

# BRISTOL

## LEARNING CITY

**Minutes / Action Notes**  
**Learning City Partnership Board Meeting**  
**18 November 2019**

### Action Summary

Agenda Item	Actions from meeting	Who	When
2(a)	WW – To make contact with WW to discuss next steps with school engagement	Tommy Jarvis	
Progress:			
2(a)	Share presentation slides	Tommy Jarvis	
Progress:	Complete		
2(b)	SEND Inspection report outcome to return to the Board for review and consider adopting SEND as a priority	Tommy Jarvis	
Progress:			
3(c)	Attendance Strategy: Funding to extend the role of the Attendance Strategy Manager to permanent full-time to be sought and confirmed	Tommy Jarvis	27 <sup>th</sup> January 2020
Progress:			

### Attendees, Board members:

Alison Hurley, Service Director Education & Skills  
 Jon Angel, Bristol Secondary Heads teachers' and Principals Association  
 David Barrett, University of the West of England  
 Tim Browse, Chair Primary Head's Association Bristol  
 Darren Ewings, Co Chair Bristol Special Schools Partnership  
 Jo Hill, Co Chair Bristol Special Schools Partnership  
 Emma Jarman, Vice Principle City of Bristol  
 Aidid Mohamed, Youth Mayor BCC

### Apologies:

Councillor Anna Keen, Cabinet Member for Education and Skills  
 Chris Curling, Society of Merchant Venturers  
 Esther Deans, Chair Race Equality in Education  
 Siena Jackson-Wolfe, Youth Mayor BCC  
 Jacqui Jensen, Executive Director ACE  
 Sandra Meadows, VOSCUR  
 Jo Midgeley, UWE Pro Vice Chancellor  
 Lawrence Pitt, Primary Heads Association

Tom Sperlinger, University of Bristol

**Other attendees:**

Thomas Jarvis, Education Partnerships and Programme Manager

Lesley O'Hagan, Attendance Strategy Manager

Grace Trevelyan, Winston's Wish

Dominic Smith, Winston's Wish

Claudette Campbell, Democratic Services

## **1 WELCOME AND APOLOGIES**

The Chair extended apologies and Thomas Jarvis led the meeting.

TJ thanked the KnowleDGE for hosting the meeting and welcomed all those in attendance.

## **2 WIDER WORK OF THE PARTNERSHIP**

### **2A BRISTOL BEREAVEMENT**

The Board received a presentation from the 'Winston's Wish – giving hope to grieving children' ([winstonwish.org](http://winstonwish.org)) organisation that is concerned with supporting children and young people that have been bereaved and the adults that support them. The presentation will be distributed to enable Board members to share with their organisations.

- a. Grace Trevelyan provided an overview of the statistics on the number of UK children impacted by the loss of a parent or carer, which is said to be 100 children per day; that funding had been awarded to support the work of the organisation for the next 5 years; that support is delivered to those children under 18 years of age.
- b. The organisation had established a Bristol Bereavement Network and progressing to establish a Bristol Bereavement Champion Model.
- c. The organisation presently reaches education establishments as a result of involvement with a bereaved child and were looking to extend their reach to establish Bristol as a 'Bereavement Literate City'.
- d. Board members were asked to share the 10 point Bristol Bereavement Champion Model idea. (see presentation)
- e. The following was noted from the discussion that followed the presentation:
- f. That bereaved children and families impact school attendance, the partnerships priority; they work with schools to do what they can to minimise the impact of bereavement on school attendance; and issues of safeguarding arising from a death by suicide.
- g. They confirmed that the organisation is available to support education establishment colleagues who need to manage bereavements arising from a death of a child and colleagues.
- h. It was suggested that the model being developed would assist HR leads in education and educational psychologists who are called upon at a time of bereavement.
- i. The bereavement network directory was viewed positively, a place for all information on services available to support families.
- j. A discussion followed on the best fit for this service and which board would enable it to be shared widely. It was suggested and agreed that a link to the organisation would be included on the LCP web page to support ease of access for partners.
- k. Resolved:

- i. That the Board would endorse the work of the organisation
- ii. That Board members would contact the lead directly to aid broadcasting and support of its aspiration to make Bristol the leading 'Bereavement Literate City'

## **2B SEND AREA INSPECTION**

Alison Hurley, Director of Education & Skills, advised that the outcome of the Inspection would be shared at the end of the pre-election period.

