



## **Steering Group Meeting: Minutes**

**Date:** *Tuesday 12<sup>th</sup> June 2018*

**Time:** *10:30-12:30*

**Venue:** *The Axis, 10 Holliday Street, Birmingham, B1 1TF*

**Contact:** *03000 130360*

**Attended:** Tricia Wellings, Jyoti Jaspal, Dale Ramsey, Nikki Flintham, Sarah Presswood, Debbie Clarke, Tim Hopkins, Deborah Hulin

**Apologies:** Tim Landreth, Alison Beard, Christine Harding, Penny Hustwick, Beverley Sharp, Alex Magloire, James Norman, Debbie Clarke, Christine Harding, Tim Hopkins

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### **Agenda**

### **Actions**

#### **1. Welcome and apologies**

1.1. TW introduced the steering group, welcomed everyone within the group and discussed any apologies that had been given previous to the meeting.

#### **2. Appoint minute taker**

2.1. DR to be minute taker during this steering group.

### **3. Actions from previous meeting**

3.1. Staffordshire advertised the OBC within their bulletin; they are now raising awareness of the group, which is encouraging more questions to be asked.

3.2. All other actions were met within the meeting

### **4. Review Steering Group ToR and Membership**

4.1. Consider whether Gloucestershire council can join the West Midlands OBC to share more information and expertise.

4.2. The group discussed that the steering group still has to be a manageable number, and that we should also consider the relevance of the West Midlands to other districts and local authorities.

4.3. We could potentially discuss with AM whether she liaises closely with other districts and boroughs, and what her thoughts may be in this situation.

4.4. Discussed that by broadening our target area, we could increase the scale of organising open events, as well as the numbers of people at venues; however, the locations of these venues could become more difficult with a wider audience.

### **5. Review of Open Meeting (11<sup>th</sup> May 2018)**

5.1. Slido and feedback forms within the meeting were extremely useful for capturing feedback; we extended the event date, so we could still get feedback following on from the event; we inputted paperwork data initially and then worked out statistics; next time we plan to do it a little sooner so it can be collated

3. AM to get an e-mail address for scrutiny panels.

4.4. TW to liaise with other steering group chair people to see what current meetings take place and whether they allow any external boroughs into the steering groups.

4.4. Discuss with AM in the next steering group meeting about the regions and whether this could affect the OBC in anyway of growing.

5. TW to approve minutes from previous meetings and forward results, summary and breakdown following the event.

5.6. TH to check whether Vimeo is

together.

included within Slido package.

5.2. 75% of feedback was from Slido; we could potentially consider having a questionnaire on just one sheet of paper as some people only completed one side.

5.3. Event sustainability relies on suppliers and contractors, some people did not like that side of the event, however we want to try and keep the ticket prices as low as possible, so it is something we will more than likely do again.

5.4. It was discussed we still feel it is important to include senior Ofsted staff in the conversation, i.e. Amanda Spielman, Gill Jones etc.

5.5. There should be more emphasis on the question and answer session, to ensure Ofsted are able to have the questions and conversation for others; this should be reflected in our next agenda.

5.6. Consider using Vimeo (an encrypted video streaming software), which could film and stream the event, could be made available after the event as well as the PowerPoint presentations, only for people who buy tickets; this could also mean new knowledge and conversations could be disseminated between colleagues.

5.7. A negative point highlighted was that Slido cannot use Twitter feed; however there were lots of comments on Twitter following and during the event which is positive to raise more awareness of the OBC.

5.8. Hoping to upgrade the OBC website in the future, TW will input the information on the system online when this is carried out and will include a link the next event on there, so people can purchase tickets early on.

5.9. Consider whether we can publish slides following on from the open meeting, meaning we can direct people to the information and raise more awareness and share knowledge with others within the setting.

## 6. **Feedback from Open Meeting (11<sup>th</sup> May 2018)**

6.1. It was discussed that the electronic signing in system was great, the event at this venue had a bigger room which was good, and also had a better layout with central presentation.

