

MELA – Headteacher Executive Committee Meeting
Priestfields Stadium, 18th October 2017 : Start: 8.30 am – Finish: 12 pm

1. Welcome and Apologies

In Attendance:

- Alex Moir (Chair)
- Gavin Evans (Vice Chair)
- Angela Sandow
- Anna Pattenden
- Christine Easton
- Davinder Jandu
- Gisele Johnson
- Nic Fiddaman
- Steve Geary

Welcomes:

- Nickie Forrest

Apologies:

- Tara Deevoy
- Paul Dadson

2. Minutes

- Vote for Vice Chair.
- Update from Sam Morgan – information to share later in meeting.
- Update from meeting with Ian and Andrew – will discuss later in meeting.
- Teaching Schools – update to be given since then.
- Azhar – Further information to be given.
- Website – choices to be made.
- No inaccuracies in minutes noticed – all Committee happy to sign off.

3. Matters Arising

Alex - 2nd half set aside for launch event. Updates to go through first to tie up what jobs people are doing.

4. Main Agenda (Additional Items)

None noted.

5. Zone Update (* Chairs)

- Angela - Zone met but unfortunately not a great showing. No apologies for non-attendance and no communication. Took action and phoned every head in the zone to give date of next meeting and importance of meetings. Fed back MELA and updates. Angela Chair, Heidi Barton to Vice Chair and Nic third person. Nic confirmed if he is unable to attend the Standing Head – Sophie Hill will attend.
- Nickie – Elected as Chair, Christine Vice Chair and Steve Third (field representative). This Zone meeting was quite well attended. There was questions around why can't Leaders attend not just Head teachers. Also some questioning around the connection with Gillingham Football Club. Recommendation of once set up check with the legal team at Medway regarding 'funding'. Nic said we do need to be careful and to insure there is no financial commitment and as stand only borrow a room to holding meetings. Alex said to keep Zone meetings separate and we will consider this as a partnership with the Football club. Christine asked whether the Football club logo would appear on MELA documentation and it was confirmed as not.
- Alex – Zone meeting at the Innovation Centre rather than Bridge Wood. Innovation Centre is not expensive, has ample parking. Find the Innovation Centre works well. Exception of 1 Head Teacher all in attendance. Davinder took the lead and worked in 3 strands 'what's happening/feedback, trying to set up action research project as a zone and identifying priorities in the school – sharing data/moving forwards'. Once the meet was finished Davinder/Anna then met with

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Deputies. Anna said this was similar to the meet with Heads. This worked really well and the Deputy Heads felt valued.

- Gisele – Tara Chair, Gisele Vice Chair and Gavin third. Everyone in Zone enthusiastic about the launch event. Half schools attended the Zone meeting. Lots of interest about attending the launch.

Nic thought post Zone meetings with Deputies is a good idea. If all go back and recommend might get more people interested.

ACTION: ALL ZONES TO SET MEETINGS UP FOR DEPUTIES OR REPRESENTATIVES.

6. Vision Statement / Terms of Reference (GE)

Gavin – slight change made to the Vision Statement & TOR. Head teacher swapped for Leaders and TORs condensed to 2 pages.

ACTION: GAVIN TO EMAIL BOTH VISION STATEMENT AND TOR'S

7. ICT / Communication (AM/GE)

Alex – number of issues with regards to the comprehensive Head Teacher address list supplied by Medway. Been working with Marc and initially it was set up by a code that sends out emails to Head Teachers. First email sent out in the Summer Holidays was sent to all heads and secondary's. Then it was re set up with a primary list – but Infants/Juniors was not receiving. There is a separate junior/infants and primary list. Currently being re worked on. If Head Teachers have not linked the headteacher@ address to the personal email address they won't receive communication. Medway have said at Head teachers change so quickly if sent to personal address they won't receive, it will need to be linked.

Gavin – when looking at the headed paper they have set email address up as @priestfield.com. Originally when met with Paul it was agreed that Gavin's apprentice would manage the email address which is Mela.Medway@gmail.com – so not linked to Priest fields.

