

Appendix D

Festival of Learning 2018

Lessons Learnt Summary

1. Professional development workshops

We need to:

- 1.1 ensure the professional development workshop programme can be completed online rather than in a MS Word document as the template was difficult to manipulate and amend;
- 1.2 set up the online Eventbrite booking system for individual workshops to avoid confusion where there are multiple bookings;
- 1.3 capture individual delegate names in each online booking;
- 1.4 consider setting a minimum number threshold for each workshop; and
- 1.5 provide venue details for external providers in the booking system.

2. Sponsorship and engagement

We need to:

- 2.1 begin engagement activity as early as possible to ensure that national organisations have time to respond to requests now that the format of the event has been set;
- 2.2 build on links with local businesses established in the first event with the Bridgend Business Forum; and
- 2.3 build on and consolidate community links established in the first event.

3. Timing

We need to:

- 3.1 consider the timing of component parts of the Festival of Learning, potentially across different school terms.

4. Communication

We need to:

4.1 ensure that all schools are aware of bulletins in the weekly 'Monday Mailshot' to schools; and

4.2 engage more closely with all cluster leads to facilitate greater awareness.

5. Symposium

We need to:

5.1 allow more time for such a full agenda;

5.2 include more frequent breaks and refreshment;

5.3 extend the 'Question and Answer' session; and

5.4 consider an alternative venue with better parking facilities.

6. Learners' Day

We need to:

6.1 ensure a high-quality microphone/speaker system is available;

6.2 offer more guidance to speakers about the age of the audience so that speeches are pitched appropriately;

6.3 allow more time for the Showcase activity;

6.4 consider holding the Showcase activity and the Learner Voice Forum on different days;

6.5 consider involving a greater number of children; and

6.6 order less food.

7. Key successes and top areas for development

Event	Key successes	Key areas for development
Workshops	<ul style="list-style-type: none">• Excellent professional development opportunity for large number of staff to share good practice and establish networking opportunities for greater collaborative working	<ul style="list-style-type: none">• Complete the programme online• Ensure that booking system is set up for individual workshop sessions and include venues

	<ul style="list-style-type: none"> • Morale boosting activity for many • Good media coverage 	<ul style="list-style-type: none"> • Include minimum number threshold for delegates to ensure viability
Symposium	<ul style="list-style-type: none"> • Keynote speaker • Musical items • Appropriate focus 	<ul style="list-style-type: none"> • Allocate more time for size of agenda • Timing in the academic year • Temperature of the room
Learners' Day	<ul style="list-style-type: none"> • Activities for children and staff • Sharing good practice and experiences in the Showcase activity • Keynote speaker 	<ul style="list-style-type: none"> • Microphone/sound system • Timing in the academic year • Temperature of the room