



Knowsley City Learning Centres



Strategic Management Board Annual Report 2003 - 2004



Contents

1. The Strategic Management Board	Page 2
2. City Learning Centre Staff	Page 4
3. Progress in Brief	Page 5
4. Progress to Date	Page 6
5. Revenue Budgets 2003 - 2004	Page 20
6. Capital Budget 2003 - 2004	Page 25



The Management Board

Chair:

Mr John Bell, Director of Leisure and Community Services

Vice Chair:

Councillor Brian O'Hare

Host School Head teachers:

Mrs Mary Belchem, Knowsley Hey School
Mrs Pam Jervis, Brookfield High School
Mr Dave Newton, Higher Side School

Host School Governors:

Sylvia Blackburn, Chair, Brookfield Governors
Maurice Brown, Chair, Higher Side Governors

Partner Primary Schools:

Mr Paul Cronin, Headteacher, St Laurence's Catholic Primary School, Kirkby
Mr Jimmy Shaw, Headteacher, Nine Trees Primary school, Huyton
Whiston Partner to be appointed

Special Schools:

To be appointed

Further/Higher Education:

Lyn Eaton, Knowsley Community College
Robert Smedley, Edgehill College of Higher Education

Local Education Authority:

Mr Damian Allen, Assistant Director, Education and Lifelong Learning
Mr Nick Page, EiC Director
Mrs Elaine Ayre, Principal School Improvement Officer
Mr Chris Wilkinson, Lead Development Headteacher
Mr Gary Clawson, eLearning Manager

Wider Council Representative:

Mr Paul Bewick, Assistant Director, Department of Leisure and Community Services

Community Representative:

To be appointed

Advisory Representative:

Mr Steve Ellis, Media Production Consultant

Knowsley City Learning Centres:

Leanne Hornsby, CLC Director

Clerk to the Management Board:

Mr James Burke, Development Manager, Knowsley City Learning Centres



City Learning Centre Staff

CLC Director: Leanne Hornsby

Development Manager: James Burke

Resource Manager: Maria Bannister

Technology Manager: Andrew Taylor

eLearning Content Manager: Simon Foster

Specialist eProjects Manager: Niall Walsh

Network Manager: Lee Morris

Admin/Finance Officer: Gary Melia

eLearning Developer: Paul Parkes

eLearning Developer: Phil Speakman

Facilities Co-ordinator: Nicky Davies

Facilities Co-ordinator: Doreen Griffiths

Facilities Co-ordinator: Joyce Jones

eLearning Assistant: Ross Jervis

ICT Technician: Lee Morris

Production Technician: Ian Garde

Part-Time Receptionist: Tracy Atherton

Part-Time Receptionist: Paula Meadows

Mercia Placement Students: John Williams, Rebecca Moore



Progress in Brief

Integrated CLC Structure

From 1st January 2004, a number of staff began working for Knowsley CLCs, under an integrated structure with a finer focus upon resource development, technical expertise and community/business development.

Bespoke eLearning Resources

Several eLearning resources have been developed to support all Key Stages and a variety of subjects. These resources available via the CLCs Intranet site and training courses are due to take place each term to promote these with teachers. As part of the Plus One Challenge Programme, the team have developed a series of revision materials to support GCSEs.

Curriculum Projects

The Centre has worked closely with schools from the Primary, Secondary, Special and Higher Education sectors. These activities include preparation for SATs, GCSE and training teachers. These activities have now been created and disseminated to schools in the form of a 'Resources and Activities Booklet'.

ICT Training Events

The City Learning Centres now hold a number of training sessions for teachers, community, wider council and business groups, in partnership with wider council departments. This year saw the first ICT Safari (Formally ICT Conference) event being delivered and planned in the CLCs on behalf of the ICT Strategy Board.

Wider Partnerships Established

Throughout the year, the CLCs have had the opportunity to collaborate with a number of partners, including Professor Phil Redmond CBE and the Hollyoaks cast, BBC, Office of Fair Trading, Tradenet, Merseyside Police, Haywood, Gateshead, Rainhill and Barnsley CLCs across the country and received sponsorship for several events, including summer schools and Master Classes.



Progress To Date

What has been the impact of Knowsley City Learning Centres?

The statistics below show the impact that the Centres have had during this financial year. The Centres has been received very positively by partner schools, community and business organisations. Details of current and future projects can be found in the Action Plan, newsletters and case studies available on the CLC website at www.knowsleyclcs.org.uk.

Visitors

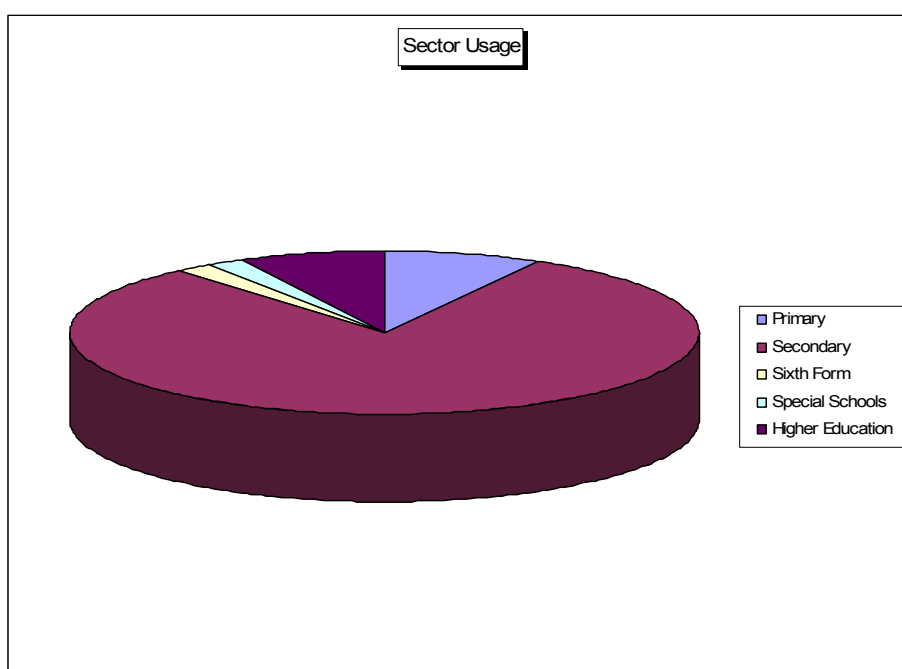
The Centres have had many visitors in addition to those using the facilities within the Centres which have been summarised below:

Schools	KMBC	Community	Business	Other CLCs
2324	1310	3124	629	71

School Usage

The table and graph below show the usage of the Centres by sector in hours and % time.