Nic – need to use a school address as point of contact. Gavin suggested using his Apprentice and school address as c/o.

Email address is fully function for MELA.Medway@gmail.com.

By the end of this week want official information to go out to schools RSVP so we can let people know space.

8. KPIs for NELFT (GE/AM)

Gavin – (see attached email chain) – Gavin will send out electronic copies

ACTION: GAVIN TO SEND OUT EMAIL WITH CHAIN

9. Logo / Website Update (SG)

Paul who created the website / header etc has changed primary colours as requested, however Nic asked that the yellow is made darker – possibly a gold or dark yellow as it doesn't always show up very well. Contact details need to be changed to reflect agreed address and MELA email address.

Stationery chosen by the Committee:

Headed paper	-	Option 2 (inline format)
Business cards	-	Option 3 (as matches Headed Paper)

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Business cards to be left blank, not personal. Personal details can be handwritten on back if needed but to keep them generic.

Website:

TOR's, Zone Information and Vision Statement to be included on the website.

Alex asked whether the website would be accessible by password as concerned around some of the 'confidential' aspects of the minutes being made public. Whilst wanting to keep MELA as transparent and all agreed that minutes should be made as public as possible there may be times where some information would need to be made confidential.

Nic suggested for now it is kept very simple, the website should be about MELA. At the present time it's not the best idea to endorse anything as we are not in that position, so currently we will not include links page.

Once the website is set up there will be training by Paul for anyone who wishes to have training.

Need to link to launch event.

ACTION: **STEVE – SPEAK WITH PAUL TO:**
CHANGE SHADE OF YELLOW ON LOGO
CHANGE POSTAL AND EMAIL ADDRESSES – LETTER HEAD / BUSINESS CARDS
TOR'S / VISION STATEMENT / ZONE INFO – TAB ON WEBSITE

10. Mela Networking Update (AM/GE/DJ/AP/SG)

Alex – Gillingham have kindly provided us a venue/Paul Scally's office for the last MELA meeting where lunch was provided of buffet and tea/coffee.

Venue of boardroom at Gillingham was provided to us for use on today's meeting. 1st December regional school office. January 17th full day which is next committee meeting. Nothing has been asked for beyond that. Launch event is being held in the Great Hall on 27th November where coffee/refreshments and Christmas Dinner is being provided. No further requests have been made in respect of promotion or activity. Assistance with the logistics of the website and design and venue has been gratefully received and has been very helpful to MELA. No requests for payment has been made of any sort.

Alex – in terms of LA there has been two subsequent meetings with Ian Sutherland and Andrew Mackness, Azhar Mobin and Martin Potter - which was attended by Davinder, Christine, Alex and Steve. MELA has completed their end of the deal and in a position ready.

No meetings have been set – further to discussions with other organisations they were not aware of MELA, there doesn't seem to be joined up thinking. No structure in place as yet. Ian / Andrew said about a transformation and to be set up from January, and as result from the launch we would be able to go with clear heads as to what needed. We are functioning zones with completed work and ready to give views.

Azhar spoke about their strategic plan, at present its unclear how we will fit into the plan and who will be doing what. Lots of pressure was applied but told these are in place for January. No date fixed with decisions made in zones and launch event.

LA said a transformation / learning and development group will be ready for January.

Alex said there was a suggestion that MCG will sponsor going forward £5,000 a year. Vikram and Freddie will be working with Davinder on prospect of it happening. New commercial organisation Ocelot.

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Nic – when new Medway trading group puts out first set advertising and we sponsor head teacher's association – anyone reading that will think the head teachers are endorsing Medway commercial wing. That is the worry.

Alex questioned whether we will have to be part of promoting and endorsing the things they put out.

Meeting on the 7th with Vikram – Davinder will clarify.

Steve – if have more sponsors it will water it down.

Gavin – need to be careful on how they use the name MELA.

