

Record of Meeting

MOBILISE STEERING GROUP

8 September 2017

Present:	<p>Andrew Sale – Ermine Primary Academy Beverley Riddle – Morton Trentside Primary School Catherine Stratton – Saxilby CofE Primary School Heather Payne – Queen Elizabeth's Grammar School Helen Barker – Lincoln Mount Street Academy/KYRA Research School James Siddle – St Margaret's CE Primary School Julie Chong – Stamford Welland Academy Nicky Wells – minute taker, Lincolnshire County Council Nicola Gough – Welton St Mary's CofE Primary Academy Suzanne Scott – Ellison Boulters CofE Primary Academy Vanessa Hopkinson – Kyra Teaching School</p>
Apologies:	<p>Ann Hoffmann – St Francis Special School Ann White – Grantham Additional Needs Fellowship Bill Lord – Long Sutton Primary School</p>
Attendees:	<p>Juliet Brookes – Kyra Research School</p>

Decisions and Actions

Item 1	Key discussion points	Decisions
Update on MOBILISE Learning Event	Feedback on implementation and scale-up	N/A
Action: Group to review minutes from the Learning Event for discussion at next meeting.		

Item 2	Key discussion points	Decisions
Mobilise 1: Retention on project into 2017-18	<ul style="list-style-type: none"> Sign-up and conversion statistics from Mobilise 1 to Mobilise Choice 	N/A
Actions: Group to review register of engaged/non-engaged schools to determine engagement strategies and cluster lead appointments where required.		

Item 3	Key discussion points	Decisions
Mobilise next steps	<ul style="list-style-type: none"> Enhancing and driving engagement going forward 	N/A
Actions: Group to map engagement of schools across the county with Mobilise as well as other partners/collaborations. Group to request analysis of impact of Mobilise participation. Group to research best practices and strategies implemented in other counties.		

Item 4	Key discussion points	Decisions
Key dates and actions for 2018-19	<ul style="list-style-type: none"> Timetable for Mobilise Choice participation 	N/A
Actions: Group to receive updated timetable for enrolment, workshops, etc.		

Item 5	Key discussion points	Decisions
Constitution and Terms of Reference	<ul style="list-style-type: none"> Formal terms of reference versus a less formal advisory group format 	<ul style="list-style-type: none"> Group to act as advisory board with no formal constitution Mission of group shall be: to engage schools; to plan for the future; to provide direction Group to adopt new name, <i>Mobilise Advisory Group</i>
<p>Actions: Group to invite participation of headteachers across all schools and clusters. Group to seek to engage non-Mobilise schools. Group to set out its mission and purpose in an informal mission statement.</p>		

Item 6	Key discussion points	Decisions
Mobilise Choice: Innovation	<ul style="list-style-type: none"> Updates to the Innovation strand of Mobilise Choice 	N/A
<p>Actions: None.</p>		

Item 7	Key discussion points	Decisions
Cluster Leads Accreditation	<ul style="list-style-type: none"> Mechanisms for formal recognition of cluster leads' work, particular in terms of CPD 	N/A
<p>Actions: Group to draft letter of thanks and recognition to cluster leads for presentation by headteachers in schools.</p>		

Date of next meeting: Thursday 4 January 2018, 2.30pm to 4.30pm.