Sector	% Usage
Primary	7.93
Secondary	80.72
Special	2.15
Further Education	1.79
Higher Education	7.41





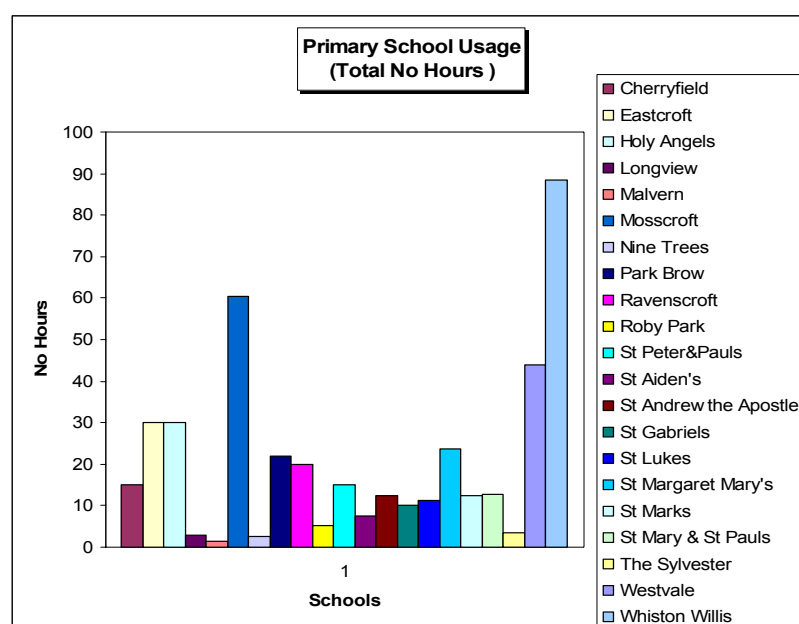
A number of partner schools now regularly use the CLCs to support curriculum delivery. In addition to physical access, many partners are also making good virtual use of the centre as detailed in the Resource Development section later in this report, including accessing the resources developed as part of their curriculum delivery. With the increased acquisition of mobile technologies, a number of schools are also making good use of the 'bookable' equipment that is available to them. Half termly visits are made to secondary schools and termly visits are made to primary and special schools to encourage, promote, plan and support projects/activities with the City Learning Centres.

School Usage

A number of schools are using the Centres on a regular basis. The graphs below show the percentage of time that each school uses the facilities across the Centres.

Primary School Usage

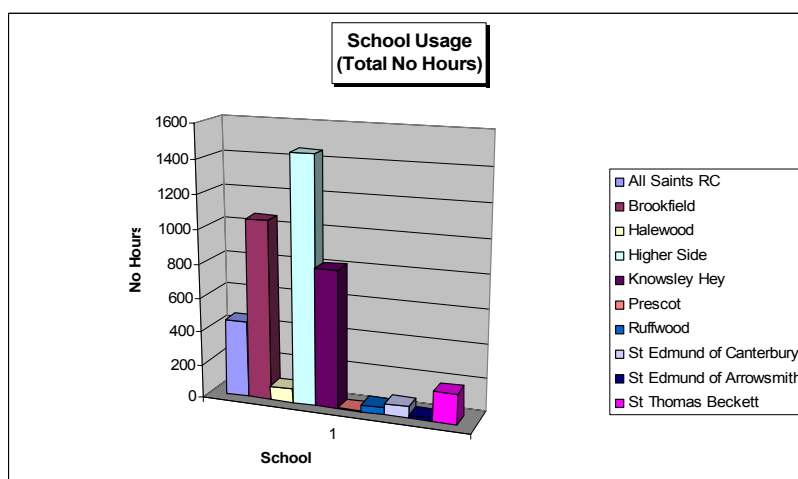
A number of primary schools have now been involved in activities that have taken place across the CLCs. These schools include St Mark's, St Andrew the Apostle and St Laurence's. The activities that available to our primary schools are available in the Teaching and Learning Activities and Resources Booklet.



Secondary Usage

A number of schools are now using the Centres on a regular basis. From September, the centres will be offering a more comprehensive curriculum development service, thus supporting a more rigorous and sustainable model to support teaching and learning. Details of the programmes supported to date are available in the Teaching and Learning Activities and Resources booklet, case studies and the monthly newsletter.

The graph on the following page shows the numbers of hours that individual schools have used the Centres.

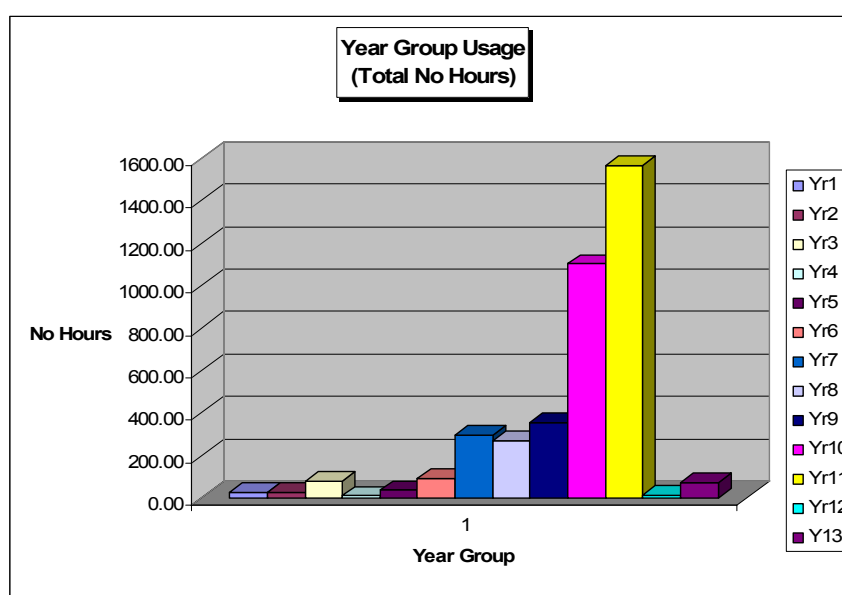


Year Group Usage

The Centres have been used by children from all year groups taking part in a wide variety of activities. Details of specific activities can be found in the Action Plan, monthly newsletters and case studies all of which are available on the CLC website. The statistics on the following page shows the % of the total time that is used by each year group, followed by a graph showing the total number for hours that each year group has made physical use of the Centres between 1st April 2003 and 31st March 2004.

