

## Record of Meeting

### Lincolnshire Learning Partnership Board Strategic Meeting

7 July 2017

**Attendance:**

Andrew Cook - Project Manager, Children's Services, LCC  
 Anthony Partington – Stamford Welland Academy  
 Elaine Radley – Teaching Schools Representative  
 Elspeth McMenemie –Metheringham Primary School  
 Gavin Booth – LCC  
 Jayne Carter – LEARN TSA  
 Jo Kavanagh – LCC  
 Mary Meredith – LCC  
 Nick Law - Carre's Grammar School  
 Nicky Wells - minute-taker, Children's Services, LCC  
 Paul Thompson - Lincoln Diocesan Education Team  
 Peter Bell – Community Inclusive Trust  
 Roger Moore - Stamford Welland Academy  
 Roger Bushell – The Staff College  
 Simon Morley – Kirkby on Bain CofE Primary  
 Suzanne Scott – Ellison Boulters CE Academy

**Board Apologies:**

Andrew Stones – William Farr CE Comprehensive School  
 Beverley Riddle – Morton Trentside Primary School  
 Carol Hines – The Bluecoat School, Stamford  
 Heather Sandy - Chief Commissioning Officer - Learning, LCC  
 John Beaven – Scampton Pollyplatt Primary School

**Officer Apologies:**

Debbie Barnes - Director of Children's Services, LCC  
 Martin Smith - LCC  
 Stuart Carlton - Assistant Director, Children's Services, LCC

## Decisions and Actions

Item 1	Key discussion points	Decisions
<b>Board Membership</b>	<ul style="list-style-type: none"> <li>Announcement of appointment of two new primary headteacher representatives.</li> <li>Review of sub-committee composition.</li> </ul>	Board approves new sub-committee composition.
<b>Actions:</b> None		

Item 2	Key discussion points	Decisions
<b>Schools Forum Update</b>	<ul style="list-style-type: none"> <li>Composition and purpose of Schools Forum and current vacancies.</li> </ul>	N/A
<b>Actions:</b> LLP to invite Schools Forum Chair to next LLP Board Strategic Meeting on 22 September 2017.		

Item 3	Key discussion points	Decisions
<b>LCC LLP Audit Outcomes</b>	<ul style="list-style-type: none"> <li>Highlights of the internal LCC audit report of LLP and three areas for development.</li> </ul>	N/A
<b>Actions:</b> <ul style="list-style-type: none"> <li>Board to update Terms of Reference.</li> <li>Board to revisit LLP development plan.</li> <li>Committees to record formally decisions and actions during committee sessions.</li> </ul>		

Item 4	Key discussion points	Decisions
<b>Committee workflows, notes, and allocation of funds</b>	<ul style="list-style-type: none"> <li>Workflows and creation of funding proposals.</li> </ul>	N/A
<b>Actions:</b> <ul style="list-style-type: none"> <li>Committees to record formally decisions and actions during committee sessions.</li> <li>Committees to use funding proposal forms for future funding requests.</li> <li>Board to review all actions and risk register at the beginning of each Board meeting.</li> </ul>		

Item 5	Key discussion points	Decisions
<b>Allocation of funds pre SSIF bid</b>	<ul style="list-style-type: none"> <li>Quorum required for funding approval.</li> <li>Timeliness of approval process.</li> </ul>	N/A
<b>Actions:</b> <ul style="list-style-type: none"> <li>Board to determine requirements of LTT to support funding bids from the wider school community.</li> <li>Board to liaise with Local Education Improvement Board regarding support for the wider sector.</li> </ul>		

Item 6	Key discussion points	Decisions
<b>Headteacher Briefing Feedback</b>	<ul style="list-style-type: none"> <li>Feedback, attendance statistics and qualitative comments received from headteachers regarding the June 2017 Briefings.</li> <li>Format and content suggestions for October 2017 Briefings.</li> </ul>	Board approves creation of three to five-minute video testimonials of headteachers offering to share success stories.
<b>Actions:</b> LLP admin team to contact headteachers offering to share success stories.		

Item 7	Key discussion points	Decisions
<b>LLP Development Plan</b>	<ul style="list-style-type: none"> <li>Simplified and streamlined LLP development plan.</li> </ul>	Board approves new format.
<b>Actions:</b> Committees to populate plan with four priorities/projects each.		

Item 8	Key discussion points	Decisions
<b>Feedback from Committee Sessions</b>	<ul style="list-style-type: none"> <li>Priorities and actions arising from committee working sessions.</li> </ul>	Board approves funding request from Challenge committee to support LLGs.
<b>Actions:</b> Committees to implement actions agreed in committee meeting records.		

Item 9	Key discussion points	Decisions
<b>LEARN TSA Presentation regarding SEN Conference in March 2018</b>	<ul style="list-style-type: none"> <li>Presentation by LEARN TSA representative followed by Q&amp;A session.</li> <li>Board deliberation on merits of proposal and funding request.</li> </ul>	<ul style="list-style-type: none"> <li>Board approves request for funding to support the SEN Conference to be hosted by LEARN TSA in March 2018.</li> <li>Board agrees with LEARN TSA to co-host and co-promote the conference.</li> </ul>
<b>Actions:</b> LLP admin team to notify LEARN TSA of approved funding request.		

Item 10	Key discussion points	Decisions
<b>Mobilise Update</b>	<ul style="list-style-type: none"> <li>Progress, success and results of Mobilise Programme.</li> <li>Vision and strategy for Mobilise CHOICE programme to commence roll out in September 2017.</li> </ul>	N/A
<b>Actions:</b> Board to convey their written thanks and commendation to Mobilise team and cluster leads.		

**Date of next meeting: Friday 22 September 2017.**