Alex - Secondary Schools – voted to come to this meeting. Positive having a secondary group open to working with us. It was said no to attending today's meeting but met Kim Gunn yesterday secondary association lead, and was able to talk about how enthusiastic the secondary association is working with us / partnership / any level we want. Think clashes with another meeting but anyone from this association to go on Friday 17th November 8am to say how we are doing association. Kim to attend our meeting on January 17th to talk about what they do in secondary association. What they find difficult working with primary sector – projects can work with. Positive dialogue.

Regional Schools Commissioner December 1 – Dominic coming here. Happy for representations from zones to attend, 1pm – 3pm. Need to get out meeting positive head work with Regional Schools Officer, improve outcomes in Medway. Hopefully to try and find things out early in Medway.

Davinder – if we were to meet prior to meeting with Dominic – we can attend with clear agenda and grouping questions and professional way forward.

Gavin – could link together introduce website/logo/email do you have a question for Dominic email MELA.. Collate and put forward ones those beneficial.

Davinder – feedback to zones and ask for common threads rather than specific questions.

Alex – invited Wendy Vincent 0-25 person to come to January 17th – 10am. Not replied.

Didn't meet Gary Ratcliffe his car broke down and said contact but still not spoken. Anna spoke with Heather (DASCO), Davinder / Alex came along at end. Very helpful and very interesting how its evolved and changed. Offer there for any school improvement various priorities happy to help out if they can help DASCO half the size of Medway. One quarter of Kent Association. KSA had given them funding to start with now dried up and going to schools £2 per pupil now £4.

Try and get her in January 17th.

Davinder – contacted 1 or 2 local companies sponsor support association Ian Hawkins KPS get 1% discount on buys and total of spends he would donate 1% to association. Could he come to launch date to share opportunities – said get back after today's meeting. Contacted local computer company – Medway computers components. On holiday at the moment. Didn't contact the agency as needed to see how people feel.

(WEBSITE opportunity to share staffing opportunities and recruitment – do tab, not populate).

Davinder schools would benefit if paying £1 a child schools will get something back with 1%.

Emailed a printing company – not got back.

Nic – can see how sponsorship can help in future. But sponsorship now if we take from them we will be giving them the green light to use our name and right now it's about how MELA use their name.

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Davinder - If support local businesses there is a chance some of our children could be employed in the future if the business grows.

School improvement team Kevin / Rebecca if want quality CPD and speakers there will cost, and certainly if we can buy CPD from key speakers nationally it gives us status. That can't happen from £15,000 and £1 a child.

Alex – can't do now but over next couple months we need to set values and rigid rules on how people can use / demands on what happens with money set to school improvement.

Nic – 2/3 yrs down the line track record if something goes pear shaped you are in a better position. We are just very new, no track recording if first thing something goes wrong hits us.

Anna – met with Esther on Friday, Teaching Schools, have separate programmes. Went to zone meeting but very interested in launch event. Quite happy to sit down after the event to look and sign post where can help CPD. Very positive working in the future.

11. Main Agenda (Central Focus) Launch Event (0- 25 lead) and Kim Gunn (Secondary Chair)

Alex - One key speaker short due to unable to make contact with Baroness Sue Campbell and cricket coach unable to help. Looking for someone exciting and motivating, perhaps with education knowledge/feel – to follow Simon Weston. Nic to make contact with Roy Hodgson/representative to see whether he has availability. Upon receiving answer Nic will make contact with Davinder / Anna have taken on the challenge to work through a list of recommended potential speakers. To work on rotation contacting speakers and to let Alex know by Friday.

Simon Weston is charging £2,500 for his talk and would like the second speaker to be around the same or less. Post launch would like to still hold £10,000 in the account.

Steve – will create a flyer email to send out to all which will indicate Simon Weston will be talking, key interesting points of the day – to grab attention. Reply slip will also be sent with names/dietary requirements to be returned to the MELA email. Itinerary of the day will be sent out later date with second speak information.

