

Annual General Meeting Minutes

Wednesday 28th June 2023 by Zoom

<p>Present: Alison Carter, Longwill (Chair)(AC) Heather Greggs, Aberdeen School (HG) Kathryn McCarthy, Blanche Nevile School (KMC) Karen Turner, Bradford Sensory Service (KT) Paul Burrows, RSDD (PB) Rachel Irgi, RSDD (RI) Michael Dennington, Elmfield (MD) Lesley Reeves-Costi, Heathlands School (LRC) Dani Sive, Frank Barnes School (DS)</p>	<p>Lisa Smith, Frank Barnes School (LS) Juliet Grant, Hamilton Lodge School (JG) Roanne Clements-Bedson, Knotty Ash (RCB) Kath Sweeney, Knotty Ash (KS) Rachel O'Neill, University of Edinburgh (RON) Rob Wilks, University of Cardiff (RW) Karen Riley (Secretary)(KR) Ruth Swanwick, University of Leeds (RS) Tom Lichy, BDA (TL)</p>	<p>Apologies: Kim Davies, DAHIT, Leeds City Council (KD) Kate Persaud, Elmfield (KP)</p>
<p>1. Minutes of last meeting & matters arising</p>	<p>1.1 Minutes were of the meeting held on 29.06.22 were discussed and ratified. The Action List for the AGM 2022 was circulated prior to the meeting and progress on matters listed discussed. KR will make amendments to outcomes achieved & recirculate with minutes. SBC members to refer to the final SBC AGM 2022 Action List for more details.</p>	<p>Action KR to amend SBC AGM Action List 2022 & recirculate to members with minutes.</p>
<p>2. Finance/ Membership</p>	<p>2.1 DS, Treasurer presented the list of Finance accounts from 2022/23, which were ratified in principle (subject to any additional invoices forwarded directly to Frank Barnes School). There is a balance of £2,385.04 in the SBC account, with no payments made for expenses this year. £1000 was ringfenced to pay for the upgrade of the SBC website. AC also proposed that we send thank you letters and a £25 gift token to the SBC Seminar Day presenters, which was agreed.</p> <p>2.2 The SBC Full and Ordinary/Affiliated membership fees were reviewed and it was agreed not to charge a membership fee for 2023-24 as there were sufficient funds in the SBC account.</p> <p>2.3 The SBC Full and Ordinary/Affiliated membership list had been amended following the 2022 AGM. We welcomed Helen Devereux-Murray and her colleague Jess Rosser from BATOD, Rob Wilks, Lecturer in Professional Law at Cardiff University, Lesley Reeves-Costi, and Sarah Shields, Co-Headteachers at Heathlands School to the Steering Group and AGM.</p> <p>2.4 SBC members to refer to the final SBC 2023 Membership Entitlement and Fees (see Appendix1) and Contact List for more details.</p>	<p>DS to send 'thank you' letters to all of the SBC presenters & a £25 gift token by the end of July 23.</p>

Items	Minutes	Action
<p>3. Service and Schools Updates</p>	<p>3.1 KR had circulated a standardised framework for the School/Service updates to the Steering Group, as recommended at the last AGM. Written updates were received from Aberdeen School, Blanche Nevile School, Bradford Service, RSDD, Elmfield School, Frank Barnes School, Hamilton Lodge School, Heathlands School, Highland Deaf Education Service, Knotty Ash DRB, Leeds DAHIT, and Longwill School, and were circulated by KR prior to the AGM meeting.</p> <p>3.2 We discussed the content of the BATOD update and agreed that HMD & JR would compile a short summary of BATOD's activities and planned conferences for the SBC School/Service update each year. HMD advised the SBM of the next BATOD conference (see 2023 update).</p> <p>3.3 Schools and Services gave a brief update each and identified the following common themes/successes/challenges they had faced this year:</p> <ul style="list-style-type: none"> ○ PAN (Pupil Allocated Numbers) – increasing due to more requests for admissions e.g. Blanche Nevile; ○ Increasing pupil age range from 16 years to 18 years e.g. Heathlands; ○ Difficulties in processing admissions due to poor communication by SEN Panels in LAs; ○ Low levels of Funding; ○ Delays in LA's updating pupil's EHCPs; ○ Poor quality of BSL Interpreters provided by Ofsted for inspections; ○ Sourcing BSL interpreters for staff meetings etc; ○ New build projects e.g. Elmfield & Knotty Ash; ○ QToD/TA recruitment; ○ Lack of qualifications and pay structure for Deaf Instructor roles in England; ○ Benefits of IQM (Inclusion Quality Mark) for school self-review; ○ Deaf schools TV performances e.g. Knotty Ash Choir during Eurovision; ○ Power of collaboration e.g. Longwill School's participation in the Arts Festival at the Midlands Art Centre. 	<p>KR to circulate Research/School/Service Update to all Steering Group & Ordinary/Affiliated SBC members in March/April 24 for completion.</p> <p>SBC members to refer to the Service Update 2023 for information on the next BATOD conference on 26-27.04.24.</p> <p>DS/LRC to email Mathew Banks, BSL interpreter for a copy of his article on required standards/levels for BSL interpreters.</p> <p>AC, KT, JG & RW to draft letter to Ofsted re: BSL interpreting arrangements for inspections in schools/services for deaf children & CYP and circulate to SBC members to review in September 23.</p> <p>SBC members to circulate links for their publicity videos to KR.</p>
<p>4. Research and Development – BSL Alliance</p>	<p>4.1 Tom Lichy, BDA Joint Policy and Research Lead gave a short presentation on the BDA's BSL Alliance. A copy of his presentation will be circulated with minutes and papers from the AGM meeting. AC thanked Tom for his presentation and discussed the importance of the SBC joining the BSL Alliance. They welcomed the opportunity to support its work going forward. The</p>	<p>The SBC will elect a named representative for the BSL Alliance and apply to join.</p>

