THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA
Learning mentor Forum
Barlby primary school - 7th June 2011 – 0930 to 1200

Brief Notes of Forum

Chair: Maddy Luxon Advanced Skills teacher (Support Staff)

Present:
Claire Sayer Middle Row Primary School
Claire Young St Charles Sixth Form College
Frances Gilson St Joseph’s Primary School
Helen Pope St Cuthbert wit St Matthias
Jay Ravalia Chelsea Community Hospital School
Lynn Plumbley Oxford Gardens Primary School
Michael Madden Avondale Park Primary School
Pauline Riley Barlby Primary School
Robert Richards Oxford Gardens Primary School
Patsy Wagner Principal Education Psychologist

Learning Mentor Forums
- The Forums will provide opportunities for sharing good practice and hopefully promote local networking
- They take place termly and are hosted by different schools within the Borough. Each meeting includes a tour of the school
- It is ESSENTIAL that each participant takes AT LEAST 1 practical resource or strategy back to their school to develop their own practice.
- Practitioners will be encouraged to lead sessions and present an aspect of their practice. Support will be available for people who choose to do this. These presentations will always be written up and circulated at the forum
- Training, career pathways and qualifications will be a permanent feature
- Outside speakers will be invited to give mini presentations on a range of relevant topics
- Learning Mentors will be given a ‘voice’ and an opportunity to raise issues and influence the agenda

Documents Circulated
- Write up of presentation on ‘The Role of the Learning Mentor at Barlby’ by Pauline Riley
- Web pages on the newly launched Green Binder (Summary doc-JDs, Pay, Deployment and standards) JDs, PM tracking forms, NOS information, CPD files etc http://www.rbkc.gov.uk/educationandlearning/cpdforschools/green binder.aspx
- Contact list of all current Learning Mentors
- Kensington and Chelsea’s first Young Carers’ Strategy booklet
Support for Learning Mentors from the Educational Psychology Service

Patsy outlined the three different ways her team can support LMs through:

1. School Visits
Patsy Wagner has confirmed that her team can provide short individual meetings with each LM during their school visit. This would take the form of a termly/half termly 30 minute session to discuss a certain case or a topic you need to think more about. This time would be in addition to the booked time with the SENCO and school. Obviously this would with the agreement of the Head Teacher and should be organised through the SENCO. Patsy added that, where possible, it would benefit your professional development if you can take part in EP consultations about any mentee on your case register.

2. The Learning Mentor Forums
Patsy or a member of her team will attend the forums and present on different aspects of their field that support the development of the Learning Mentor role.

3. CPD courses

Solution Focus
Autumn- 7th October and 18th November
Spring- 13th January, 16th March
Summer- 4th May, 22nd June, 29th June

These whole day sessions are held at the PDC and are free for LMs

Children and Bereavement A 2 day course exploring loss and change
24th February, 2nd March

Sharing Good Practice
- Pauline Riley presented on the role of the LM at Barlby (see write up for full details). This presentation was inspirational and clearly demonstrated the importance of good communication and there being a shared understanding of everyone’s roles. Pauline also shared her LM file and her approach to record keeping. This generated much interest and is an area we intend to revisit at a future forum.
- A useful informal discussion took place about the different methods of record keeping and ways of working
- If you are keen to share an aspect of your practice at a future forum please get in touch with Maddy. Thank you to Helen (St Cuthbert’s) and Doreen (Ashburnham) for volunteering to be involved!

Local Authority update: (1) Three Borough working (2) Revised Green Binder
- Three Borough’s may share education services from September 2011 (RBKC, Hammersmith and Fulham, Westminster). The exact details have yet to be announced.
- Shared the updated guidance and advice on pay for Learning Mentors (including updated Job Descriptions and Performance
Management proformas for Learning Mentors). This work has been part of reviewing the so-called ‘Green Binder for Support Staff’. All updated documents and guidance can be found on the RBKC website http://www.rbkc.gov.uk/educationandlearning/cpdforschools/greenbinder.aspx.

- Circulated and discussed the ‘Professional Framework for Learning Mentors: Job descriptions and Pay’ This document provides a summary and overview of advice and guidance in the ‘Green Binder’ for Learning Mentors.

**Performance Management process and Continuing Professional Development (CPD) Files**

- Brief discussion took place on the importance of the PM process and what the key features are of effective PM. We also briefly discussed the importance of keeping a CPD file and how this is ideally forms an integral part of the PM process. We agreed to revisit this at a future meeting. There is useful guidance on the RBKC website in the Learning Mentor framework on this topic. A generic LM contents page has been attached as requested for those are keen to start developing their CPD file. Please note there is also information relating to CPD files in the Classroom based Support Staff framework which may also be useful.

**Communication**

If you have any queries please contact a member of the CPD team at cpdteam@rbkc.gov.uk. Maddy Luxon (details below).

Please check your RBKC school emails regularly as this will be the main method of communication. Please check the Learning Mentor contact list to ensure your personal details are correct. Any queries or amendments needed please contact the CPD team.

**Maddy Luxon**

Advanced Skills Teacher (Support Staff)
Available Tuesdays and Alternative Fridays

Contact at Avondale Park School: Wed/Thurs/Fri
Tel: 020 7727 7727
Mobile: 07976 060 266
E-mail: maddyluxon@yahoo.com
E-mail: Madeleine.luxon@avondalepark.rbkc.sch.uk

**Further information**

- The new CPD pages are a culmination of resources on CPD aimed at all school staff including professional frameworks and school to school sharing opportunities. Visit these pages at www.rbkc.gov.uk/educationandlearning/cpdforschools
- Next Learning Mentor Forums will be held on Tuesday 22nd November and Tuesday 31st January

**Preparation for our next meeting**

Record Keeping and CPD files will be future agenda items