

## **Vision**

A Partnership with Vision. Banbury is very diverse and has a very strong Partnership with good links whilst enhancing partnership activities with parent and the local and wider community and promoting community cohesion.

## **Partnership Membership**

All Head teachers within BPS with a membership of 20. The Extended Schools Area Development Manager is line managed by the Chair of the Partnership. Key Partners who support the Partnership with the delivery of Extended Services are: Head teachers, North Banbury Childrens Centre, The Sunshine Centre, Britannia Road Childrens Centre, East Street Childrens Centre, Childcare Development Officer, Oxfordshire PCT, Social & Health Care, Thames Valley Police, Cherwell District Council, Banbury Asian Forum, Banbury Locality Co-ordinator, Parent Education Co-ordinator, Oxfordshire Parenting Forum, Family Learning, Adult Learning and Family Support Workers.

## **Steering Group Membership**

Terms of Reference: (Attached.) Membership: Head teachers: Hanwell Fields Community School (Chair of the Partnership), Orchard Fields Primary School, William Morris Primary School, St Leonard's Primary School, Principal of North Oxfordshire Academy (Secondary School), Area Service Manager for Childrens Centres and Extended Services (North) and Extended Schools Area Development Manager. The Extended Schools Area Development Manager reports to the Chair of the Partnership regularly, meets with the Steering Group on a regular basis and reports to all the Head teachers in the Partnership at their Heads Meetings every other month providing updates and progress.

## **Lead Finance Officer**

The Bursar at Hanwell Fields Community School. Account details, budget allocation and resources for Extended Services. (Attached.)

*Please note the following attachments are referred to in the Business Plan: Banbury Partnership of Schools Model for Parent Support Advisers, BPS Funding Template - Extended Services Funding Bid: 2008-2009 Application and Partnership Extended Services Funding Allocations for Year 1,2,3 and Total.*

## Extended Schools and Services



### Banbury Partnership of Schools Business Plan Academic Year 08 -09

#### Every Child Matters

ECM heralds five key outcomes:

**Be Healthy**

**Stay Safe**

**Enjoy and Achieve**

**Make a positive contribution**


**Achieve Economic Well being**

#### Core Offer

Quality Childcare & Safe Place to be  
Varied Menu of Activities including Study Support  
Parenting Support  
Swift and Easy Access and Referral  
Community Access

### Making a Difference to Children, Families and the Community

#### KEY FOR UPDATES

	ONGOING UPDATES FROM BPS
	BPS WORKSHOP 5
	NORTH BANBURY CHILDRENS CENTRE
	SUNSHINE CENTRE
	EAST STREET CHILDRENS CENTRE
	BRITANNIA ROAD CHILDRENS CENTRE

**Banbury Partnership of Schools Development Plan 2007 - 2009**

ECM - Be healthy, Stay Safe, Enjoy and Achieve

**Core Offer - Quality Childcare / Safe Place To Be**

Objective: Provision for access to quality wraparound childcare from 8am-6pm, five days a week, 48 weeks a year, in accordance with its communities need

Key Tasks	By Whom	By When	How ? Resources	Cost-Funding-£	Status	Success Criteria
Identify funding opportunities	KSB & Head teachers	1 September 2007 & ongoing	Meetings. Websites. Email alerts. Grants 4 Schools subscription. Attend Grants seminar. Check the <a href="http://www.grantsearch.co.uk">www.grantsearch.co.uk</a> and <a href="http://www.grants4schools.info">www.grants4schools.info</a> websites regularly for funding opportunities. Leading on Funding Project for network of ESCOs in Oxfordshire related to standards for the Full Core Offer to inform guidance notes.	January 2008 - Free trail for 7 days, March 2008 Seminar. Grants 4 Schools subscription £99 + VAT per year. June 2008 - OCC notified BPS of 3 Year Funding Plan. July/August/September 2008 - Refer to Partnership Extended Services Funding Allocations for Year 1,2,3 and Total.	February 2008 - Grants 4 Schools File collated with funding opportunities. Funding files collated for general funding and Grants 4 Schools Funding opportunities. Receive regular funding newsletters from Grants 4 Schools. To Organise "Gift Aid" documentation for Hanwell Fields Community School as trial and then be shared across Partnership if successful. Meeting held on 7 May 2008 to start Funding Project with team. Draft guidance notes on Funding to be prepared for next meeting on 16 June 2008. September 2008 - Extended Services Funding Template designed and agreed by BPS - Refer to Funding Template: Extended Services Funding Bid:2008-2009 Application.	KSB identified various funding streams, collated file and communicating accordingly. 2 April 2008 - Shared informational letter and meeting outcomes for Extended Services from OCC - Future funding and activities. Shared information and gave debrief in relation to the "Grants and Making Money for Schools " Seminar. April 2008 organised subscription to Grants 4 Schools website for funding opportunities. From April 2008 - Send out Grants 4 Schools Funding Newsletters every 2 weeks to all BPS Headteachers highlighting areas of interest. July/August 2008 Completed Funding Project.
Identify resource	KSB & Head teachers	1 February 2008	Breakfast Clubs. After School Clubs. Lunchtime activities. Holiday Clubs. Sporting Links with Sports Partnership & CDC. Healthy Schools Initiative. Drop in Health Clinic. Active Ten20 Project.	Funding available within School budgets plus some funding opportunities	Provision Map continually updated to show progress and how links are being developed - ongoing. May / June 2008 to work with OCC Extended Services Manager, ESCOs and ESDOs to develop the template for the Full Core Offer including trialling and checking across the Schools within the Partnership progression against our Provision Map.	Provision Map up to date. Completion of TDA Audit with ESDO in May 2008. September/October/November 2008 - Continue to audit the Schools in the BPS via the Provision Map and Full Core Offer Standards. Also auditing schools using new templates with the ESDO.
Ensure sustainability	Head teachers	1 April & ongoing	Signposting to new funding opportunities.	Remodel personnel	Reviewed regularly	New opportunities for personnel
Identify venue & accommodation	KSB & Head teachers	1 February 2008	School facilities and personnel. Identify through Contact and Venue Database		Developing Database - to publish May/June 2008 and update continually.	Database being developed and updated and available in excel spreadsheet format and Outlook contacts format. To be published across BPS in June 2008. September 2008 - Venue and Contact Information published. Available hard copy and also electronic format for all BPS Headteachers and also for multi agency use.
Contact Childcare Development Officer	KSB	1 September 2007 & ongoing	Regular meetings and updates. Emails and 121's.	New Surestart Funding available from April 2008. Information available regarding benefits. Various funding available through the Childcare Development Team - advised in Heads Report in March and May 2008. Improve and raise the quality of childcare funding available i.e.; funds provided for outdoor equipment and wear.	Reviewed January 2008. WB to send information. Information presented to Heads at their meeting 1 May 2008. Childcare Questionnaire to be circulated via WB to all Heads. WB to attend Parenting Roadshow on 21 May 2008 to give further information and copies to Parents re; Childcare Questionnaire. Regular meetings with Childcare Development Officer (CDO) and also continue to notify the CDO of schools who need support from the Childcare Development Team.	Information to be communicated to Heads at next meeting and by email. Completed 1 May 2008. Completed 21 May 2008. August/September/October 2008 - meet regularly and with Headteachers in BPS to take appropriate action.

