

## MELA Executive Committee minutes from 9<sup>th</sup> February 2018

### Attending

Alex Moir (Chair)  
 Gavin Evans (Vice Chair)  
 Davinder Jandu  
 Nicki Forest  
 Anna Patterson  
 Heidi Barton  
 Steve Geary  
 Gisele Johnson  
 Angela Sandow  
 Sophie Hill (10am)

Apologies  
 Christine Easton  
 Paul Dadson

<b>Matters arising from minutes</b>	<b>ACTION</b>
<p>GE &amp; AM attended reciprocal meeting of Secondary heads following Kim Gunn's attendance at our meeting.                      Confirmation of July 5<sup>th</sup> Date for transition. Circulated via zones.                      Definitely first Thursday of month going forwards.                      A single template will be used for all secondary transfer of information                      Point raised – sharing their own exclusion rates regularly.                      Committee shared that there is conflicting information at primary level. Some schools with a single exclusion being targeted as an issue.</p>	<p><b>GE</b> to chase this single template and circulate to all schools.</p> <p><b>GE</b> to request anonymised exclusion data for primary from Lynn Simms to establish if this is system wide issue or an issue with individual schools.</p> <p><b>Chairs</b> to share that schools should try to avoid booking residential first week in July if possible.</p>
<b>Election of new Vice Chair</b>	
<p>The committee thanked Alex Moir for his outstanding work to get MELA up and running. AM shared that this had been a team effort from the committee and thanked Gavin for his support.                      Gavin formally became Chair of the association as per the terms of reference, taking effect from 19<sup>th</sup> February through to 3<sup>rd</sup> September 2018. Nominations for a vice chair from Zone 4 were requested so that zone 4 would be next to chair the association.                      Zone 4 nominated Steve Geary to take on this position. This was unanimously agreed by the committee.</p>	<p><b>Zone 1 representatives</b> to consider nominations for vice chair for September.</p>
<b>Data</b>	
<p>Zone 2 - FFT handout took the conversation down a difficult route but principle was agreed.                      Zone 3 - did not agree to share FFT historic performance data as this is already out there.</p>	<p>Zone chairs to propose to zone HT that a bid goes into Schools Forum to provide respite in each zone – identified school to have a</p>

<p>Zone 3 put in proposal for bespoke strategic document detailing areas of strength and weaknesses.</p> <p>DJ – maybe create our own sheet taking into account wellbeing of HT alongside need for strategic action to raise standards.</p> <p>Sharing exclusion rates was discussed. Lynn Simms willing to share Medway data for all schools with permission.</p> <p>AM – seem to be 3 groups of pupils being excluded. 1 group should never have been excluded, 1 group have a fighting chance of being in mainstream with support, 1 group have significant needs that mainstream is not appropriate for. Rest of committee agreed with this summary of the exclusion issue.</p> <p>DJ – shared scenarios to illustrate this. All agreed that exclusion is total last resort</p> <p>DJ – solution of informal respite to each other. Generally agreed to explore this option with Lin.</p> <p>SG – This could potentially be a project for schools forum – reduce exclusions through supporting respite.</p> <p>SG – shared that the schools forum (Mariah and Daniels) have still not provided guidance for submitting bids.</p> <p>Discussion regarding need for Medway Inclusion to be proactive and provide proper support for schools. Impression given that they are only interested in children who get to the point of permanent exclusion and are actively encouraging schools to use multiple fixed term exclusions to avoid permanent exclusion.</p> <p>Possible solutions discussed – respite provision for challenging behaviour and pupils at risk of exclusion to be provided locally on a short term basis to ensure it is available to all schools.</p> <p>Discussed schools with different expertise – some schools very geared up to deal with challenging behaviour. Potential for people to visit to see different practice.</p>	<p>space and 2 TAs (trained) and take pupil from other schools in the zone. Possibly Thrive trained.</p> <p><b>Gisele, Alex, Nicki, Angela</b> to action</p> <p><b>DJ</b> to coordinate putting together a list of all the different therapies being offered in schools so that training and support can be offered locally. E.g. lego therapy.</p> <p><b>SG</b> – to coordinate getting a bid ready for schools forum meeting on 4<sup>th</sup> July</p>
<p><b>Inclusion / communication</b></p>	
<p>Inclusion project – funding has been secured. Confusion over how schools chosen for this project and what the aims are.</p>	
<p>The committee shared information received by members from inclusion team. Concerns raised regarding their scattergun approach to communication. Different groups are getting contradictory e-mails for different purposes e.g. alternative provision, inclusion projects.</p>	<p><b>GE</b> to add to agenda for meeting with Ian Sutherland.</p> <p><b>GE</b> to request structure again.</p> <p><b>GE</b> to request list of funded projects and initiatives and participants to circulate to all schools.</p>
<p>Updates</p>	
<p><b>Communication and place planning</b></p>	
<p>TD raised issue of place planning and communication of free school bids. Not all schools are aware of where new places are being proposed locally. Does the LA have this or does this need to be a request to Dominic Herrington?</p>	<p><b>GE</b> to raise this if the opportunity arises with DH.</p>