6.2. The room was possibly a little tight for numbers, but since we are growing each event we can review this continuously throughout our planning processes; we had 180 people attend the last open meeting, the room could hold up to 200 people.

6.3. Discussed that there were not enough tables for everyone to network at the event, due to there being more Ofsted representatives than expected; Ofsted did split up through the room which had a positive response.

6.4. At the next event, potentially consider the room layout further and whether we have tables set up or just lecture-style seating.

6.5. Where possible at the events, we should be stricter with time keeping and allow for a networking period within the morning session.

6.6. The communication was much better prior to and following the event; there was lots of notice of the event; next time, we could schedule different social media posts in prior to the event to engage our audience.

6.8. DR to contact AM in relation to risk taking presentation, and whether it will be appropriate to share at the next open meeting.

6.7. Birmingham local authority were better to engage and send the message out regarding the open meeting; continue to ensure that correspondence is sent between the local authorities and encourage Alex to speak to LA's who are not as willing to share. It was also discussed that Hereford are good at sharing links.

6.8. It was discussed that it is important we work collaboratively with Ofsted prior to the event, particularly through the planning stages, so we can share a common vision and can offer feedback and suggestions.

## 7. **Open Meeting - (12<sup>th</sup> October)**

7.1. Agenda to focus on:

- a. Health and nutrition and oral hygiene etc.
- b. PLA to potentially carry out a presentation within this field of work, potentially may have government funding.
- c. Invite Imogen back to do something else in relation to HR - recruitment tips, selection and processing, employment law etc.
- d. Alex to potentially carry out risky play presentation.
- e. Invite Lorna Fitzjohn - an advocate and promotes early years and also invite inspectors for the question and answer sessions.
- f. Potentially have two question and answer sessions (before and after the break, 20 minutes and then 30 minutes).
- g. Feedback was that people would be willing to have a longer open meeting and would be willing to pay more money for high quality speakers

7.1.c. TL to invite Imogen to carry out a HR conversation at the next open meeting.

7.1.d. DR to e-mail AM to discuss whether the Risky Plan presentation will be worthwhile at the next open meeting and if it will suit the target audience.

and conversations.

h. Potentially have people who have recently been inspected to feedback.

i. Potentially discuss complaints risk assessment procedure – i.e. other than safeguarding concerns, what triggers an inspection.

## **8. Further Open Meetings**

*8.1.* Dates for meetings next year - Friday 29th March 2019 for open meeting and Friday 11th October 2019 for a full day open meeting.

JJ looked into booking Villa Stadium Conference Suite – a room for 250 people costs £1400 excluding VAT (very expensive), £2.90pp for coffee tea and biscuits, however the screen and projector are both complimentary, there is ample parking, and it is easy to get to on the train.

*8.2.* Feedback from individuals was that they would prefer football grounds due to them being in key locations and easily accessible.

*8.3.* Lorna, Alex and James will hopefully attend the next open meeting in October.

*8.4.* Potentially stay with Birmingham Football Stadium and change the seating style to suit larger numbers.

## **9. Finances Update**

*9.1.* There are currently some surplus funds in the bank and a balance from the previous event too.

*9.2.* The OBC has not had to pay anything for advertising or ticket sales.

*8.1.* JJ to forward estimations and castings to TW.

*9.* TH to share with Staffordshire NDNA networking meeting.

*9.* Potentially invite PLA and NDNA to steering group or open events

9.3. For further revenue, we could consider potentially trying a 09:30-13:00 event, or even one full day event per year, along with considering completing and sending out an e-newsletter to keep the conversation going throughout the year. [to share conversation more.](#)

## 10. Ofsted Updates

10.1. No Ofsted updates were given within this meeting due to both representatives giving their apologies.

## 11. Next Steering Group Meeting (Date and Location)

11.1. No future steering group meetings were booked due to AM being on annual leave.

11.2. Have pencilled in a date of Tuesday 25th September if possible, which was discussed in the steering group meeting.

11.1. TW to co-ordinate a future steering group meeting in line with AM and JN's availability.

## 12. Any other business

12.1. No further comments or any other business discussed.