Year Group	Time (%)	Year Group	Time (%)
One	0.76	Eight	6.82
Two	0.74	Nine	9.01
Three	2.02	Ten	27.79
Four	0.28	Eleven	39.53
Five	0.95	Twelve	0.33
Six	2.41	Thirteen	1.9
Seven	7.47		

The highest proportion of usage during the school day in the Centre is booked for Year Eleven, Ten and Nine; however, all other year groups are represented with programmes to support curriculum activities taking place in schools, other EiC strands and Knowsley Education initiatives.

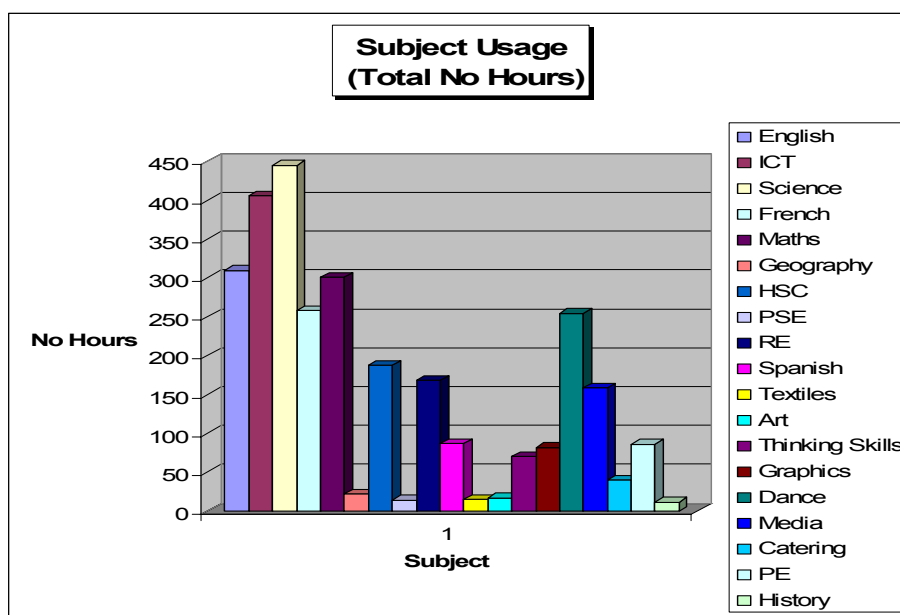




Subject Usage

There are a wide variety of subjects using the facilities at the Centres to support teaching and learning on a regular basis alongside specialist use to support particular elements of the curriculum at specific times of the academic year. The highest proportion of support has been focused on English, ICT, Maths PE and Science as agreed with the Management Board in September 2002. Several resources have been developed to support these and other subjects to give a 21st Century feel to the main concepts being taught in all Key Stages. The Resource Development Team and Teachers have worked in partnership to create some very innovative, creative and thought provoking interactive resources. These resources are all available via the Knowsley Learning Place, the Knowsley CLCs intranet and some are accessible via the external website at www.knowsleyclcs.org.uk/resources.

Subject	Time (%)	Subject	Time (%)
English	10.56	ICT	13.82
Science	15.18	French	8.79
Maths	10.24	Geography	0.77
HSC	6.41	PSE	0.49
R.E	5.73	Spanish	2.97
Textiles	0.5	Art	0.59
Graphics	2.79	Thinking Skills	2.4
Dance	8.68	Media	5.4
Food Technology	1.35	PE	2.94
History	0.4		



Room Usage

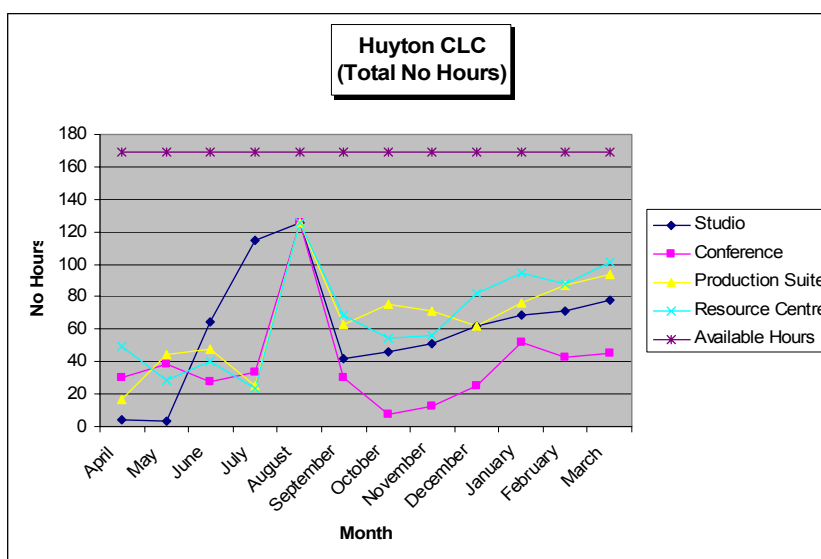
As the Centres are developing the room usage is increasing. The graph below shows the level of usage of the facilities. The capacity in the Megabytes (Kirkby CLC) has always been an issue due to the size of the room, however, the upgrade of furniture this summer and the introduction of a wider variety of



mobile technologies will give the Centre the opportunity to develop learning projects and activities. In addition several upgrades have been applied to Whiston and Prescott CLC, thus meaning that some down time has occurred whilst this transformation has taken place. The Boardroom is limited by the size of the room; therefore further possibilities need to be explored. The reception area in Huyton will also be upgraded during the summer as it is increasing being used to support interactive learning. Due to increased flooding of the Studio, it is essential to upgrade/replace the set in order to fully exploit the potential capacity of the studio, thus allowing for the movement of cameras.