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<p>4. Research and Development (cont.) – BSL GCSE</p> <p>Research Update</p>	<p>SBC will elect a named representative for the BSL Alliance and make an application to join.</p> <p>4.2 RS informed the Steering Group that the Consultation on the BSL GCSE came out on 15th June 23 and the deadline for submission is the 8th September 2023. Signature have agreed to collate a response for the BSL GCSE Coalition, of which the SBC is a member. It was agreed that schools would make their own individual submissions and the SBC would make a collective submission led by RS and the SBC BSL GCSE representatives. RS would arrange 2 meetings in July/August 2023 for the SBC BSL GCSE working group and/or their Deaf Instructors to review the DfE Consultation (on content) Document and the Ofqual Consultation (on assessment) Document. RS will email the Consultation links to the SBC & final SBC Consultation responses to KR to circulate to SBC members.</p> <p>4.3 KR had approached interested Universities for their Research Updates, which were received from: Dr. Emmanouela Terlekti at the University of Birmingham; Dr. Rob Wilks at the University of Cardiff; Rachel O’Neill at the University of Edinburgh; Dr. Annalise Kusters at Herriot-Watt University; Dr. Joanna Hoskin at City, University of London; Dr. Fiona Kyle at the Deafness, Cognition and Language Research Centre (DCAL); Prof. Ruth Swanwick at the University of Leeds; Dr. Katherine Rogers and Prof. Alys Young at the University of Manchester. Information on all of their projects is included in the Research Update. SBC members shared their appreciation for all of the research carried out and the comprehensive information provided by the Universities. It was agreed to invite Dr. Joanna Hoskins to join the SBC Steering Group.</p> <p>4.4 We reviewed the evaluation feedback from the SBC “Virtual” Seminar Day that took place for Monday 27th February 23. The feedback was overwhelmingly positive, although there were some technical issues that we would have to address at any future events e.g. guidance on using the Zoom platform – how to use the ‘pin’ function etc.</p> <p>4.5 AC and DS are the current SBC representatives on CRIDE. PB will join later in the year and take over from AC in Sept 23. As the NDCS cannot administrate a longer more specific CRIDE Special Schools Survey for schools for deaf children and CYP, CRIDE are looking into how Special School data can be incorporated into the main CRIDE Survey, without double counting QToDs or pupils.</p>	<p>BSL Consultation Links: https://www.youtube.com/watch?v=LLSn3wO3Mz4 https://www.youtube.com/watch?v=dJZ8KDYHrRo https://www.youtube.com/watch?v=fCG-tgep9c8 https://consult.education.gov.uk/gcse-and-a-level-policy-team/gcse-british-sign-language-bsl-proposed-subject-co/</p> <p>RS to arrange 2 meetings in July/August 2023 for DS, KT, RB, MD to compile SBC response. RS to email final response to KR.</p> <p>KR to feedback the SBC’s appreciation for the information provided by researchers to the 2023 Research Update and arrange for it to be shared with BATOD/HOSS forums.</p> <p>KR to invite Dr. Joanna Hoskins to join the SBC Steering Group.</p> <p>AC & DS to provide a CRIDE update for the School/Service update in 2024.</p>