<p>The committee agreed that they had concerns around the admissions system in Medway and does not seem to be working for the benefit of children.</p> <p>Case study 1 – parent moving into the area – space in a local school. Medway taking 5 weeks to process application forms. Child therefore out of school for this time.</p> <p>Case study 2 –Gillingham school submitting accurate numbers on a weekly basis showing there are spaces. Gillingham family offered school in Strood (Elaine). Only came to light when the parent called the school.</p> <p>Case study 3 - Schools claiming that they don't have spaces when they do. (mire an issue in vulnerable year groups Y2/Y6).</p>	<p>Committee representative to raise these examples at the next admission forum.</p>
<p><b>Caron Johnson (The Beeches Primary Hub) &amp; her DHT</b></p>	
<p>Caron provided outline of The Rowans, their trust and the bid for The Beeches. See attached information.</p> <p>Rowans is AP for secondary – they take permanently excluded children 60 pupils – only few have EHCP Increasing number of Y7 pupils Issue with secondary pupils staying for their full secondary career. School is successful with these long term pupils. The provision is not revolving door. Share a site with INSPIRE – provision for children with mental health issues. But have significant own land.</p> <p>Proposal for The Beeches came out of review of exclusions. Looked at primary exclusions data and this was high and showed that there needed to be another primary revolving door AP to reduce exclusions. The bid is for revolving door at primary 6 – 12 weeks with a small number of long term places for those with significant needs.</p> <p>Committee agreed with CJ that the need is for the most extreme cases of children at risk of permanent exclusion to have high quality AP in primary to reduce the number of permanent exclusions when they get to secondary.</p> <p>Issue of sharing exclusions data discussed as Medway data is not being monitored accurately. E.g. AP being found for pupils as an alternative for permanent exclusion – but this is the same outcome as they are excluded from mainstream and is falling off stats.</p> <p><b>Limited options for primary pupils shared with committee</b> Right Track – tuition service – tutoring in the tutor home Manor Way – 7 – 16 New Road, Independent School. Approx. 10 places (mostly taken up by secondary). Magic – Not a registered school</p>	

<p>Bridge – Registered special school - only for children with EHCP (SEMH)</p> <p>Chalklands – specially resourced provision (EHCP SEMH) feeding into INSPIRE</p> <p>Secondary</p> <p>GFC – KS3 &amp; KS4 - Independent School</p> <p>Will Adams – KS4</p> <p>Will Adams agreement - on roll at Will Adams but education provided by secondary schools. They run a ghost roll. Facility for secondary schools to ‘off roll’ their challenging pupils onto this ghost roll so they are not reported.</p> <p>Committee expressed concern regarding the morality of this practice. Questioned how secondary schools are being held to account for the attendance, attainment and progress of those students on the Will Adams agreement.</p> <p>CJ outlined that the vision for the Beeches is the reverse. Vision is for children to retain identity of their home school to have accountability but have provision at The Beeches to meet their needs.</p> <p><b>Key points regarding The Beeches proposal</b></p> <p>High quality environment – purpose built premises, forest school potential</p> <p>High quality provision – Supported by Trust with high Ofsted rating and significant successful experience.</p> <p>AP consultation letter went out from Medway but this did not include all options that are available.</p> <p>AM summarised concerns of committee – lack of adequate high quality local provision for pupils who need significant provision beyond what can be offered by some schools in Medway.</p> <p>Concerns expressed by several committee members regarding the quality of the alternative provision being signposted by the LA.</p> <p>Primary HT expect pupils to be cared for and educated to a high standard, not babysat and kept out of sight until they transfer to mainstream secondary, get permanently excluded and end up back in a secondary AP, which seems to be the case at the moment.</p> <p>Question raised regarding why LA are buying into part-time unregistered provision for our young people? Or into registered provision with RI judgements, when there are options to expand or create high quality provision that HT would be happy for their pupils to access.</p>	<p><b>GE &amp; SG</b> to raise this at next meeting with Ian Sutherland.</p> <p><b>GE and AM</b> to maintain contact with Caron following AP consultation meeting.</p>
<p><b>NELFT</b></p>	
<p>Committee now has a document to look at to see what KPI have been agreed and CAHMs previous KPI.</p> <p>Main concern from Zones has been regarding response times</p> <p>Agreed to keep it simple.</p>	<p><b>GE</b> to request termly report for schools split into primary and secondary</p>

