

**Minutes**  
**YEP! Local Steering Group Meeting: 09.30 – 11.30**  
**Cleeve School, Two Hedges Road, Bishops Cleeve, Gloucestershire, GL52 8AE**

**Present:**

Rachel Close (Project co-ordinator), Andy Robertson (Forest Education Business Partnership), Keith Lane (Gloucestershire County Council, Children and Young People's Directorate), Mike Brain (Severn Wye Energy Agency), Julie Parsons (Cleeve School), Victoria Dinwoodie (Severn Wye Energy Agency)

**Apologies:**

Peter Wiggins (Gloucestershire County Council, (Corporate Sustainability Manager), Chris Bewley (Corporate Buildings Services, Gloucestershire County Council), Calum Armstrong (Cleeve School), Simon Kettle (SETPOINT)

**Attachments:**

- Copy of Calum Armstrong's presentation
- Example of a School Energy Management Team Structure
- Example of a feedback letter to a student following their interview
- Example of a YEP! application form for students
- Job descriptions for students
- Sample interview questions for students
- Progress update

**Presentation from Cleeve Student**

Calum Armstrong, the Assistant Project Manager on the Cleeve School Energy Management Team put together a strong presentation outlining his involvement in the YEP! Project so far. Unfortunately Calum had to take an exam at the time of the meeting so Julie Parsons delivered the presentation on his behalf (copy attached). The presentation outlined Calum's reasons for applying for the YEP! Project, his experience of the interview process and the Council Debate and the progress the SEMT have made in school so far. The group were very grateful for the work that Calum and his colleagues had put in to the presentation.

**Overview of Local School Action Plan**

*Progress in Schools*

The progress of the YEP! Project in schools was outlined and discussed. 6 schools have been recruited and 5 of the 6 schools have completed the following stages:

- The recruitment phase
- The initial SEMT Meeting
- Preparation of the first parts of the Energy Report which analyses the Energy Dairy
- The Energy Survey of the School

Severn Vale School joined the project at a later date and will have completed the stages above by mid-January.

The schools are now writing up the findings from the School Energy Survey and will be completing the Action Plan with SWEA in early February. The project is broadly running to time with some allowances being made for January AS Examinations. The number of schools and students involved also meets the project targets.

Once the Action Plans are complete, the School Energy Management Teams will be marketing the plan to different stakeholders. Andy Robertson suggested the Marketing Teams within each School Energy Management Team undertakes a brief training session to give them inspiration and ideas about running a campaign. This could occur just before or after February half term. Keith Lane offered to find out if GCC staff could help to run the sessions. SWEA will liaise with Keith to organise this activity **(SWEA, KL)**.

### **Work Placements**

SWEA are beginning the preparation of the Work Placement phase of the project which will be undertaken during the Summer Term. This will usually be part of the existing work placements for Y10 and Y12. It was agreed that the amount of time students spent completing Energy related work during their placement would vary and resource materials would need to account for this. Andy Robertson suggested a format where the students could select and complete different stages of a workbook in a similar format to Diploma work. Andy Robertson agreed to send a copy of sample documentation to SWEA **(AR)**. Julie Parsons proposed that the group could help Cleeve School to find appropriate links with local businesses and Andy Robertson suggested links with the hospitality industry could be a possibility.

### **Events**

The Threatened Islands Debate which took place in the Council Chambers at Shire Hall motivated the students and encouraged healthy competition. Options for future events were discussed and it was proposed that schools paired up to present their findings and action plans to each other. The following pairings were suggested:

- Severn Vale School and Rednock School
- Tewkesbury School and Stroud High School
- Farmor's School and Cleeve School

In addition to the student presentations, an external speaker would speak to each group about Sustainable Build and/or Renewable Technologies. Keith Lane suggested links with the design teams for recent school builds **(SWEA to liaise with KL)**. Julie Parsons suggested that the event was held in early March or late February from 12noon onwards.

Rachel Close proposed an Inter-School Quiz as the final event in the Summer Time. Possible locations for the event were discussed including Keynes Country Park. Andy Robertson suggested the event could be sponsored and that the event could run annually.

### **Project Evaluation**

Rachel Close outlined the data which would be available as a result of the YEP! Project. This includes:

- Student and Teacher Questionnaires undertaken before and after the project
- Student Energy Surveys for each school
- School Action Plans
- School Energy Diaries

The Student Questionnaires assess students' knowledge of Energy related issues, potential jobs and efficiency measures. The Teacher Questionnaire provides feedback about current teaching of Energy issues in schools and ideas for development. Initial thoughts are that teachers would like the opportunity to teach more about Sustainable Building Design.

Mike Brain demonstrated an example of a School Energy Diary. The group agreed the Diary was important and discussed the potential for monitoring and using the data. It was also agreed that the Diaries should be used in a sustainable manor within the school to continuously monitor progress and take appropriate action. It was suggested that some of the financial savings made by schools should be directed back into the SEMT for use on Energy Efficiency measures. Mike Brain also stated the importance of setting up systems to continuously monitor lighting and heating habits within the schools. Andy Robertson proposed that energy suppliers present the bills in a way which is simple for students to understand in order help them to complete the diary.

### **International Consortium Meeting**

Rachel Close fedback on the last International Consortium Meeting held in Italy. The feedback was positive and the other partners were impressed with SWEA's SEMT recruitment process and some will follow the same format. The consortium is also on target and exceeding the requirements of the performance indicators.

### **Review of the Steering Group Composition**

Chris Bewley (Energy Officer, Corporate Building Services, GCC) will be joining the Steering Group in place of Tim Parker (Corporate Building Services, GCC)

### **Actions**

- Organising a Marketing session for a selected group of students (**SWEA** to liaise with **KL**)
- Sending a copy of a sample Diploma booklet to SWEA (**AR**)
- Acquiring appropriate speaker related to Sustainable Build for the next YEP! event in late February/early March (**SWEA** to liaise with **KL**)