- a. AH asked of the board that they considered adopting the outcome as part of its leading priorities. It was suggested that the Board would be best placed to provide challenge, monitoring and measuring of outcomes for this group.
- b. The Board was not opposed to receiving regular reports on development and support for Bristol's SEND groups.
- c. The Board were strongly urged to further consider whether all areas of work should specifically mention SEND in place of it being implied; it is often said to 'run through everything' and if it does the ask is for it to be stated in writing, a form of words, to ensure it is referenced and evidenced in all documentation.
- d. Resolved
  - i. To receive the Inspection report at its next meeting
  - ii. To provide challenge as to agreed outcomes from the Inspection
  - iii. To work towards adopting SEND as a priority

## **2C ONE CITY PLAN**

Tommy Jarvis provided an update as to the refresh & reframing of the objectives & targets set out for the Board in the One City Plan.

- a. The One City Plan sets out the city's commitment to come together to agree and work for the future the City wants to see by 2050 <https://www.bristolonecity.com/one-city-plan/>
- b. The LCP is one of the city's 6 thematic boards that will drive and lead delivery of the goals and outcomes of the plan.
- c. The plan is viewed as a 'living document' and to enable delivery to be on target adjustments are regularly made across the plan at given periods. TJ shared the outcome of the revision asking that the board agree to adopt the changes.
- d. Board members were concerned that a plan that included stated outcomes when assessed in the future may result in negative reporting.
- e. The Board welcome the opportunity to input into this; a workshop was proposed for early 2020 to allow combined input on LCP priorities and the aspirational targets that align with the one city plan.
- f. It was suggested that targets/objectives should be slimmed down to 3 per year that were actionable and paralleled the Boards Strategy.
- g. Board members were encouraged to share with their organisations the City Gathering events, the next is scheduled for Friday 10<sup>th</sup> January; as an opportunity to hear the corporate message on the plan across all sectors, institutions, commercial organisations and individuals, that are responsible and make up Bristol.
- h. Resolved:
  - i. The Board agreed to endorse the update
  - ii. To meet for a wider discussion on the Board Strategy and its priorities to feed into the One City Plan

## **3 LEARNING CITY PRIORITIES**

### 3A POST 16 STRATEGY

The Board received an update from Emma Jarmen, (City of Bristol College) who is leading on the Post 16 Strategy 'Improving Bristol Post 16 Education, Skills and Career Pathways' on behalf of the Board.

- a. EJ provided an overview of the project and reported on how matters had progressed over the last few months since the draft strategy was shared with the Board at the July meeting.
- b. The Strategy had gone out for consultation; the working group had noted and will consider a comment that the needs of homeless young people had been overlooked.
- c. The working group will continue to oversee the progression of the strategy.
- d. An outline of the areas of engagement was shared; the work being done to advise providers on best practice on spending the 'apprenticeship levy'; work to engage employers to link with education establishments; funding had been sourced from WECA (West of England Combined Authority); the intention was to endorse careers events to facilitate links with employers; work continues on the design of 'collaborative curriculum' based on local needs.

The following comments were noted from the discussion that followed:

- e. All welcomed the high ambition to improve the relationship between employers and education providers; that the strategy was timely as employers were known to be working towards a diverse workforce.
- f. That political consensus supported the need for free and/or cost effective transport for students; this shift may positively impact the outcome of the ongoing discussions with the leading bus operator in the region.
- g. Reassurance was given that the needs and the challenges faced by SEN students had not been overlooked and a vulnerability project was underway.
- h. The Board was asked to note and encourage through the bodies they represent the need for joint working between schools and post 16 providers.
- i. The Board was further asked to endorse this work and note that adjustments will be made to include the needs of homeless young people in the strategy.
- j. Resolved:
  - i. The Board agreed to note progress and follow up on the actions.