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Key Tasks	By Whom	By When	How ? Resources	Cost-Funding-£	Status	Success Criteria
Ensure appropriate support	KSB & Wendy Boone	1 September 2007 & ongoing	WB to present Childcare Information to Heads at Meeting in March 2008.	Surestart Funding. Childcare Development Team Funding available. Various streams of funding available from the Childcare Development Team.	WB presented Childcare information to the Heads at their meeting 1 May 2008. May 2008 - KSB designed and published Extended Services Leaflet in order to publicise the BPS and give an explanation of Extended Services. August/September/October 2008 - KSB and WB continue to meet regularly in order to share information and take forward appropriate action for all Schools in the BPS. February 2009 - Consultation Questionnaires and letters completed for BPS Primary Schools including Special School. Consultation Questionnaires "Safe Place To Be" sent out to Secondary Schools for feedback and comment. Deadline for completion 10 March 2009. KSB and WB to review on 11 March 2009 and then send to CDT for analysis.	Extended Services Leaflet completed, published and distributed across BPS. 1030 copies to all BPS Schools. 238 copies to associated agencies. June 08 - total 1408 leaflets distributed. September/October 2008 - Successful Breakfast Club set up at St Leonard's School and showing sustainability. Schools within the BPS taking opportunities to engage with the Childcare Development Officer and Team on advice from the Extended Schools Area Development Manager.
Provide links with Children's Centres	KSB & Sunshine Centre, Britannia Road Childrens Centre, East Street Childrens Centre and North Banbury Childrens Centre.	1 September 2007 & ongoing	Signposting to Childrens Centres for wraparound childcare. Access extra funding for escorting Children to location. Childcare facilities and resource available. BPS Workshops provide essential links and information sharing opportunities. <b>To review management structure across Childrens Centres - Childrens Centres to work together in more collaboration and share funding across the BPS to make a difference and be more effective for children.</b> <b>Britannia Road Childrens Centre - Graduated Childrens Centre -Signpost to Early Years settings i.e.; Close Day Nursery and East Street Childrens Centre</b>	Funding available via Childrens Centres for 0-5's - Sunshine Centre and East Street Centre. <b>Return to work or education funding-access to creche facilities.</b> <b>Funding request for Speech and Language Therapist (SALT) for the BPS to work in schools with children especially with 3 year olds. Could link with the PCT and Family Learning.</b>	Attend NBCC Steering Group Meeting and cross reference NBCC Annual Development Plan. Give regular updates and reports. <b>Outreach Worker recruited for NBCC. SALT course running for 6 weeks from 7 May 2008 for children at NBCC. Already a waiting list via Jenny Nicholls. Request to employ a SALT for 1 day a week at Hanwell Fields School and Hardwick School. Sunshine Centre to develop Language Groups SALT - Zoe Moss - start 1 May 2008 and the SALT will invite children.</b> <b>Ongoing - August 2008</b>	4 successful Workshops have taken place. Workshop 5 organised for 2 April 2008. Successful Workshop 5 completed with very positive evaluation. July/August/September 2008 - Continue to meet with Leads and Managers of Childrens Centres to update the Development Plan and share information.
Provide links with Agencies	KSB, Head teachers, Oxfordshire PCT, Social Care, Thames Valley Police, Cherwell District Council, GP Surgeries	1 September 2007 & ongoing	Regular meetings and updates. Emails and 121's. <b>Undertaking project "Integration with the Asian Community in Banbury".</b>		Ongoing. Meetings and presentations in April, May and June 2008 to take forward actions. Reported to Heads at their meeting on 1 May 2008. September 2008 - a further 500 Extended Services Leaflets printed for distribution to GP Surgeries and wider community.	4 successful Workshops have taken place. Workshop 5 organised for 2 April 2008. Successful Workshop 5 with outcomes and actions and very positive evaluation. October 2008 - 30 delivered to West Bar Surgery, Banbury and contact with GP for further promotion and distribution.

**Banbury Partnership of Schools Development Plan 2007 - 2009**  
 ECM - Be Healthy, Enjoy and Achieve, Make a positive contribution,  
**Core Offer - Varied Menu of Activities including Study Support**

**Objective: Develop and ensure provision of a varied menu of activities; including Study Support, homework clubs, Art activities; dance, drama, arts, crafts, Sports activities, other recreational activities; music tuition, modern foreign languages, volunteering, business & enterprise activities, visits to museums and galleries.**