Huyton CLC

The graph below shows the usage trends for Huyton CLC. The Centre did not fully open until September and as such the figures show that there is a steady upward trend, in particular from January onwards. A continued contact with partner schools and an enhanced programme of activities means that the activity is continually increasing as we progress through 04 -05. Clear targets are now set regarding the increased provision for Media GCSE for September 04 and finer focused programmes to support key Stage Two, Three and Four. Capacity has increased considerably from May and with an extensive summer programme planned across the Centres, will continue to do so. Significant downtime during October, November was as a result of a series of floods, a continuing problem within the Studio and related areas. The increased use of mobile technologies across the Centres gives opportunities for this Centre to further exploit all technologies along with media based facilities and thus take full advantage of areas such as the Conference Room.



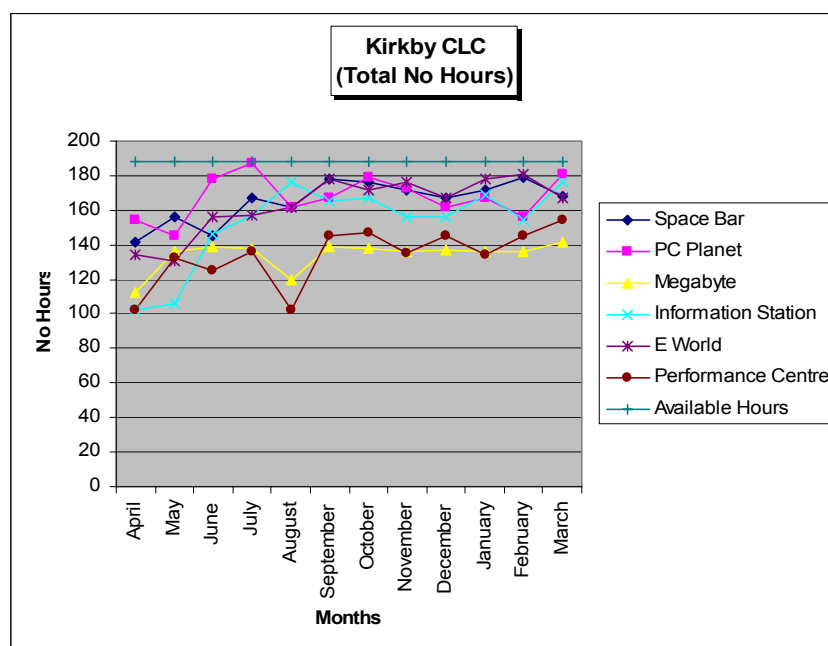
Kirkby CLC

The Centre is well established with schools in the immediate area. Several rooms at at full capacity on a regular basis. Down time illustrated for the Information Station was as a result of a refurbishment of the room ie increasing the size of the room to accommodate a full class of 30 students, as such the use of the room increased significantly after this period.

Currently the usage of megabytes is limited by the furniture and seating arrangements. During the course of the summer break, this room will be refurbished to accommodate approximately 20 – 25 learners, whilst still allowing the flexible learning environment that people enjoy with the current facilities in this area. Recent meetings with the PE staff at Brookfield Schools mean that the pilot

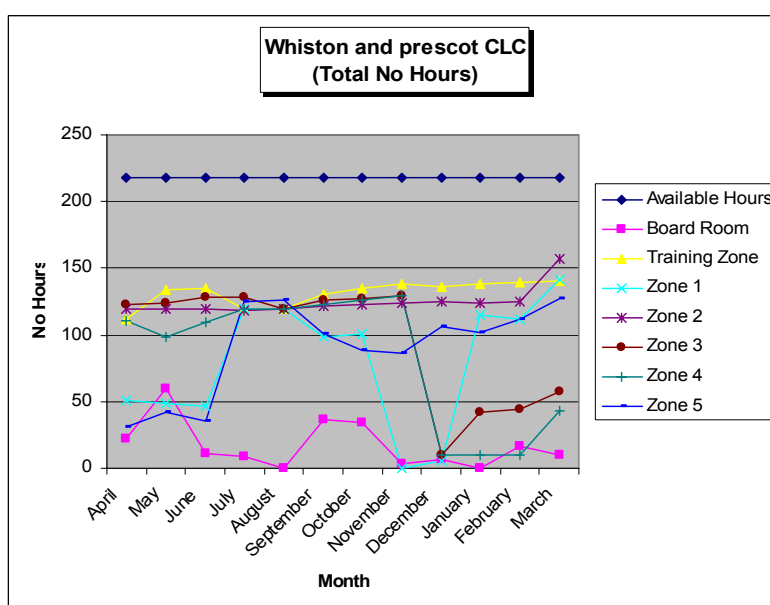


project carried out with Key Stage Two and Three students can now be cascaded into Key Stage Four from September.