Alex suggested providing blank Christmas cards at the end of the evening where people can write a few words of feedback should they wish.

Gavin suggested that all Zones identify their priorities and reply by 10th November. MELA can then meet with a priority list. Next chair of zones plus Gavin/Alex to meet on 16th November at 11am to discuss the launch day. All to meet on 22nd at 10.00 am at Luton.

Alex will email Gwen to make a viewing of the room lay out / pianist / break out hall etc. Possibly set up to meet on the afternoon of 22nd to visit.

BREAK DOWN OF THE DAY (as it stands)

Arrival of guests – signing in / registration (tea/coffee)	8.30 am to 9.00 am
Alex giving welcome presentation and Terms of Association	9.00 am – 9.15 am
Simon Weston (Guest Speak 1)	9.15 am – 10.45 am
Break (teas/coffees and market place visit / pianist)	10.45 am – 11.15 am
Second Speaker	11.30 am – 12.30 pm
Alex 'importance of data sharing, working together in zones'	12.30 pm – 12.45 pm
2 nd Break	12.45 pm – 13.15 pm
Zone work (set up of dinner hall)	13.15 pm – 14.30 pm
Christmas Dinner & Wine	2.30 pm – 5.00 pm
End of Launch	5.00 pm

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TO PREPARE BEFORE DAY

Registration forms (clip board / pens / paper)
Confirm with speakers any requirements / needs for the day
Microphone / stage equipment for speakers
Pianist requirements (on confirmation of Nicks contact)
Market place – map of market place / grouped sections
Christmas cards / post box / pens for feedback
Confirm times for tea/coffee with Gillingham

All to make contact with relevant people for market places (KPS / LA / Teaching Schools / Teach First / NHT / School Direct / Premium Pathways / KPS/ Local Computer Company / Printers / Schools Direct / 3Js / Karen Smart. Once confirmed to let Angela know so a list can be compiled.

ACTION: NIC – MAKE CONTACT WITH ROY HODGSON CONTACT DAVINDER WITH RESPONSE

DAVINDER UPON NICKS CONTACT TO WORK WITH ANNA THROUGH LIST IN ROTATION OF POSSIBLE SPEAKERS – TO LET ALEX KNOW BY FRIDAY OF OUTCOME OR SITUATION.

STEVE – DRAFT EMAIL TO ALL HEADS INVITING TO LAUNCH ON 27TH, TOGETHER WITH REPLY SLIP/DIETARY REQUIREMENTS. INITIALLY SEND TO ALEX BY FRIDAY.

**NIC – SPEAK TO CONTACT PIANIST IF CAN PLAY DURING BREAK INTERVAL
ALEX – EMAIL GWEN TO ARRANGE VIEWING OF ROOMS**

NIC - SPEAK TO HIS PENSION / ACCOUNTANTS TO SEE WHETHER THEY CAN HOLD A STAND AT THE MARKET PLACE.

GAVIN – TO ASK APPRENTICE TO SET UP A REGISTER SHEET FOR THE DAY

ALL – MAKE CONTACT RE: MARKET PLACES AND ONCE CONFIRMED LET ANGELA KNOW SO A LIST CAN BE COMPILED.

12. Other invites? MCG/Ocelot/Medway School Improvement/Alternative School Improvement

- Wendy Vincent
- Kim Gunn
- Heather
- Ocelot/Medway Commercial Group - 12 pm (Kevin or Rebecca).
- Early years
- Stewart Bean

13. Other Agenda Items – Review of Launch / Moving forwards

Next Meeting

January 17th
Priestfields
8.30 am

- Start with feedback from launch event – 8.30 am
- Wendy Vincent – 10 am
- Kim Gunn - 11am
- Heather - 11.30 am

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- Ocelot/Medway Commercial Group - 12 pm (Kevin or Rebecca).
- 1pm lunch
- Early years – 2 pm
- Stewart Bean - 2.45pm
- Next steps & dates – 3.30 pm – 4.15 pm

14. 12.00 Finish