Key Tasks	By Whom	By When	How ? Resources	Cost-Funding-£	Status	Success Criteria
Identify funding	KSB & Headteachers	1 September 2007 & ongoing	Meetings. Websites. Email alerts. Grants 4 Schools subscription. Attend Grants seminar. Check the <a href="http://www.grantsearch.co.uk">www.grantsearch.co.uk</a> and <a href="http://www.grants4schools.info">www.grants4schools.info</a> websites regularly for funding opportunities. Leading on Funding Project for network of ESCOs in Oxfordshire related to standards for the Full Core Offer to inform guidance notes.	January 2008 - Free trail for 7 days, March 2008 Seminar. Grants 4 Schools yearly subscription £99 + VAT June 2008 - OCC notified BPS of 3 Year Funding Plan. September 2008 - Funding Template designed and agreed by BPS - Refer to Extended Services Funding Bid: 2008-2009 Application. July/August/September 2008 - Refer to Partnership Extended Services Funding Allocations for Year 1,2,3 and Total.	February 2008 -Grants 4 Schools File collated with funding opportunities. Funding files collated for general funding and Grants 4 Schools Funding opportunities. Receive regular funding newsletters from Grants 4 Schools. To organise "Gift Aid" documentation for Hanwell Fields Community School as trial and then be shared across Partnership if successful. Meeting held on 7 May 2008 to start Funding Project with team. Draft guidance notes on Funding to be prepared for next meeting on 16 June 2008. January 2009 - BPS agreed approx £20K available for funding applications. February 2009 - BPS Extended Services Funding Application Template 2009 agreed by the BPS and distributed widely. Received 6 Funding Applications for funding. Decision by Funding Panel and applicants notified by 6 March 2009.	KSB identified various funding streams, collated file and communicating accordingly. 2 April 2008 - Shared informational letter and meeting outcomes for Extended Services from OCC - Future funding and activities. Shared information and gave debrief in relation to the "Grants and Making Money for Schools " Seminar. April 2008 organised subscription to Grants 4 Schools website for funding opportunities. From April 2008 - Send out Grants 4 Schools Funding Newsletters every 2 weeks to all BPS Headteachers highlighting areas of interest. July / August 2008 completed Funding Project.
Identify resource	KSB & Headteachers	1 February 2008	Games Clubs, Homework Clubs, Dance, Drama, Arts and Crafts, Sports activities, Special Interest Clubs, Healthy Schools Initiative, Youth Work, Holiday and Afterschool activities, Voluntary and Community Projects, ActiveTen 20 Project, Duke of Edinburgh's Awards, Youth Arts Programme, Peer Tutoring, Citizenship, Easter Schools, Buddying Scheme,	Funding available. May be Capital Funding available - for review.	Review Capital Funding. Provision Map continually updated to show progress and how links are being developed - ongoing Template designed and agreed by BPS - Refer to Funding Template: Extended Services Funding Bid:2008-2009 Application.	Provision Map up to date. September/October/November 2008 Continue to review the Provision Map and audit Schools against the Full Core Offer Standards.
Ensure sustainability	Headteachers	1 April & ongoing	Signposting to new funding opportunities.	Funding for TA's and Sports Coaches. Funding payment for TA's and Teachers for running Afterschool Clubs.	Reviewed regularly	New opportunities for personnel.
Identify Venue & accommodation	KSB & Headteachers	1 February 2008	School facilities and personnel. Identify through Contact and Venue Database		Developing Database - to publish May/June 2008 and update continually.	Database being developed and updated and available in excel spreadsheet format and Outlook contacts format. To be published across BPS in June 2008. September 2008 - Venue and Contact Information published. Available hard copy and also electronic format for all BPS Headteachers and also for multi agency use.

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Key Tasks	By Whom	By When	How ? Resources	Cost-Funding-£	Status	Success Criteria
Check current provision	KSB	1 September 2007 & ongoing	Provision Map. Regularly update Provision Map in preparation for Audit requirements.		Provision Map regularly updated. May 2008 - KSB designed and published Extended Services Leaflet in order to publicise the BPS and give an explanation of Extended Services. May / June 2008 to work with OCC Extended Services Manager, ESCOs and ESDOs to develop the template for the Full Core Offer including trialling and checking across the Schools within the Partnership progression against our Provision Map.	Provision Map up to date. Extended Services Leaflet completed, published and distributed across BPS. 1030 copies to all BPS Schools. 238 copies to associated agencies. Completion of TDA Audit with ESDO in May 2008. June 2008 - 1408 leaflets distributed. September/October/November 2008 - Continue to audit the Schools in the BPS via the Provision Map and Full Core Offer Standards. Also auditing schools using new templates with the ESDO.
Ensure appropriate support	KSB	1 September 2007 & ongoing	Support through Childrens Centres		Continue to liaise and meet with Leads and Managers of Childrens Centres.	Meetings held in May 2008 and Development Plan updated accordingly.
Provide links with Children's Centres	KSB & Sunshine Centre, Britannia Road Childrens Centre, East Street Childrens Centre and North Banbury Childrens Centre.	1 September 2007 & ongoing	BPS Workshops provide essential links and information sharing opportunities. <b>Sunshine Centre to provide 4 Workshops - May 2008 onwards : Dental Hygiene Workshop - Information for staff and parents. Promotion for children and available afterschool too. First Aid for Parents and Health Visitors. Fire Safety in the Home. Head Lice information with kits/combs. To employ a Teacher at the centre to look at integrated care and education. Experience in Early Years and Management and to link with Early Years providers.</b> <b>Britannia Road Childrens Centre - January 2008 onwards - Breast Feeding Cafe plus Health Visitor and Horton personnel available Tuesday PM all year round. Smoking Cessation and Healthy Meals initiatives too.</b> <b>Working with CDC - District Sports Council - energetic activities and family activities in a variety of community settings - pilot in Autumn 2008 and embedded in Childrens Centre by January 2008.</b> <b>Health Trainer provides drop in sessions on Wednesdays and Thursdays.</b>		Attend NBCC Steering Group Meeting and cross reference NBCC Annual Development Plan. Give regular updates and reports. <b>4 Workshops to run from May 2008 onwards. Recruitment to be complete by September 2008. Ongoing and update provided August 2008.</b>	4 successful Workshops have taken place. Workshop 5 organised for 2 April 2008. Successful Workshop 5 completed with very positive evaluation. Meeting Childrens Centres Managers and Leads to update Development Plan. July/August/September/October 2008 - Continue to meet and share information and update the Development Plan/Business Plan.

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Key Tasks	By Whom	By When	How ? Resources	Cost-Funding-£	Status	Success Criteria
Provide links with Agencies	KSB, Headteachers, Oxfordshire PCT, Social Care, Cherwell District Council, Thames Valley Police, Fire Service	1 September 2007 & ongoing	Regular meetings - Emails and 121s. SSCO information: Sports Programmes including Swimming Programme. Health Trainers Posts for Healthy Lifestyles. <b>Cultural Events through Banbury - Theatre Group - 3-5 years provision.</b> <b>Play Rangers available in locality using Art resources.</b> Undertaking project "Integration with the Asian Community in Banbury".	Funding available for personnel and resources. <b>Funding through Cherwell District Council. Contact Arts Dept at CDC - Paula Bailey. People will be required to run locally or in area but CDC will fund. CDC funding available for Play Rangers.</b>	Ongoing and by April 2008. <b>Meetings and presentations in April, May and June 2008 to take forward actions. Reported to Heads at their meeting on 1 May 2008.</b> June 2008 - Gave presentation at Banbury Asian Forum Meeting re; Extended Services in order to promote and inform agencies of Extended Schools and Services initiative. October 2008 - Attended Banbury Asian Forum meeting in order to promote Extended Services and aid working together more cohesively and create links across agencies.	4 successful Workshops have taken place. Workshop 5 organised for 2 April 2008. Successful Workshop 5 completed with Actions and Outcomes documentation and very positive evaluation. July/August/September 2008 - Completed various actions in relation to Integration of Banbury Asian Community. October 2008 Shared information with Fire Service, PCAMHS, Oxfordshire PCT and CDC re; Extended Services.