Whiston and Prescot CLC

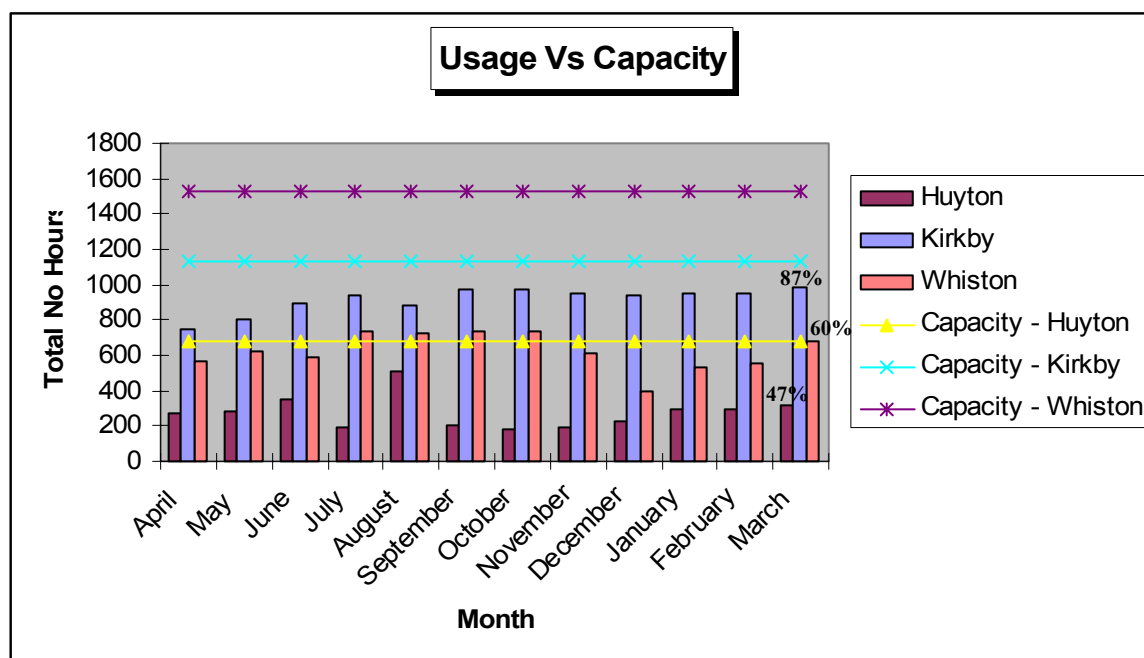
Overall usage Whiston and Prescot CLC has been steadily increasing since September following the refurbishment of many of the learning areas. A number of partner schools, both primary and secondary now use the facility on a regular basis. The down time shown in the chart below are representative of refurbishment time as rooms have been upgraded both with furniture and ICT equipment. The Centre now has a cross section of fixed and mobile ICT resources with flexible working spaces where appropriate. The opening hours of this Centre have now been addressed to ensure that when the Centre is opened in the evening it is operating at full capacity, as such Saturday activity across the Centres is now on an 'ad hoc' basis.





Overall Centre Usage

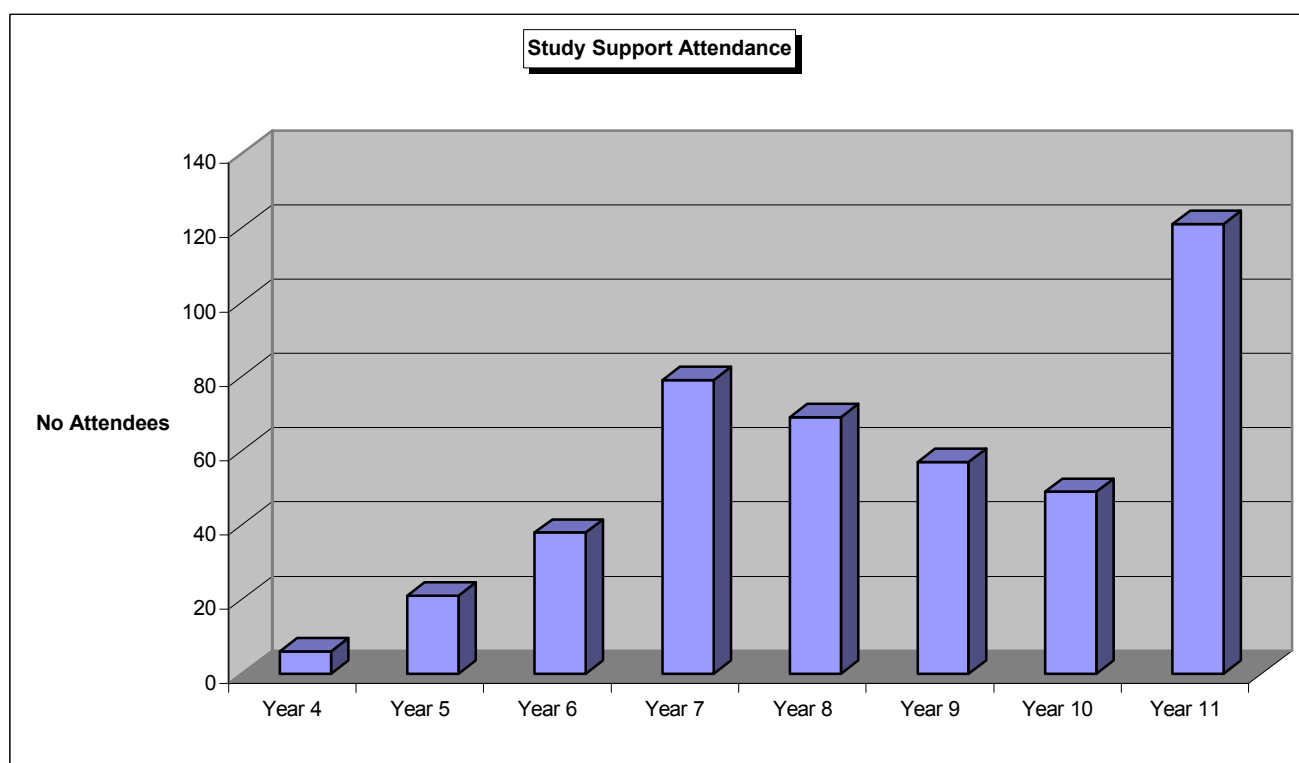
The chart below shows the overall usage and capacity across the Centres over the period 03 – 04. Huyton CLC shows a usage pattern around 45% for this financial year; however, activity has now increased significantly during 04 – 05 as the Centre has become more established within the local area. Kirkby CLC has a steady usage pattern indicating that its usage is around 85%, including evening and weekends where appropriate. Whiston has an average capacity of around 65% and is showing a steady increase as rooms are being upgraded with a view to an increased capacity and a more structured opening hours policy based around community activity across the Centres.



Study Support

The Centres offer study support classes to students from all partnership schools. The figures below show the number of regular attendees to these sessions. The study support sessions have become very successful and as a result the Centres have employed tutors to support a variety of specialist activities. These sessions are available five days a week at Kirkby and two days for each of Huyton and Whiston and Prescott, with a view to extend this from September.

Year Group	Attendees
4	6
5	21
6	38
7	79
8	69
9	57
10	49
11	121



Training

Teacher Training

Course	Attendees
ECDL For Educators	29
Content Video Streaming	31
Knowsley Learning Place	34
Finding eResources	62
Interactive Whiteboards	32
Website Building	11
Video Editing/Production	15
Studio/Gallery Training	15
Control Technologies	14
Teacher Taster	45
Maths in Motion	8
Lasy Control Kits	7
MGL Resource & eLearning Training	42
Data Logging – Data Harvest	11
Revision Digital Resources	37
ICT Safari	49
Accelerated Learning	25



Community Courses

The Centres run a series of complementary courses across the three sites. A number of courses are run in collaboration with Knowsley and Edgehill Colleges, whilst others are run solely by the CLCs themselves. The programmes shown below have been active most weeks throughout the year.

