ACTIONS]**

- **Geoff** to speak to Phil Munday regarding steer from Executive for CDG meeting.
- **Geoff** to liaise with Cherelle and **Hilary** regarding format and nature of meeting.
- **Geoff** to contact Jane McMaster via Ann Goodrich to see if she is able to attend.

#### 4) Friday 25<sup>th</sup> January – Collaborative Inset Day

The planning and evaluation of the Consortium Inset Day on 25<sup>th</sup> January 2008 was discussed and it was felt that the group had a particular role to play this year in encouraging effective planning among the CDGs but also in facilitating an evaluation of the day. It was agreed that planning and evaluation pro formas could be used within the CDGs.

#### **[ACTIONS]**

- **Geoff** to clarify with Phil Munday whether the 'theme' of 14-19 for the Collaborative Inset Day was intended/agreed upon by Headteachers and to update Phil on planned use of planning and evaluation pro formas;
- **Geoff** to draft a Collaborative Inset planning pro forma for use at the first round of CDG meetings in October
- **Coordinators** to draft an evaluation pro forma for discussion at the next meeting (for use in CDGs after the 25<sup>th</sup> January);

#### 5) Date and venue of next meeting

It was agreed that the next meeting would be held on Thursday 22<sup>nd</sup> November 2007 from 9.00 am to 11.00 am at Portchester Community School.

#### 6) A.O.B.      None