**Banbury Partnership of Schools Development Plan 2007 - 2009**  
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**Core Offer - Parenting Support**

**Objective: Provision of parenting support; information sessions for fathers and mothers of pupils joining Reception and on transfer to secondary school; information about nationally and locally available sources of information, advice and support; access to parenting groups and family learning sessions to allow children to learn with fathers and mothers where there is demand shown through consultation.**

Key Tasks	By Whom	By When	How ? Resources	Cost-Funding-£	Status	Success Criteria
Identify funding	KSB & Headteachers	1 September 2007 & ongoing	Check the <a href="http://www.grantsearch.co.uk">www.grantsearch.co.uk</a> and <a href="http://www.grants4schools.info">www.grants4schools.info</a> websites regularly for funding opportunities. Leading on Funding Project for network of ESCOs in Oxfordshire related to standards for the Full Core Offer to inform guidance notes.	Grants 4 Schools yearly subscription £99 + VAT June 2008 - OCC notified BPS of 3 Year Funding Plan. Template designed and agreed by BPS - Refer to Funding Template: Extended Services Funding Bid:2008-2009 Application. July/August/September 2008 - Refer to Partnership Extended Services Funding Allocations for Year 1,2,3 and Total.	Funding files collated for general funding and Grants 4 Schools Funding opportunities. Receive regular funding newsletters from Grants 4 Schools. To organise "Gift Aid" documentation for Hanwell Fields Community School as trial and then be shared across Partnership if successful. Meeting held on 7 May 2008 to start Funding Project with team. Draft guidance notes on Funding to be prepared for next meeting on 16 June 2008. Refer to December 2008 BPS PSA Model - HSCLWs - Funding allocated from Extended Services - £53513.00 to employ 3 Full Time HSCLWs for BPS. Progressing with Leads from Schools and Childrens Centres.	2 April 2008 - Shared informational letter and meeting outcomes for Extended Services from OCC - Future funding and activities. Shared information and gave debrief in relation to the "Grants and Making Money for Schools " Seminar. April 2008 organised subscription to Grants 4 Schools website for funding opportunities. From April 2008 - Send out Grants 4 Schools Funding Newsletters every 2 weeks to all BPS Headteachers including highlighting areas of interest. July/August 2008 - Completed Funding Project.
Identify resource	KSB & Headteachers	1 February 2008	Parenting Courses & Classes, Parent Roadshows, Study Support, work related activity, ICT Learning Centres, Family Learning	Funding through Extended Services to support Parent Education Coordinator. <b>September 2008- Parent Support Advisers - Oxfordshire - refer to BPS Model for Parent Support Advisers (PSA's) - Agreed at BPS Heads Meeting.</b>	Dates agreed: 5 March 2008 at Hanwell Fields Community School 11 March 2008 at Cropredy Primary School Tuesday 1 April at Orchard Fields Community School Posters to be designed and advertise accordingly. 21 May 2008 Grange Primary School and 17 June 2008 Hardwick Community School. 7 July 2008 Bishop Loveday School - Posters to be updated and advertise accordingly. 7 October 2008 St Josephs Catholic Primary School - posters and information available in Polish. September/October 2008 - Parent Support and Extended Services information produced and collated for Parent Support Portfolios.	February 2008 completed email advertising of all parenting courses including Parenting Roadshows. May 2008 Collated and circulated feedback from Parenting Roadshows - good feedback and main benefit was that we were able to speak to parents and offer them a wide range of information. Successful Parenting Roadshows running across the BPS with Star Feedback Forms. September & October 2008 - Parent Support Portfolios completed and distributed to all 19 Schools in the BPS to enable parents to access information.
Ensure sustainability	Headteachers	1 April & ongoing	Use Family Learning and Adult Learning resource	Funding available through Adult Learning budget.	6.2.08 Meeting held with Adult Learning and Family Learning. Inform Family Learning Team of requests from BPS.	Family Learning Workshops arranged across BPS.
Identify Venue & accommodation	KSB & Headteachers	1 April 2008	Venue and Contact Database	Time and Support	February 2008 Database being developed in preparation for review before publication in May / June 2008.	Reviewed April / May 2008. Database being developed and updated and available in excel spreadsheet format and Outlook contacts format. To be published across BPS in June 2008. September 2008 - Venue and Contact Information published. Available hard copy and also electronic format for all BPS Headteachers and also for multi agency use.

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Key Tasks	By Whom	By When	How ? Resources	Cost-Funding-£	Status	Success Criteria
Check current provision	KSB	1 September 2007 & ongoing	Parenting Roadshows. Meeting with Head teachers. Gaining feedback.	Time and Support	Gain feedback and quotes via Extended Services Leaflet. <b>May 2008 - KSB designed and published Extended Services Leaflet in order to publicise the BPS and give an explanation of Extended Services.</b> <b>May / June 2008 to work with OCC Extended Services Manager, ESCOs and ESDOs to develop the template for the Full Core Offer including trialling and checking across the Schools within the Partnership progression against our Provision Map.</b>	Extended Services Leaflet completed, published and distributed across BPS. 1030 copies to all BPS Schools. 238 copies to associated agencies. June 2008 - 1408 leaflets distributed. September 2008 - Reported on progress regarding Parenting Support to Head teachers at their meeting. Refer to resource and support.
Ensure appropriate support	KSB & Debbie Inkpen-Parent Education Coordinator	1 September 2007 & ongoing	Organise Parenting Roadshows with Parent Education Coordinator. Review with OCC Parenting Strategy. Complete audits for Parenting Support. Liaise and link with Home School Link Workers. Link with Outreach Workers via Social Services. <b>Parenting Course at East Street Childrens Centre. Linked with Childcare Development Officer, Wendy Boone in relation to Audit for Childcare provision - questionnaires to be made available at the Parenting Roadshows. WB to attend The Grange Primary School Parenting Roadshow. Regularly update Provision Map in preparation for Audit requirements.</b>	Funding through Extended Services to support Parent Education Coordinator. Probable areas to fund for Home School Link workers and Outreach Workers as needed including SALT support. Funding available through the Oxfordshire Parenting Forum (OPF)	Benefit from Outreach Workers and Home School Link Workers. Adult Learning can provide funding for creche facility in order for parents to attend courses. Completed bid to OPF May 2008. 21 May 2008 Grange Primary School. 17 June 2008 Hardwick Community School. 7 July 2008 Bishop Loveday School - poster to be updated and publicised accordingly. 7 October 2008 St Josephs Catholic Primary School - posters and information and available in Polish. September / October 2008 - Parenting Support Portfolios produced and distributed for a all 19 Schools in the BPS.	February 2008 Audits and feedback completed in relation to Parenting Support and Parenting Strategy. Communicated accordingly. 16 people from the Asian Community attended East Street Childrens Centre Parenting Course. <b>Facilitated Parenting Roadshows at Hanwell Fields Community School, Cropredy Primary School and Orchard Fields Primary School in March and April 2008.</b> <b>All feedback collated and Star Feedback Forms completed and circulated.</b> <b>Completion of TDA Audit with ESDO in May 2008.</b> <b>21 May 2008 Parenting Roadshow at Grange Primary School and completed star feedback form.</b> <b>May/June 2008 - Successful bid for OPF Funding for Parenting Roadshows.</b> <b>To complete Evaluation Forms for release of funding.</b> <b>Funding received July 2008.</b> <b>September/October/November 2008 - Continue to audit the Schools in the BPS via the Provision Map and Full Core Offer Standards. Also auditing schools using new templates with the ESDO.</b>

