

ECEY5006
Sophie Williams 2105369
Chelsea Davies 2106921
Shaniece Jacobs 2105737
Hayley Griffiths 2109391
Hayley O'malley 2107703

Meeting Agenda

Progression Step One Weekly Team Meeting

Location: Microsoft Teams

Date: 2nd December 2022

Time: 15.30

Attendees

Hayley Griffiths- Foundation Phase Leader

Hayley O' Malley– Year One Teacher

Chelsea Davies – Family Engagement Officer

Sophie Williams- Additional Learning Needs Co Ordinator

Shaniece Jacobs- Learning Resource Base Teacher / Designated Safeguarding Officer

Apologies

Ellie Thomas – Headteacher

Reading: Please read minutes of last staff meeting (25/11/2022) prior to attendance.

- Introduction and Apologies – Hayley Griffiths
- Additional Learning Needs Update - Sophie Williams
- Progress Implementing the New Curriculum for Wales - Hayley Griffiths
- Expressive Arts Training - Inset Introduction - Hayley O' Malley
- Attendance and Parent Partnership - Chelsea Davies
- Any Other Business - Hayley Griffiths

ECEY5006
Sophie Williams 2105369
Chelsea Davies 2106921
Shaniece Jacobs 2105737
Hayley Griffiths 2109391
Hayley O'malley 2107703

Reference List

Autism Wales (2020) *Together for Children and Young People Neurodevelopment Diagnostic Assessment Pathway*.
Available at: https://autismwales.org/wp-content/uploads/2020/09/T4CYP_Neurodevelopment-Diagnostic-Assessment-Path
(Accessed: 21 November 2022).

Blaenau Gwent Council (2018) *ALN information*.
Available at: <https://www.blaenau-gwent.gov.uk/en/resident/schools-learning/additional-learning-needs-aln/aln-proc>
(Accessed: 25 November 2022).

British Council (no date) *Guidance on handling a disclosure from a child*.
Available at: https://www.britishcouncil.org/sites/default/files/handling_disclosure_from_a_child_0.pdf (Accessed: 26 November 2022).

Brighton School of Business. (2014) *Lewin's Leadership Styles Framework* [video].
Available at: [Lewin's Leadership Styles Framework - YouTube](#)
(Accessed: 27 November 2022).

Curriculum for Wales Blog (2020) *'Areas of learning and experience' as a central element of the new curriculum*.
Available at: <https://curriculumforwales.gov.wales/2020/03/02/areas-of-learning-and-experience-as-a-central-element-of-the-new-curriculum/>
(Accessed: 20 November 2022).

Cwm Taf Morgannwg Safeguarding Board (2019) *Wales Safeguarding Procedures*.
Available at: <https://www.cwmtafmorgannwgsafeguardingboard.co.uk/En/Professionals/WalesGuidanceAndInformation/WalesSafeguardingProceduresFrequentlyAskedQuestions.pdf>
(Accessed: 19 November 2022).

Department for Education (2021) *Statutory framework for the Early Years foundation stage Setting the standards for learning, development and care for children from birth to five*.
Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf

ECEY5006
Sophie Williams 2105369
Chelsea Davies 2106921
Shaniece Jacobs 2105737
Hayley Griffiths 2109391
Hayley O'malley 2107703

(Accessed: 22 November 2022).

Donaldson, G. (2015) *Successful Futures*.
Available at: [Curriculum for Wales - Hwb \(gov.wales\)](https://curriculum.gov.wales/)
(Accessed: 30 November 2022).

ERW (no date) *Child Protection Policy for Waunceirch Primary School*.
Available at:
<https://primarysite-prod-sorted.s3.amazonaws.com/waunceirch/UploadedDocument/34837e1e39754fc9b9ce04279cf1a4a9/child-protection-policy-erw.doc>
(Accessed: 20 November 2022).