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<p>5. SBC Developments in 2022-23 & Priorities for 2023-24</p>	<p>5.1 Primary & Secondary Curriculum – AC and MD feedback on the progress of the two working groups (see Curriculum and Assessment updates).</p> <p>5.2 BSL Curriculum - LS feedback that the primary phase and KS3 of the secondary phase of the BSL curriculum are completed. The aim is to have the BSL Curriculum finalised by 01 December 2023.</p> <p>5.3 SBC Governor Liaison – AC feedback that the Chairs of Governors for Longwill and Frank Barnes were now in contact with each other and making a good start on their collaboration.</p> <p>5.4 SBC Website Development – AC & KR feedback that there had been no progress made this year due to difficulties in communication, Chris Ward the web designer having Covid & no longer being a member of staff at Longwill School. It was agreed that it had to be a priority for next year and needed all SBC schools & services to provide the working group with their required school/service information by the proposed deadlines. KR has drafted a school/service template for the working group to discuss and forward to schools/services/universities to complete. The working group (PD, AC, MD, KS & KR) will meet on 7th July at 12.30pm – 2pm with Chris Ward to move forward with the SBC website upgrade.</p> <p>5.6 SBC Key Priorities for 2023-24 - It was agreed that the SBC would collaborate on the following developments during 2023-24:</p> <ul style="list-style-type: none"> • <i>Primary Curriculum & Assessment:</i> led by AC at Longwill School; • <i>Secondary Curriculum & Assessment:</i> led by MD at Elmfield School; • <i>BSL Curriculum:</i> led by LS at Frank Barnes School; • <i>SBC Governor liaison:</i> led by AC at Longwill School; • <i>BSL GCSE Coalition:</i> led by RS at University of Leeds; • <i>SBC website:</i> led by PB at RSDD and supported by KR. 	<p>AC & MD to circulate information on remote/hybrid Primary & Secondary C&A Seminar days/workshops to interested SBC members.</p> <p>CD/LS & MC to complete the Primary & Secondary BSL Curriculum by December 23</p> <p>PB, AC, KR, KS & MD to meet with web designer content & review design & content for new draft SBC website on 07.06.23.</p> <p>KR to email the SBC Statement of intent & required school/service information for website to members in July 23.</p> <p>All SBC schools/services to provide following information for the schools/service page for the SBC website by 31st October 23:</p> <ul style="list-style-type: none"> ○ 1- 6 max high quality photos ○ 800 word max description of school/service ○ Copy of logo (in pdf format) ○ Contact details ○ School/service website address.

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6. Nomination of Chair, Secretary, Treasurer of SBC.	<p>6.1 Election of Chair, Treasurer and Secretary 2023-24:</p> <p>AC was nominated to be Chair for 2023-24. She was proposed by DS and seconded by RCB. DS was nominated to be Treasurer for 2023-24. He was proposed by KR and seconded by AC. KR was nominated to be Secretary for 2023-24. She was proposed by AC and seconded by PB.</p>	<p>KR to circulate SBC AGM Minutes, updated papers and Steering Group Update to all Full and Ordinary/Affiliated SBC members following the meeting.</p>
7. AOB	<p>7.1 KR had emailed the Steering Group prior to the AGM, as she had received a request on 24.05.23 from Teresa Quail, BATOD Assistant Executive Officer for contributions from the SBC to the September edition of the BATOD magazine, as the theme was “Sign Communication”. The deadline for submissions is 30.06.23, although Teresa did offer some flexibility. KR agreed to draft an article on the SBC AGM 2023. AC, DS & LRC have agreed to submit an article for the November edition of the BATOD magazine re: celebration of 100% of SBC Schools being judged either Good or Outstanding by Ofsted.</p> <p>7.2 DS recommended that SBC members watch the BBC documentary “Signs for Change” by Rose Ayling-Ellis as it gave a very powerful message about the importance of early access to BSL and deaf role models for deaf babies and young children/people.</p>	<p>KR to write an article on the SBC AGM for September edition of BATOD magazine by 30th June 23.</p> <p>AC, DS & LRC to draft article on 100% Good/Ofsted judgements for all SBC Schools for November edition of BATOD magazine by 30th September 23.</p>
8. Date of next meeting	<p>9.1 It was agreed to arrange the next AGM meeting on Wednesday 26th June 2024 at 10.00am – 1pm “Virtually” by Zoom. The deadline for Research, School/Service, Curriculum & Assessment and BSL Curriculum updates to be sent to KR is Friday 14th June 2024.</p>	<p>All SBC members to email KR their updates by 14.06.24.</p>