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Key Tasks	By Whom	By When	How ? Resources	Cost-Funding-£	Status	Success Criteria
Provide links with Children's Centres	KSB & Sunshine Centre, Britannia Road Childrens Centre, East Street Childrens Centre and North Banbury Childrens Centre.	1 September 2007 & ongoing	BPS Workshops provide essential links and information sharing opportunities. <b>Sunshine Centre to run 4 Workshops aimed at Parents as referenced under varied menu. Parenting Courses in liaison with Youth Offending Team. Parent Talk Courses available. Parent Courses - Child Development - "What will happen next?" Language Development Course. Parent Advisors to be employed via Extended Schools funding to work with the community and Home School Link Workers. Work with William Morris Primary School, Orchard Fields Primary School and Queensway School. Also help transition with North Oxfordshire Academy. Link group covers the County - placed bid for Childrens Fund - "Childrens Voice" - contact - Alison Partridge.</b> <b>Facilitators for Parenting Support sessions through schools essential in Banbury. Family links training "Nurturing Programme"</b> <b>Britannia Road Childrens Centre - Provide reactive parenting support including advice on behaviour- personalised one to one sessions. Preparing Parent Education/Family Learning courses for October 2008.</b>	<b>Funding required to train facilitators for the Family Links Training "Nurturing Programme".</b>	Attend NBCC Steering Group Meeting and cross reference NBCC Annual Development Plan. Give regular updates and reports. <b>NBCC recruited Outreach Worker and introduced at NBCC Steering Group meeting in May 2008.</b> <b>Continue to meet with Childrens Centres Leads and Managers to update the Development Plan.</b> <b>Update provided August 2008.</b> <b>Review and share the BPS Parent Support Portfolios provided for all BPS Schools with Childrens Centres for information and possible provision.</b>	Meetings May & June 2008 and updated Development Plan.
Provide links with Agencies	KSB, Headteachers, Oxfordshire PCT, Social Care, Thames Valley Police, Cherwell District Council, GP Practices in locality	1 September 2007 & ongoing	Gain links with Youth Centres. Oxfordshire PCT - Health Trainer recruitment. Social Services advice regarding ICT and Training "Think U Know" website. Teachers can register on this website - contact Rebecca Melmoth, Safeguarding Co-ordinator for information. <b>Undertaking project "Integration with the Asian Community in Banbury"</b>	Targeted funding for the Health Trainers via the Primary Care Trust and GP's.	<b>Leaflets and information requested on 21 April 2008 from Safeguarding Co-ordinator. Meetings and presentations in April, May and June 2008 to take forward actions. Reported to Heads at their meeting on 1 May 2008.</b>	4 successful Workshops have taken place. Workshop 5 organised for 2 April 2008. <b>Contact information and useful publications in relation to Safeguarding Children in Oxfordshire sent out electronically to all members in BPS.</b> Health Trainers recruited and started on 1 April 2008. 2 Health Trainers based at Sunshine Centre, 2 at East Street Childrens Centre and 1 at Hardwick NBCC. <b>Successful Workshop 5 completed on 2 April 2008 with Action and Outcomes documentation and very positive evaluation.</b>

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Key Tasks	By Whom	By When	How ? Resources	Cost-Funding-£	Status	Success Criteria
Contact & meet Parent Education Co-ordinator	KSB	1 November & ongoing	Meet regularly, review progress and update.	Meeting on a regular basis. Funding currently through the Extended Services budget and gained funding from Oxfordshire Parenting Forum.	Regular reviews and updates related to Parenting support.	May & June 2008 KSB & DI meet regularly in order to progress Parenting Roadshows across BPS. August/September/October 2008 - Continue to meet to review progress on parenting support, Parenting Roadshows and Parent Portfolios.
Organise and arrange Parenting Roadshows	KSB & Debbie Inkpen	1 February & ongoing	Design promotional leaflets and advertise accordingly. Organise Parenting Roadshows across the BPS.	Extended Services budget. Parenting Roadshows funded through Extended Schools budget. Also applied for funding through the Oxfordshire Parenting Forum.	Dates agreed: 5 March 2008 at Hanwell Fields Community School 11 March 2008 at Cropredy Primary School Tuesday 1 April at Orchard Fields Community School Posters to be designed and advertise accordingly. Facilitated and completed Parenting Roadshows at above venues and colour posters designed and publicised widely across BPS. Extra Parenting Leaflets ordered for display and hand outs in May 2008. Completed funding bid May 2008 for Parenting Roadshows with Oxfordshire Parenting Forum. Arranged Parenting Roadshows at The Grange Primary School on 21st May 2008 and for Hardwick Community School on 17 June 2008. May 2008 - KSB designed and published Extended Services Leaflet in order to publicise the BPS and give an explanation of Extended Services. September / October / November 2008 - Continue to organise and facilitate Parenting Roadshows across BPS.	February 2008 completed email advertising of all parenting courses including Parenting Roadshows. Collated and circulated feedback from Parenting Roadshows - good feedback and main benefit was that we were able to speak to parents and offer them a lot of Parenting information that they were not aware of. 20 May 2008 - notified that have been successful in bid from OPF for Parenting Roadshows. To complete Evaluation Forms to access funding. Extended Services Leaflet completed, published and distributed across BPS. 1030 copies to all BPS Schools. 238 copies to associated agencies. June 2008 1403 leaflets distributed. July /August/September/October 2008 - Successful Star Feedback forms from Parenting Roadshows. July/August/September/October 2008 - Organised that Extended Services and Parenting Support Displays and leaflets are rotated around all schools in BPS.