Estyn (2016) *Teamwork leads to high quality teaching*.
Available at: <https://www.estyn.gov.wales/effective-practice/teamwork-leads-high-quality-teaching> (Accessed: 28 November 2022).

Estyn (2019) '*Having a voice, having a choice: effective pupil participation*'.
Available at: [Having a voice, having a choice: effective pupil participation | Estyn \(gov.wales\)](https://gov.wales/having-a-voice-having-a-choice-effective-pupil-participation) (Accessed: 28 November 2022).

Fraser, S. (2014) *What makes a good leader?*.
Available at: <https://www.gov.uk/government/speeches/what-makes-a-good-leader>
(Accessed: 20 November 2022).

Frogwell (2022) *Complex Needs Resource Base Curriculum*.
Available at: <https://www.frogwell.co.uk/complex-needs-resource-base-curriculum/>
(Accessed: 25 November 2022).

Jaynes, W. (2018) 'A practical model for school leaders to encourage parent involvement and parental engagement', *School leadership and management*, 38(2), pp.147-163. DOI: [10.1080/13632434.2018.1434767](https://doi.org/10.1080/13632434.2018.1434767)

Kurt Lewin (1939) *Leadership Styles - Lewins Leadership Style*.
Available at: <https://www.leadershipsuccess.co/leadership-styles/lewins-leadership-styles>
(Accessed: 23 November 2022).

Leadership and Performance Partners (2022) *Lewin's Leadership Theory Explained*.
Available at: <https://leadershipandperformance.com.au/leadership-development/lewins-leadership-theory-explained/>
(Accessed: 27 November 2022).

McCrea, N. L. (2015). *Leading and Managing Early Childhood Settings: Inspiring People, Places and Practices*. Port Melbourne: Cambridge University Press.

ECEY5006
Sophie Williams 2105369
Chelsea Davies 2106921
Shaniece Jacobs 2105737
Hayley Griffiths 2109391
Hayley O'malley 2107703

McEwan, E. K. (2003). *7 Steps to Effective Instructional Leadership*. Thousand Oaks, CA: Sage Publications.

Merthyr Tydfil (2018) *Criteria for Placement in Specialist Provision*.

Available at:

<https://democracy.merthyr.gov.uk/documents/s44083/Papur%20Cefndir%201.pdf?LL=1#:~:text=LEARNING%20R>

(Accessed:20 November 2022).

Miles, Stephen A, and Michael D Watkins. (2007) 'The leadership team: complementary strengths or conflicting agendas?', *Harvard business review* vol. 89,40, pp.141.

Available at: [hbr_article_leadership_team.pdf \(miles-group.com\)](hbr_article_leadership_team.pdf(miles-group.com))

(Accessed:28 November 2022).

Mullin, S. (No date) *Better together: building positive relationships between parents and teachers*.

Available at: https://www.educationsupport.org.uk/resources/for-individuals/articles/better-together-building-positive-relationships-between-parents-and-teachers/?gclid=Cj0KCQiA1ZGcBhCoARIsAGQ0kkoA92iD1C93dCgpTwi7_818pgYk0fBrYL8kVmSmNuUIAgu5Jf82SGQaAi-bEALw_wcB

(Accessed: 28 November 2022).

Neath Port Talbot Council (no date) *Penalty notice for unauthorised absences from school information for parents carers leaflet*.

Available at:

[file:///Users/chelseadavies/Library/Containers/com.apple.mail/Data/Library/Mail%20Downloads/419A9D94-AA55-4FDB-89A3-D13E658DB3D3/Penalty%20Notice%20for%20unauthorised%20absences%20from%20school%20%20Information%20for%20parents%20carers%20Leaflet%20Nov%2022%20\(2\).pdf](file:///Users/chelseadavies/Library/Containers/com.apple.mail/Data/Library/Mail%20Downloads/419A9D94-AA55-4FDB-89A3-D13E658DB3D3/Penalty%20Notice%20for%20unauthorised%20absences%20from%20school%20%20Information%20for%20parents%20carers%20Leaflet%20Nov%2022%20(2).pdf)

(Accessed: 2 December 2022).