Course/Activity	No Attendees
British Exhibition Leadership Award	12
CLAIT	23
ECDL	29
Microsoft Office for Beginners	9
Spanish	12
Surfing for Beginners	5
Digital Photography	15
PC Basics	4
Supporting Your Child on Computers	24
ParentWise Plus One Challenge Event	25
Using Your CD Writer	5
Midi Keyboard Access (Limited places)	3
Canoeing	16
Desktop Publishing	12
Build Your Own PC	11
Youth and Community Staff Training	18
Website Design	12
Kirkby Women's Health	120
Home and Away Young Women's Health Programme	15
Westvale Resource Centre – Media Project	14
DreamWeaver	11
Foundation Degree	56
Photoshop 7	21
Sign Language	11
Driving Theory Test	24
Connexions Internet Project	17
Family Learning Day	121

Other Training/Meeting Opportunities

Several training workshops for the wider community including Businesses, community groups and education departments have been hosted and/or delivered by the Centres.

Organisation	Type	No Attendees
CLCs Nationally – including students	Education	56
Family Learning	Schools	159
Governor Training	Education	51
KMBC – EiC Database Training	Education	33
Office of Fair Trading Website Design Training	Govt Office	19
Parent Meetings	Schools	62
Tradenet Small Business Workshop	Business	37
VEd Virtual Reality Workshop	Business	17



Organisation	Type	No Attendees
Dept of Regeneration and Development	KMBC	84
Personal Service Society	Community	18
Gifted and Talented	EiC	110
Aim Higher	EiC	83
Beacon Days	Education	76
School Administrators Training	Education	36
EiC North West	EiC	20
Kirkby Pathways	Community	22
Needs driven Task Group	KMBC	9

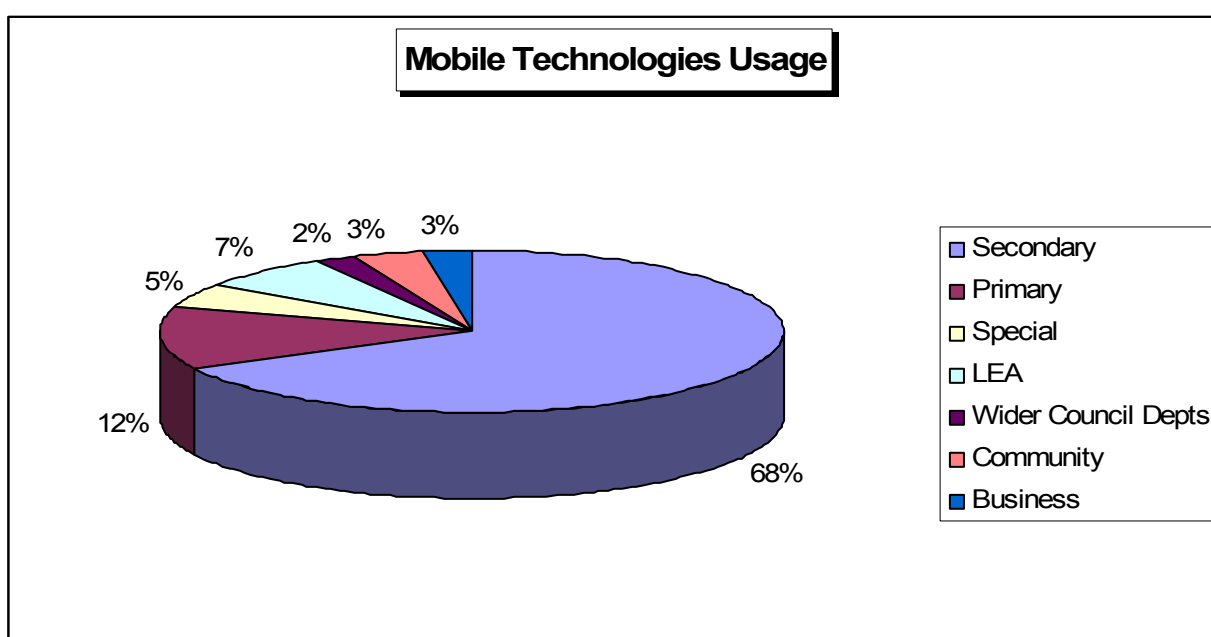
The Centres also work in partnership with Mercia and offer NVQ level 3 ICT Technical students' placement opportunities. There are currently two part time placement students working in the CLCs to support technical provision. As part of the programme the Centres mentors the students and help them gather evidence for their portfolio assessment.