**Banbury Partnership of Schools Development Plan 2007 - 2009**

ECM - Stay safe, Achieve Economic Well-being

**Core Offer - Swift and Easy Access and Referral**

**Objective:** Schools working closely with other behavioural services and voluntary & community sector, early identification of and support of intervention for children and young people with additional needs and at risk of poor outcomes. This includes those with behavioural, emotional, health or other difficulties. This should be well embedded within, and supported by, strategic planning and commissioning of local authority and other Children's Trust partners including the PCT. Be proactive in using the Common Assessment Framework and ensure that any referrals are appropriate.

Key Tasks	By Whom	By When	How ? Resources	Cost-Funding-£	Status	Success Criteria
Identify funding	KSB & Headteachers	1 September 2007 & ongoing	OCC Regional Meetings. Strong links with Locality Co-ordinator. Check the <a href="http://www.grantssearch.co.uk">www.grantssearch.co.uk</a> and <a href="http://www.grants4schools.info">www.grants4schools.info</a> websites regularly for funding opportunities. Leading on Funding Project for network of ESCOs in Oxfordshire related to standards for the Full Core Offer to inform guidance notes.	Funding available - Oxfordshire Help with Childcare Costs Fund - Children aged 5-16 and up to 18 for disabled children. To help parents/families return to work and/or education and/or training. Grants 4 Schools yearly subscription £99 + VAT. June 2008 - OCC notified BPS of 3 Year Funding Plan. September 2008 - Template designed and agreed by BPS. Refer to Funding Template: Extended Services Funding Bid:2008-2009 Application. July/August/September 2008. Refer to Partnership Extended Services Funding Allocations for Year 1,2,3 and Total.	£40K available until end of March 2008. £30K available until end of August 2008. Funding files collated for general funding and Grants 4 Schools Funding opportunities. Receive regular funding newsletters from Grants 4 Schools. To organise "Gift Aid" documentation for Hanwell Fields Community School as trial and then be shared across Partnership if successful. Meeting held on 7 May 2008 to start Funding Project with team. Draft guidance notes on Funding to be prepared for next meeting on 16 June 2008.	11.2.08 - Meeting with Locality Co-ordinator, Sarah Hunt to apply for funding as have identified families that could benefit from funding. 2 April 2008 - Shared informational letter and meeting outcomes for Extended Services from OCC - Future funding and activities. Shared information and gave debrief in relation to the "Grants and Making Money for Schools " Seminar. April 2008 organised subscription to Grants 4 Schools website for funding opportunities. From April 2008 - Send out Grants 4 Schools Funding Newsletters every 2 weeks to all BPS Headteachers highlighting areas of interest. July/August 2008 - Completed Funding Project.
Identify resource	KSB & Headteachers	1 February 2008	Personnel within School. Link with SENCO.		Reviewed regularly.	Checked and audited via the Provision Map.
Ensure sustainability	Headteachers	1 April & ongoing	Remodel personnel. Review referral procedure.		Reviewed regularly.	New opportunities for personnel. Gaining feedback re: CAF from Audit.
Identify Venue & accommodation	KSB & Headteachers	1 April 2008	Venue and Contact Database being developed.	Time and support.	February 2008 Database being developed in preparation for review before publication in May / June 2008.	Reviewed April / May 2008. Database being developed and updated and available in excel spreadsheet format and Outlook contacts format. To be published across BPS in June 2008. September 2008 - Contact and Venue information published.
Check current provision	KSB	1 September 2007 & ongoing	Ensure that clear procedures are in place in schools and that school personnel and local GPs are aware. Regularly update Provision Map in preparation for Audit requirements.		Better access to agencies required. May 2008 - KSB designed and published Extended Services Leaflet in order to publicise the BPS and give an explanation of Extended Services. May / June 2008 to work with OCC Extended Services Manager, ESCOs and ESDOs to develop the template for the Full Core Offer including trialling and checking across the Schools within the Partnership progression against our Provision Map.	Extended Services Leaflet completed, published and distributed across BPS. 1030 copies to all BPS Schools. 238 copies to associated agencies. Completion of TDA Audit with ESDO in May 2008. September/October 2008 - Continue to audit schools in BPS and evaluate provision.
Ensure appropriate support	KSB & Sarah Hunt	1 September 2007 & ongoing	Ensure that Heads and SENCOs have undertaken CAF Training. Workshop based training to be rolled out for CAF and TAC in September 2008.		Better access to agencies required. Regular meetings with SH and KSB in order to share information and update Development Plan. New Locality Senior - Vicki Wiltshire - Locality Working and Social Care - role to review, research any queries and improve communication along with any future planning. September/October/November 2008 - Continue to audit the Schools in the BPS via the Provision Map and Full Core Offer Standards. Also auditing schools using new templates with the ESDO.	CAF & TAC Completed. June 2008 Updated Development Plan. KSB meeting with VW July 2008. September 2008 - Feedback to Head teachers. Locality Senior and Locality Co-ordinator attended Heads meeting to share information, provide updates and resolve queries.
Provide links with Children's Centres	KSB & Sunshine Centre, Britannia Road Childrens Centre, East Street Childrens Centre and North Banbury Childrens Centre.	1 September 2007 & ongoing	BPS Workshops provide essential links and information sharing opportunities. Sunshine Centre working in partnership with Family Support Team in Social Services - very good links created. Also working with the Police, CDC and Street Wardens. Some issues with reference to the Assessment Team in Social Services in relation to response times. Neighbourhood Action Group (NAG) is a multi agency group with a community focus that addresses issues. Extended Services to link with Adult Learning Disability Team - contact Gemma Gray - gemma.gray@ridgeway.nhs.uk - Keeping Children Safe course and pack available. Britannia Road Childrens Centre - Good links with Social Services Team. TAC process working well and link with Banbury Locality Coordinator. Require more links with Community Police Officers and local Special Needs in relation to provision and need in locality.		Continue to meet with Childrens Centres Leads and Managers in order to update the Development Plan and review any issues for feedback to Locality Co-ordinator. Update provided August 2008.	Regularly attend NBCC meetings in order to give updates and reports regarding Extended Services. Also have cross referenced the NBCC Development Plan with BPS Development Plan. New Outreach Worker recruited and started on 21 April 2008 - Jayne Wilkinson based at NBCC. October 2008 - Met with Outreach Worker and shared information regarding Extended Services and Outreach Work at NBCC in order to raise awareness and provide essential links.