Newport Council (2018) *School Reorganisation Proposal – Establishment of a Learning Resource Base at Caerleon Lodge Hill Primary School*.

Available at: <https://www.newport.gov.uk/documents/Schools-and-Education/Lodge-Hill-primary-LRB-consultation/Report-to-the-Leader-Establishment-of-a-LRB-class-at-Caerleon-Lodge-Hill-Primary-School-July-2018.pdf>

(Accessed: 24 November 2022).

Nordoff Robbins (2020) *What is music therapy?: Therapy through music*.

Available at: <https://www.nordoff-robbins.org.uk/music-therapy/what-is-music-therapy/> (Accessed: 27 November 2022).

ECEY5006
Sophie Williams 2105369
Chelsea Davies 2106921
Shaniece Jacobs 2105737
Hayley Griffiths 2109391
Hayley O'malley 2107703

Northouse, P.G. (2016). *Leadership: Theory and practice*. 7th edn. Thousand Oaks, CA: Sage Publishers, Inc.
Available at: https://cvdl.ben.edu/blog/leadership_theories_part1/
(Accessed: 20 November 2022).

NSPCC Learning (2021) *Protecting children from abuse in schools: roles and responsibilities*.
Available at:
<https://learning.nspcc.org.uk/safeguarding-child-protection-schools/roles-responsibilities#nominated-child-protection-lead>
(Accessed: 20 November 2022).

Povey, J. et al. (2016) 'Engaging parents in schools and building parent-school partnerships: The role of school and parent organisation leadership', *International Journal of Educational Research*, 79, pp. 128-141. DOI:
<https://doi.org/10.1016/j.ijer.2016.07.005>.

Radcliffe, S. (2012) *Leadership: plain and simple*. 2nd edn. FT press.
Available at: <https://www.amazon.co.uk/Leadership-Plain-Simple-Financial-Times/dp/0273772414?asin=0273772414&revisionId=&format=4&depth=1>
(Accessed: 22 November 2022).

Scott, G. (1999). *Change Matters: Making a Difference in Education and Training*. St. Leonards: Allen Unwin.

Snap Cymru (No date) *Individual Development Plan (IDP)*.
Available at: <https://www.snapcymru.org/get-support/idps/>
(Accessed: 21 November 2022).

Torriano (No date) *Language Resource Base*.
Available at: <https://torriano.camden.sch.uk/2022/08/30/language-resource-base/#:~:text=A%20Language%20Resource%20>
(Accessed: 20 November 2022).

The Safeguarding Company (2022) *My Concern Features and Benefits secure, trusted and easy to use*.
Available at:
<https://www.thesafeguardingcompany.com/myconcern/features-benefits/>
(Accessed: 27 November 2022).

Wales Safeguarding Procedures (2022) *Safeguarding Principles*. Available at: <https://www.safeguarding.wales/en/chi-i/chi-i-c1/c1-p2/>
(Accessed: 19 November 2022).

ECEY5006
Sophie Williams 2105369
Chelsea Davies 2106921
Shaniece Jacobs 2105737
Hayley Griffiths 2109391
Hayley O'malley 2107703

Waniganayake, M. (2014) 'Being and Becoming Early Childhood Leaders: Reflections on Leadership Studies in Early Childhood Education and the Future Leadership Research Agenda', *Journal of Early Childhood Education Research*, 3(1), pp. 65–81.
Available at: [Being and Becoming Early Childhood Leaders \(1\).pdf](#)
(Accessed: 26 November 2022).

Wunceirch Primary School (2014) *Safeguarding children in education: handling allegations of abuse against teachers and other staff*.
Available at:
<https://primarysite-prod-sorted.s3.amazonaws.com/waunceirch/UploadedDocument/63b45d43d1404ab4b119c58ab3d95995/safeguarding-children-in-education.pdf>
(Accessed: 19 November 2022).