Virtual Access

Mobile Technologies

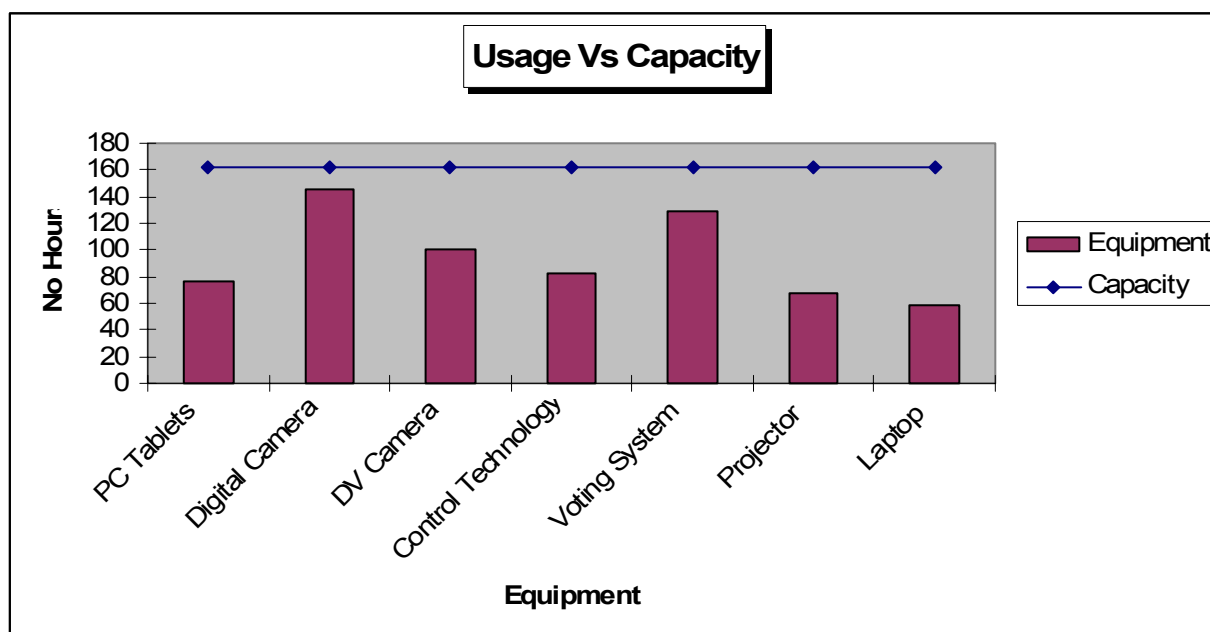
Knowsley CLCs has invested in a large quality of mobile equipment to support outreach work. This equipment gives schools the opportunity to make the transition from the CLCs to school and for those schools where transport is difficult, equipment can be booked out and the Centres arrange for the equipment to be delivered directly to the classroom. In addition to physically booking out the equipment, schools can arrange for a member of the CLCs technical team to visit the school to support a classroom session and/or training. Details of the range of equipment are available in the Teaching and Learning Resources and Activities booklet, available on the CLC website. Copies of this document have been sent to all Heads of Department and Head teachers. The graph below shows a breakdown by organization of the usage of this mobile equipment is detailed below.

The graph below illustrates the percentage of usage by type of organisation.





The following graph indicates the number of hours actual usage versus the capacity available for the use of mobile resources off site.



Some equipment is clearly more popular than others, however, the usage of some peripherals may be as a result of lack of confidence, and therefore, it seems sensible to offer training opportunities to teachers across our schools to support. A programme of training courses has been offered throughout the year and more opportunities are scheduled to take place during the summer and autumn terms.

Resource Development Activities

The Centres offer a resource development facility to support educational establishments/departments and the wider community. Below shows a list of resources that have/are being developed, including interactive resources and websites that have been developed and many of which are freely available on the CLC website, and all resources are available to Knowsley schools through the Intranet.

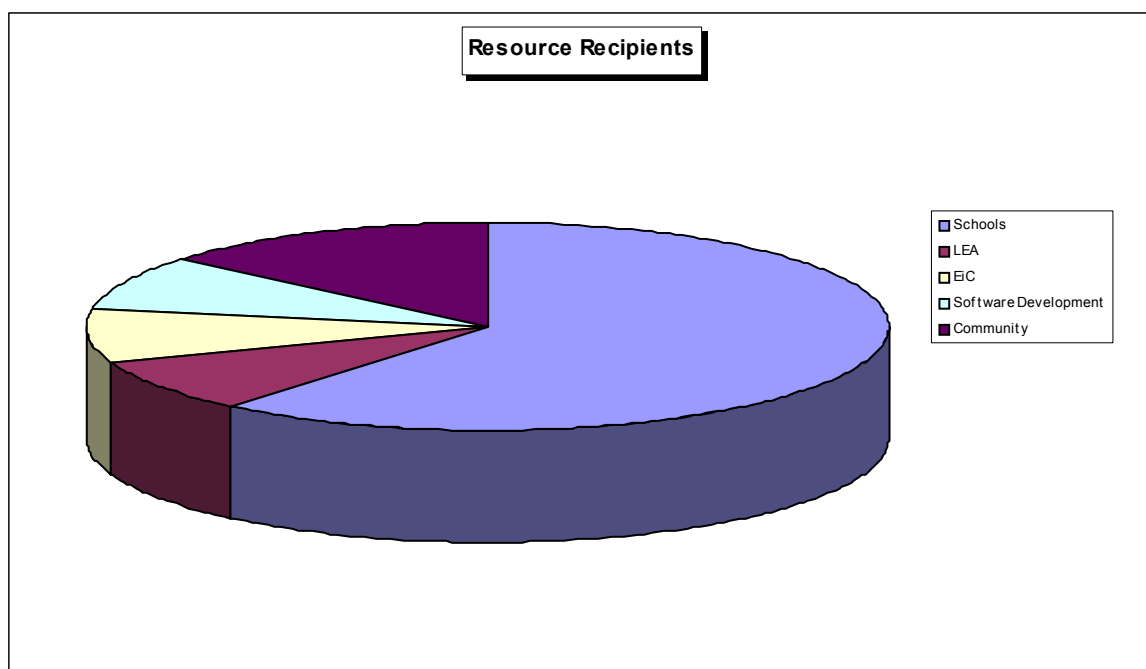
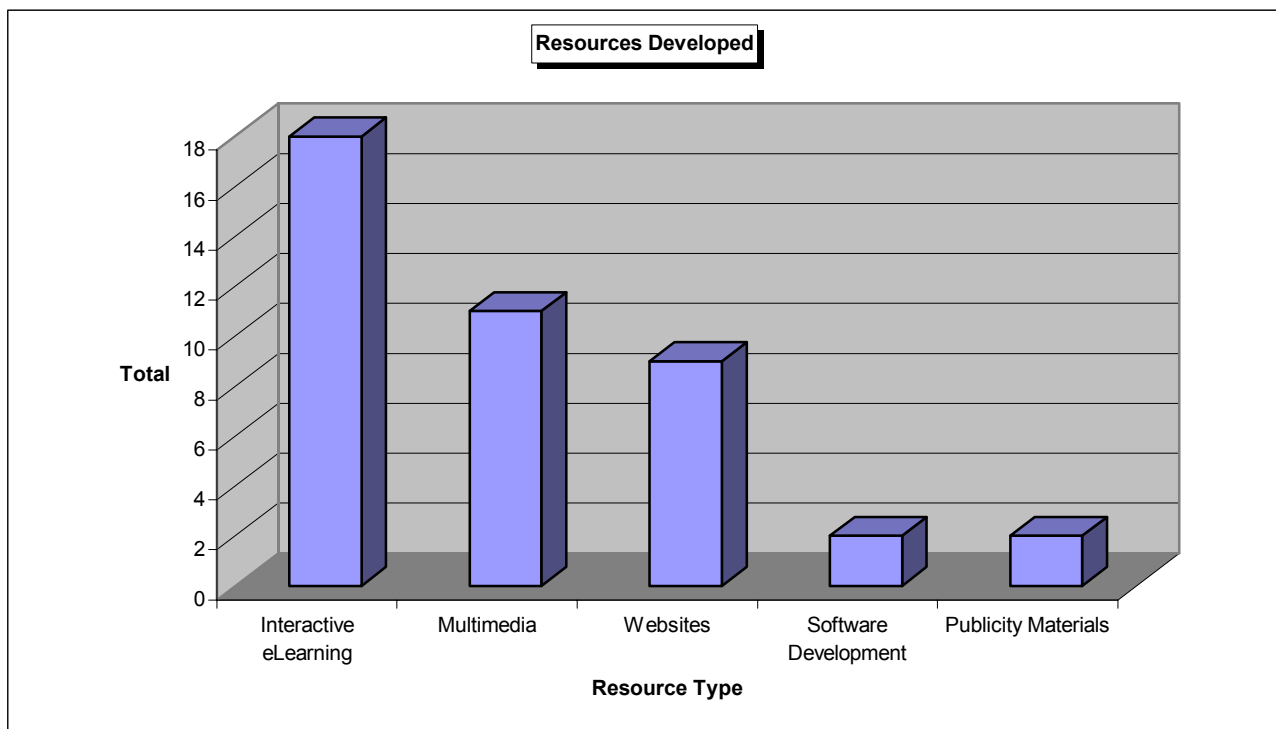
Organisation	Resource Description	Date
St Edmund of Arrowsmith	School website template	April 2003
Knowsley Healthy Schools	Website development	April 2003
All Saints Catholic High School	Interactive GCSE Science Questions	April 2003
Simon Chapman (Author)	Interactive Story Book	May 2003
Knowsley CLCs	Summer School Curriculum Resources Website	May 2003
All saints Catholic High School	Voting System interactive Science questions KS3 & 4	May 2003
All Saints Catholic High School	Natural history resources and games	June 2003
Knowsley 14 19 Collegiate	Website development	June 2003
Knowsley CLCs	Summer School applications – virtual science	June 2003
Higher Side school/BBC Citizenship	Knowsley Citizenship and PSHE Website	July 2003
Brookfield High School	Virtual learning Objects – Leisure and Tourism GNVQ	July 2003 - Ongoing
Brookfield High School	Virtual learning Objects	July 2003