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Key Tasks	By Whom	By When	How ? Resources	Cost-Funding-£	Status	Success Criteria
Provide links with Agencies	KSB, Headteachers, Oxfordshire PCT, Social Care, Thames Valley Police, Cherwell District Council	1 September 2007 & ongoing	Build relationships with Schools, CAF personnel, Social Care and Partner Agencies, local GP's. Banbury Pilot Scheme: Brief Solution Focussed Therapy - await evaluation and training. Stronger links with Social Services especially in locality - to gather evidence across BPS. Proposal June 2008 Phase 2 - BSF Therapy- Early Intervention Service. Scope to review training and awareness. HSLW and PSWs and Outreach to be attached to Preventative Teams. Work with PCAMS and more co-ordinated approach working with CAF. Secondary Schools - Evaluation for young homeless people - Youth Support Forum - 13-19 year olds - Helen Town - process being considered for housing provision and flow chart in place. OCC - Michelle Pleister - Carr - County Co-ordinator reviewing the Childrens Plan and proposing that identify a Champion in each school (primary schools) for Domestic Violence. <b>Undertaking project "Integration with the Asian Community in Banbury</b>	Lead on funding - Andy Couldrick. OPF Funding accessed. Secodeded hours - ESW Locality and Social Care.	Evaluation expected at the end of July 2008. <b>Meeting held with panel of BPS Head teachers and Social Services representation in April 2008 and outcomes reported at Heads Meeting on 1 May 2008.</b> Meetings and presentations in April, May and June 2008 to take forward actions. Reported to Heads at their meeting on 1 May 2008. Successful Workshop 5 with key outcomes and actions including very positive evaluation.	4 successful Workshops have taken place. Workshop 5 organised for 2 April 2008. October 2008 - Link with PCAMHS and Banbury Asian Forum meeting in order to provide links and share information.
Contact & meet Locality Co-ordinator to ensure cohesive working relationship and share best practice regularly	KSB	1 September 2007 & ongoing	Hold regular meetings, review progress, share information and updates. September / October 2008 - Continue to meet and also include Warmer Partnership to aid information sharing. Ensure that link and meet regularly with Locality Senior in order to feedback re: BPS and Social Services in order to gain a more cohesive working relationship and promote learning.	Funding available - Oxfordshire Help with Childcare Costs Fund - Children aged 5-16 and up to 18 for disabled children. To help parents/families return to work and/or education and/or training. March/April/May/June. Difficulty accessing funding currently - to review at next OCC Meeting 23.6.08	<b>Meet regularly and attend Banbury Locality Forums.</b> Meet regularly with Locality Co-ordinator to share information, review progress and investigate any issues.	4 successful Workshops have taken place. Workshop 5 organised for 2 April 2008. <b>Attended Banbury Locality Forums and developed links across agencies.</b> July/August/September/ October 2008 - regularly meet with the Locality Co-ordinator and Locality Senior to share information and aid communication.
Attend Locality Forums and communicate	KSB & Sarah Hunt	1 September 2007 & ongoing	Attend and make presentation		Completed overview of Extended Services for presentation and explanation.	Completed presentation in November 2007. Shared information across agencies and contacts added to BPS email distribution to aid communication. <b>June 2008 Completed distribution and circulation of Extended Services Leaflets - total 1408</b> Continue to attend Banbury Locality Forums to share information.

**Banbury Partnership of Schools Development Plan 2007 - 2009**  
**ECM - Enjoy and Achieve, make a positive contribution, Achieve Economic Well being**  
**Core Offer - Community Access**

**Objective: Where the School has facilities suitable for use by the wider community. Also take a role in supporting the development of the Youth Offer in the community by opening up its facilities to youth services as appropriate. Offering Community access to suitable facilities and Adult Learning programmes.**

Key Tasks	By Whom	By When	How ? Resources	Cost-Funding-£	Status	Success Criteria
Identify funding	KSB & Headteachers	1 September 2007 & ongoing	Adult Learning and Family Learning. <b>Check the www.grantsearch.co.uk and www.grants4schools.info websites regularly for funding opportunities. Leading on Funding Project for network of ESCOs in Oxfordshire related to standards for the Full Core Offer to inform guidance notes.</b>	Funding for courses available through Adult Learning budget. No cost to school. Yearly subscription for Grants 4 Schools - £99 + VAT. <b>June 2008 -OCC notified BPS of 3 Year Funding Plan.</b> September 2008 - Template designed and agreed by BPS - Refer to Funding Template: Extended Services Funding Bid:2008-2009 Application. July/August/September 2008 - Refer to Partnership Extended Services Funding Allocations for Year 1,2,3 and Total.	6.2.08 Met with member of the Adult Learning and Family Learning Team. Gained information regarding communication, funding and courses and workshops available. Funding files collated for general funding and Grants 4 Schools Funding opportunities. Receive regular funding newsletters from Grants 4 Schools. To organise "Gift Aid" documentation for Hanwell Fields Community School as trial and then be shared across Partnership if successful. Meeting held on 7 May 2008 to start Funding Project with team. Draft guidance notes on Funding to be prepared for next meeting on 16 June 2008	February 2008 - Hanwell Fields Community School booked Learning Styles "Getting ready for School" Workshop for May 2008. Information on Workshops and Courses emailed regularly to BPS. <b>2 April 2008 - Shared informational letter and meeting outcomes for Extended Services from OCC - Future funding and activities. Shared information and gave debrief in relation to the "Grants and Making Money for Schools " Seminar.</b> <b>April 2008 organised subscription to Grants 4 Schools website for funding opportunities. From April 2008 - Send out Grants 4 Schools Funding Newsletters every 2 weeks to all BPS Headteachers highlighting areas of interest.</b> <b>July/August 2008 - Completed Funding Project.</b>
Identify resource	KSB & Headteachers	1 February 2008	Meet Adult Learning Personnel, liaise and inform of Audit results for Partnership, review facilities and opportunity to offer access, Adult Education Programmes, Job Creation, Housing Advice, Skills for Life, Careers Advice	Funding for courses available through Adult Learning budget. No cost to school. Funding available for "Keeping up with the Kids" Course.	6.2.08 Met with member of the Adult Learning and Family Learning Team. Gained information regarding communication, funding and courses and workshops available. <b>Regularly email and communicate with Family Learning Team with any requests and updates from BPS.</b>	February 2008 - Hanwell Fields Community School booked Learning Styles "Getting ready for School" Workshop for May 2008. Information on Workshops and Courses emailed regularly to BPS. June 2008 - Family Learning Workshops arranged across some schools in BPS.
Ensure sustainability	Headteachers	1 April & ongoing	Provision and support from Adult Learning		Review regularly with Family Learning Team. <b>Communicate regularly by email and telephone.</b>	June 2008 - Family Learning Workshops arranged across some schools in BPS.
Identify Venue & accommodation	KSB & Headteachers	1 February 2008	Venues & contact Database, review facilities available	Need room/facility to run course/workshop	<b>February 2008 Database being developed in preparation for review before publication in May / June 2008.</b>	<b>Reviewed April / May 2008. Database being developed and updated and available in excel spreadsheet format and Outlook contacts format. To be published across BPS in June 2008.</b> <b>September 2008 - Venue and Contact Information published. Available hard copy and also electronic format for all BPS Headteachers and also for multi agency use</b>
Check current provision	KSB	1 September 2007 & ongoing	Audit via Provision Map. <b>Regularly update Provision Map in preparation for Audit requirements.</b>		Review regularly with Family Learning Team. <b>May 2008 - KSB designed and published Extended Services Leaflet in order to publicise the BPS and give an explanation of Extended Services.</b> <b>May / June 2008 to work with OCC Extended Services Manager, ESCOs and ESDOs to develop the template for the Full Core Offer including trialling and checking across the Schools within the Partnership progression against our Provision Map.</b>	November/December 2007 - Schools identified that needed Adult Learning support. Met and shared information with Family Learning Team. <b>Extended Services Leaflet completed, published and distributed across BPS. 1030 copies to all BPS Schools. 238 copies to associated agencies.</b> <b>June 2008 - 1403 Extended Services Leaflets distributed across BPS and associated agencies.</b> <b>Completion of TDA Audit with ESDO in May 2008.</b> <b>September/October/November 2008 - Continue to audit the Schools in the BPS via the Provision Map and Full Core Offer Standards. Also auditing schools using new templates with the ESDO</b>
Ensure appropriate support	KSB & Adult Learning Team	1 September 2007 & ongoing	Support from Adult Learning Team		Review regularly with Family Learning Team. <b>August 2008 - Meeting with Administration Manager - Adult Learning - information in Heads Report September 2008.</b>	November/December 2007 - Schools identified that needed Adult Learning support. Met and shared information with Family Learning Team. September 2008 - Reported at Heads Meeting re; link with Adult Learning and meeting with Administration Manager.