<p>TD suggested that the committee request a termly report that can be circulated to all schools – detailing</p> <ul style="list-style-type: none"> <li>• how many pupils were referred during the term</li> <li>• how many were responded to within the target time</li> <li>• level of triage for these cases - i.e. outcome of initial assessment action/no action</li> <li>• how many have started work with a mental health professional or other service as a result of the referral</li> </ul>	
<p><b>Initial Action Plan</b></p> <p>Action plan headlines from Launch day reviewed. 2 discussed <b>Wellbeing</b> – Agreed to facilitate Mindfulness .B foundations course for leaders as a result of really positive feedback from all those who have attended it. Woodlands offered as a central free venue for the course to keep cost down for schools.</p> <p>Various online analysis tools were discussed to support wellbeing. GE shared Illuminar leadership analysis tool (Approx £300) face to face talking through issues raised from the online analysis.</p> <p>Possibility of brokering a group deal on popular tools in the future.</p> <p><b>Raising standards/curriculum</b> - Zone 3 shared their model of regular network meetings for subject leaders and staff with specific roles. Focus agreed at start of the year from shared school develop planning within zone.</p> <p>TD proposed that MELA contact schools and trusts and zones to get moderation dates and then shares these across Medway so that schools can more easily undertake external moderation.</p> <p>DJ proposed that everything is put on the MELA website under the priorities headings so that we are signposting all activity taking place.</p> <p>Committee agreed that we need to ensure that we are not using the distribution list to circulate or endorse all sorts of different local events. Using the website to collate these means HT can access it if required.</p> <p>SBM network put on at Wainscott was discussed– schools paid £30 and there was input from various sales organisations on various issues.</p>	<p><b>SG</b> to contact David Bignell and Caroline (Headspace myspace lady) to progress this</p> <p><b>SG</b> to organise taster session for all heads with DB.</p> <p>Agreed no action on this yet.</p> <p><b>Chairs</b> to forward relevant dates and events to GE for inclusion on the website.</p>
<p><b>GDPR</b></p>	
<p>Committee felt that there is lots of conflicting information being given to schools from various sales organisations.</p>	<p><b>GE</b> to liaise with AP regarding how to manage</p>

<p>Discussed putting something on for schools – question – would this just be another layer of confusion and information?  Direct contradiction on all the certified courses people have been on from information sent out by Medway.  NF raised CPOMS.  AP offered input from her DPO (working across her trust and teaching 3 days) She has undertaken 5 day training which cost £2000 including travel. She is already fully up to speed with what schools need to do.  Article 37 states that someone within the trust/LA can be DPO even if they have access to data.</p>	<p>providing schools with access to her for a chat without overwhelming her with requests.</p>
<p><b>Recruitment</b></p>	
<p>Issue of falling roll at CCCU – we are not seeing as many trainee teachers coming through.  Proposal to offer transport from London HEI to secure interested NQT to come down to Medway and spend time in different schools.  Would need promo video (already completed just need to get from regeneration and culture department).  Would need delegation of Medway HT to go up to London HEI and get them interested in coming down.</p>	<p><b>DJ</b> to make contact and <b>TD</b> to support with organisation and transport</p>
<p><b>Unity</b></p>	
<p>Make sure everything is available to all schools or at least transparent e.g. signposting what Medway initiatives are taking place and what schools are involved and selection process.</p>	<p><b>GE</b> to raise with Ian Sutherland</p>
<p><b>Parental engagement / aspiration</b></p>	
<p>HT agreed need for adult ed courses  Need analysis – EAL, parenting etc needed, but have stopped with demise of children’s centre.    DJ - suggested getting parents in for activities that require observation rather than engagement.  TD echoed this – need to get parents through door and then they will engage.  Committee talked about how to share these examples with schools.</p>	<p><b>TD</b> to contact Simon Cook about criteria for adult education courses  <b>GE</b> to look at sheets and feedback priorities from schools launch day to committee to propose to Mid Kent.  <b>Chairs</b> to add sharing successful parental engagement strategies for these to be collated and shared on the website.</p>
<p><b>Conference</b></p>	
<p>Friday 22<sup>nd</sup> June agreed as the date for the summer conference</p>	<p><b>GE</b> to liaise with GFC</p>

Zone- special school representation –Karen J thinks primary special should be represented as well.