



Meeting for the Chairs of the CDG Groups and Specialist School Coordinators Holiday Inn, Fareham, 12 June 2007

Meeting Notes

1) **Introduction** Phil Munday, Chair, Area 4 Heads and Principals

Phil opened the session and outlined some of the key agendas and issues that would be facing schools as they collaborate and work together in delivering the 14-19 curriculum. As Chair of the Area 4 Heads and Principals group, he gave an assurance that the Headteachers in all of the schools represented at the meeting were fully supportive of the proposed way forward for the CDG groups and the Specialist School Coordinators' Forum. Phil emphasised the need to ensure that planning for the collaborative Inset day in January provides all schools with quality professional learning opportunities.

2) **About the Area 4 Specialist School Coordinators' Forum**
Geoff Walls, Chair, Specialist School Coordinators' Forum

Geoff issued terms of reference and membership details for the Specialist School Area 4 Coordinators' Forum and gave an overview of the work of the group over the last two years. Following the endorsement from the Headteachers, Geoff explained that a member of the Specialist School Coordinators' Forum would now be assigned to work and liaise with each CDG Chair and perform the role that the Headteachers were originally assigned.

3) **Area 4 Learning Website** Cindy Wishart, Web Developer

Cindy demonstrated the Area4Learning website and asked that colleagues go through the online registration process so that they can access the CDG, 14-19 and Specialist School Coordinators areas of the website. Roger Wingrove explained that he would be meeting with Cindy to help further develop the 14-19 area of the site so that it became a 'one-stop' source of support and information for all those groups and individuals involved in making the Diplomas happen. There was agreement that the CDG pages of the Area 4 Learning website would be a useful mechanism for sharing minutes/agendas and good practice/resources from meetings.

4) **CPD Audit** Gurpall Badesha, Crofton School

Gurpall presented the outcomes of the Area 4 CPD Audit conducted last term across the schools and Post 16 colleagues in Area 4 and demonstrated the CPD pages that offer a range of Professional Learning activities grouped according to school. Cindy explained that she would be working over the summer term to organise the CPD pages according to subject as well as by school.

5) **A joined-up approach to Area 4** Nigel Duncan, Vice Principal, Fareham College

Nigel explained how the various groups across the Fareham and Gosport 14-19 Consortium were working on strategic, operational and curriculum aspects of delivering the 14-19 agenda. Nigel emphasised how the new role of the Specialist School Coordinators Forum working with the CDGs would assist in ensuring that thinking is joined up and unnecessary duplication of task/discussion could be avoided.

6) **Discussion, Question and Answer session**

A useful discussion was had relating to the 14-19 diplomas, how the administration of CDG meetings would be handled, how attendance at the meetings could be monitored and fed to the Head and Principals group and how the assigned Specialist School Coordinators could best support the Chairs of the CDGs.