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Key Tasks	By Whom	By When	How ? Resources	Cost-Funding-£	Status	Success Criteria
Provide links with Children's Centres	KSB & Sunshine Centre, Britannia Road Childrens Centre, East Street Childrens Centre and North Banbury Childrens Centre.	1 September 2007 & ongoing	Check Adult Learning Courses currently available. <b>NBCC to review Family Learning and Adult Learning - more support required.</b> "Shout" Project - working with young women in Sunshine Centre catchment - Jo - based at NOA. Work with prisoners families. Multi agency steering group holding meetings covering Bretch Hill and Bicester area. Sunshine Centre, Probation and Thames Valley Partnership working together; pack and policy produced. Aim to engage with families that are left behind. Resource packs available. Statistics for children show detriment to mental health. To change behaviour working with OPCT, Health Visitors, Probation and Sunshine Centre - initiative to provide family fun days in prison. Transport issue for families from schools to childrens centres. BASE - Banbury Adult Skills Enterprise. ESOL running - multi cultural <b>Britannia Road Childrens Centre - IT Skills Course for Community- Trainers and Computers including technical information. Health Visitor Community Locality Clinic with open access.</b>	<b>Grants available via bid funding for BASE.</b>	Attend NBCC Steering Group Meeting and cross reference NBCC Annual Development Plan. Give regular updates and reports. <b>BASE very successful - series of drop in courses available - day or evening - courses include; return to work, arts and crafts and DIY.</b> <b>Continue to meet with Leads and Managers of Childrens Centres to update Development Plan and share information.</b> <b>Update provided August 2008.</b> <b>HV Community Locality Clinic available every other week with open access.</b> <b>IT Skills Course by October 2008.</b>	4 successful Workshops have taken place. Workshop 5 organised for 2 April 2008. Successful Workshop 5 held on 2 April 2008 with key outcomes and actions including very positive evaluation. May / June 2008 Meetings held with Childrens Centres Leads and Managers - Development Plan Updated. August/September/ October 2008 - continue to meet with leads to share information. <b>September 2008 - Head teachers in BPS agreed to invite Childrens Centre Leads/Managers to Heads Meetings in future (from November 2008) to aid communication and share information.</b>
Provide links with Agencies	KSB, Headteachers, Oxfordshire PCT, Social Care, Thames Valley Police, Cherwell District Council	1 September 2007 & ongoing	Oxfordshire PCT - Health Trainer Posts - new way of reaching out into the community and community working. <b>Undertaking project "Integration with the Asian Community in Banbury</b> <b>Britannia Road Childrens Centre - Asian link worker - sessional day care to encourage Asian families - provides a valuable link. Also link with Multi Cultural Play Project.</b>		OPCT reported on Health Trainer Posts. Recruitment completed by April 2008. <b>Meetings and presentations in April, May and June 2008 to take forward actions. Reported to Heads at their meeting on 1 May 2008.</b> <b>Regularly communicate with OPCT personnel by email, reports and updates.</b> <b>Update provided August 2008. Prefer to formalise the arrangement as has been on casual basis for 16 years.</b> <b>October/November 2008 - Meeting with Health Trainer linked to Hardwick School and NBCC</b>	4 successful Workshops have taken place. Workshop 5 organised for 2 April 2008. <b>Health Trainers recruited and started on 1 April 2008. 2 Health Trainers based at Sunshine Centre, 2 at East Street Childrens Centre and 1 at Hardwick NBCC.</b>
Create and develop a Venues Database for easy reference and access	KSB & Kate Grant	1 April 2008	Meet regularly and ensure appropriate updates on database	Time and Support	January & February 2008 - Venue and Contact Database being developed and currently under review. To publish in April 2008 and continually update.	Reviewed April / May 2008. Database being developed and updated and available in excel spreadsheet format and Outlook contacts format. To be published across BPS in June 2008. <b>September 2008 - Venue and Contact Information published. Available hard copy and electronic copy. Distributed to all Head teachers in BPS and widely across all agencies</b>