Welsh Assembly Government (2004) *Special Educational Needs Code of Practice Wales*.
Available at: <https://gov.wales/sites/default/files/publications/2018-03/special-educational-needs-code-of-practice-for-wales.pdf>
(Accessed: 15 November 2022).

Welsh Assembly Government (2011) *All Wales Attendance Framework An operating toolkit for the Education Welfare Service*.
Available at: <https://gov.wales/sites/default/files/publications/2018-03/all-wales-attendance-framework.pdf>
(Accessed: 21 November 2022).

Welsh Government (2015) *Well-being of Future generations (Wales) Act 2015: the essentials*.
Available at: <https://gov.wales/well-being-future-generations-act-essentials-html#:~:text=The%20Well-being%20of%20Future%20Generations%20%28Wales%29%20Act%20is,prevent%20problems%20and%20take%20a%20more%20joined-up%20approach>
(Accessed: 23 November 2022).

Welsh Government (2018) *Curriculum for Wales*.
Available at: [Curriculum for Wales - Hwb \(gov.wales\)](#)
(Accessed: 22 November 2022).

Welsh Government. (2018) *Data Protection*.
Available at: <https://www.gov.uk/data-protection#:~:text=The%20Data%20Protection%20Act%202018%20is%20the%20UK%27s%20>
(Accessed: 23 November 2022).

ECEY5006
Sophie Williams 2105369
Chelsea Davies 2106921
Shaniece Jacobs 2105737
Hayley Griffiths 2109391
Hayley O'malley 2107703

Welsh Government (2018) *Digital Competence Framework*.
Available at: [Digital Competence Framework - Hwb \(gov.wales\)](#)
(Accessed: 30 November 2022).

Welsh Government (2019) *Literacy and Numeracy Framework*.
Available at: [Literacy and Numeracy Framework - Hwb \(gov.wales\)](#)
(Accessed: 30 November 2022).

Welsh Government (2020) *Expressive arts: Introduction*.
Available at: <https://hwb.gov.wales/curriculumfor-wales/expressive-arts/>
(Accessed: 28 November 2022).

Welsh Government (2021) *Framework on embedding a whole-school approach to emotional and mental well-being*.
Available at: [WG42005 \(gov.wales\)](#)
(Accessed: 22 November 2022).

Welsh Government (2021) *The Additional Learning Needs Code for Wales 2021*.
Available at: <https://gov.wales/sites/default/files/publications/2021-03/210326-the-additional-learning-needs-code>
(Accessed: 24 November 2022).

Welsh Government (2021) *The curriculum for Wales – statements of what matters code*.
Available at: <https://gov.wales/sites/default/files/publications/2021-11/curriculum-for-wales-statements-of-what-matters-code.pdf>
(Accessed: 21 November 2022).

Williams, S. (2022) *Increased role for outdoor learning and natural environment in new school curriculum*.
Available at: <https://naturalresources.wales/about-us/news/blog/increased-role-for-outdoor-learning-and-natural-environment-in-new-school-curriculum/?lang=en>
(Accessed: 2 December 2022).

Wright, R. (2020) *Why 100% attendance awards are toxic to school environments*.
Available at: <https://blog.optimus-education.com/why-100-attendance-awards-are-toxic-school-environments>
(Accessed: 27 November 2020).

Unicef (2022) *UN Convention on the Rights of the Child*.
Available at:
<https://www.unicef.org.uk/wp-content/uploads/2016/08/unicef-convention-rights-child-uncrc.pdf>
(Accessed: 19 November 2022).

ECEY5006

Sophie Williams 2105369

Chelsea Davies 2106921

Shaniece Jacobs 2105737

Hayley Griffiths 2109391

Hayley O'malley 2107703