### 3B READING CITY

The Board was provided with an overview of the project and an update on how the launch programme had progressed.

- a. Three pop-up libraries have been launched at the following locations; Southmead Children's Centre; Lawrence Weston Community Farm and Windmill Hill City Farm.
- b. There is sufficient funding available to launch a further 6 libraries.
- c. The pop-ups in the following locations are being finalised;
  - i. Kingfisher School
  - ii. Barton Hill Settlement and
  - iii. Bristol's Children's Hospital
- d. The Board was invited to provide the project lead Debbie Miles with any suggestions on other suitable locations for the pop-up libraries. The only ask was that they are located in areas with high footfall.
- e. Project Evaluation: Jane Carter, based at the UWE, has instructions to deliver this.
- f. It was suggested that additional books could be source to aid the project but all were advised that the project had sufficient books; had funding from notable commercial business such as Hargreaves Lansdown & Charlcombe Ltd.
- g. Resolved:

- i. That the Board would note progress
- ii. That Board Members would share the ask for additional locations with their organisations and feedback any suggestions to Tommy Jarvis & Debbie Miles

### **3C ATTENDANCE STRATEGY**

The Board received a presentation from Lesley O'Hagan, Attendance Strategy Manager. The Board supports the Local Authority in adopting school attendance as one of its leading priorities; this priority is included in the Corporate Strategy (2018-2023) and the One City Plan (2019) because Bristol remains near the bottom of national statistics amongst Core Cities, its neighbours and nationally.

- a. LH talked to the report (shared prior to the meeting) that provided an outline of the activities underway since the start of the academic year 2019/20, to improve attendance in Bristol schools and other educational settings.
- b. Board members attention was drawn to a number of areas of note to enable sharing with their own settings and/or organisations.
- c. The issue of missing information about a student's attendance was highlighted; it was said that this information was not often available on the transfer of a student to a new setting. Members were invited to feedback on this issue.
- d. The CPOMs program was considered a good means of sharing information on attendance if used appropriately by all settings.
- e. Board Members welcomed the comprehensive activity report. Members shared their concern that the post was limited to 6 months for 2/3 days per week. The Board sought confirmation that the role would be extended beyond the time given, this request had been made and noted during the 1<sup>st</sup> July board meeting and resolved on the 16<sup>th</sup> September in conversation with the Director of People, assurance was now being sought that funding would be sourced to maintain the role on a permanent basis.
- f. Resolved:
  - i. That the Board endorsed the activity report of the Attendance Strategy Manager
  - ii. That attendance was a leading priority and should be resourced to enable the role of the Attendance Strategy Manager to move from fix-term to a permanent role.

### **3D LEARNING FESTIVAL**

Tommy Jarvis, provided an update on the planning for the week long learning festival scheduled to run from the 30<sup>th</sup> March to 5<sup>th</sup> April .

- a. Board members were asked to share these reasons for the festival with their organisations, it will:
  - Provide free and accessible learning
  - Showcase the city's learning offer
  - Reach new learners
  - Make learning fun
  - Build our Learning City network
  - Harness our network of learning ambassadors
- b. Board members were asked to input in the following ways:
  - To Host – can your organisation host or deliver learning activities?
  - To Promote – what can your organisation do to promote the festival?
  - To Sponsor – could your organisation provide or help raise sponsorship?
  - To Communicate – can your organisation's communication team support the creation of a joint communication plan?
- c. Resolved:

- To endorse the interim report
- To report back on the ask directly to Tommy Jarvis

#### **4 NOTES AND ACTIONS FROM LAST MEETING**

The Board resolved to agree the minutes of the meeting of the 16<sup>th</sup> September 2019 as a true record.

#### **5 FUTURE MEETING DATES**

The Following Dates were provided:

- 27<sup>th</sup> January 2020 16:30 to 18:30
- 6<sup>th</sup> April 2020 16:30 to 18:30
- 29<sup>th</sup> June 2020 16:30 to 18:30
- 21<sup>st</sup> September 2020 16:30 to 18:30
- 23<sup>rd</sup> November 2020 16:30 to 18:30

The meeting locations to be agreed.

The Meeting Closed at 6.35 pm