Resource Development Activities (Continued)

Organisation	Resource Description	Date
Kirkby Federation of Schools	Creative Writing resources and website	July 2003 - present
Knowsley Arts Centre	Digital Video Project	August 2003
Knowsley Schools	Rainforest Voting system interactive question	August 2003
Brookfield High School	Key Stage Three Booster Materials	September 2003
Huyton CLC	Green screen designs	On going
Halewood Arts Centre	Intranet development	On going
Altbridge School	Website development	On going
Knowsley Flower Show	Website development	On going
Knowsley CLCs	Video Streaming	On going
Knowsley 14 – 19 Collegiate	Media GCSE Intranet development	October 2003
Brookfield High School	Textiles/Art & Design interactive gallery	October 2003
Mosscroft Primary	Great Fire of London – Digital Video Project	December 2003
Ruffwood High School	Settlements learning resources	December 2003
All saints/Brookfield Schools	Kirkbyaire Science questions	December 2003
Knowsley sports partnership/Eastcroft Park Primary School	Sports curriculum website - Gymnastics	December 2003 - present
LiG	Website development	January 2004 - present
Mosscroft Primary	Chinese New Year – Digital Video Project	January 2004
Ruffwood High School	Key word dictionary	January 2004
Ravenscroft Primary School	Website development	January 2004
Knowsley LEA	Visioning Conference Vox Pox and Flash animation	February 2004
Brookfield High School/ G & T	Online IEPs	February 2004 - present
Ruffwood High School	Website development	February 2004
Brookfield High School	SATs Literacy Support materials	February 2004 – May 2004
Westvale Primary School	Voting System Questions – KS2 SATs	February 2004
Pupil Inclusion Programme	Online resources to support maths, literacy and science	On going

The following graphs on the following page show a breakdown of the type of resources that have been developed along with the organisation that the resource has been developed for.



Online Access

The table on the following page shows the usage and access to the resources on the CLC website. All of the resources developed within the Centres are made available through the Knowsley Learning Place, CLCs Intranet and the public website. Whilst the report details the physical usage of the Centre on the previous pages, this information illustrates some of the virtual access that the Centres receive.



Month	Hits
April	44,651
May	41,578
June	43,816
July	37,729
August	39,394
September	44,278
October	56,127
November	59,448
December	60,473
January	61,587
February	65,245
March	64,123

Of the people who visit the Centre's website, 72% of the visitors access the Resources page and 28% access the documentation page.

Building Partner Organisation Relationships

The Centres has also established links with several community organisations within the wider community including, the Youth and Community Service, Library Services, The Unemployed Centre, Performing Arts Service, BBC, CLCs nationally. Further details of the partnerships that have been established are included on the CLCs Overview 2003 – 2004 CD ROM.

Individual meetings are scheduled termly with the Headteacher and ICT Co-ordinator of each partner school and the CLC Director and/or respective Operational Manager. In addition to the latter, schools are encouraged to hold staff meetings at the Centres followed by a tour of the facilities. Once teachers are aware of the resource that is available to them, they are generally receptive to using the Centres and services to support the curriculum.

Partners of the CLCs extend further than schools and these are demonstrated in the monthly newsletters.

The following pages show a breakdown of the CLC revenue and capital budget allocation for each of the three Centres. During 2003 – 2004, Knowsley CLCs initially operated as three separate Centres, therefore had separate budget costs Centres. Since the Centres each had a separate Management Boards until September 2003, it was necessary to report the budgets separately. Following the Form and function review, the Centres now operate under an integrated management structure and as such will move to two an integrated budget management process from April 2004.