

Record of Meeting

EEF/LLP Operational Steering Group Meeting

12.4.2016

Attendance: Andrew Cook – LCC
 Beverley Riddle – Morton Trentside Primary School
 Catherine Stratton – Saxilby CofE Primary Schools
 Helen Barker – Lincoln Mount Street Academy
 James Siddle – St Margaret's CE Primary School
 John Sisman – Ling Moor Primary Academy
 Marie-Claire Bretherton – Lincoln Mount Street Academy
 Martin Smith – LCC
 Nicky Wells – minute-taker, LCC
 Suzanne Scott – Ellison Boulton CofE Primary School

Apologies: Nicki Shore, Banovallum School

Decisions and Actions

Item 1	Key discussion points	Decisions
Delivery method for EEF/LLP Teaching Assistant project in all Lincolnshire schools	Benefits and disadvantages of three delivery options: 1. LCC-managed and delivered 2. Independent provider 3. Teaching schools	Teaching Assistant project in Lincolnshire to be delivered by Teaching Schools
Actions: Operational steering group to present decision to the LLP Board for approval and to initiate steps for commissioning of Teaching Schools		

Item 2	Key discussion points	Decisions
Structures for rolling out the Teaching Assistant project in Lincolnshire Schools	Specific roles and structures required for a successful, county-wide implementation.	1. The organisational structure for delivery will involve: <ul style="list-style-type: none"> • 2 regional leads • 30 cluster leaders • Research champions in each school 2. Provider, i.e. Teaching Schools, should formulate detailed job descriptions with some parameters set by the Steering Group and LLP Board.
Actions: Operational steering group to present structure to the LLP Board for approval		

Item 3	Key discussion points	Decisions
Funding for EEF/LLP Teaching Assistant project	Sources of funding for the specific roles discussed in Item 2.	<ul style="list-style-type: none"> • Regional leads to be funded by LCC • Cluster leads to be funded by LLP • Cost of release time for research leads to be absorbed by schools
Actions: Operational steering group to put together detailed costings and to present funding proposal to LLP Board		