



Exec meeting Friday 5th October 2018 at 9am

Attendees; Steve Geary (SG) Horsted – Chair, Heidi Barton – (HB) – Burnt Oak, Sophie Hill (SH) – Academy of Woodlands, Anna Patterson Pattison (AP) – ST Margarets Juniors, Christine Easton (CE) St Mary’s, Gavin Evans (GB), Greenacre Academy, Rishi Boyjoonauth (RB) –Chattenden Primary School, Nickie Forrest (NF) – New Road Primary, Gisele Johnson (GJ) – St Nicholas infants.

Clerk; Kim Cleall-Harding, (KCH)

Apologies: Angela Sandow, Alex Moir

Commented [KC1]: Add surnames and schools

	AGENDA	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
1	Apologies/Welcome	SG welcomed all to the meeting; KCH was introduced as the clerk. Apologies accepted for Angela and Alex.	
2	Kim Gristy -(KG) Proposal	<p>KG introduced herself to the meeting, as an individual, following on from the job description she had reviewed, which in its current form would not be fit for purpose for both Primary and secondary schools. KG reminded the meeting that progress had been made with in Medway in regards to Safeguarding, and Medway continued to have a statutory duty to all schools. KG advised she could send these duties out to all members of the MELA.</p> <p>KG was asked by the meeting if the LA should be delivering these duties already, but she advised that no funding was available for DSL training from Medway, but this did not stop schools from going outside the LA. KG informed the meeting that if schools decide to buy back her services it would NOT cause any conflict of interest with the LA. She added that a secondary school seemed happy to fund her role through the academy and then divide her costs amongst the remaining schools. GB asked how much this could potentially cost schools. – Potentially £400.00 per school and this would</p>	KG to send statutory duties to all members of MELA for full distribution.

		<p>Incorporate DSL training. KG advised that she had a meeting with Ian Sutherland at LA this afternoon. The committee thanked KG for her attendance. KG left the meeting. Further discussion was held.</p> <ul style="list-style-type: none"> • It was agreed a possible conflict of KG 's role in regards to the statutory responsibilities and work with the LA. • If a JD was issued, clarifications would be needed that this buy back would cover all statutory obligations required by all schools. • It was agreed that the committee would wait on feedback from the meeting the KG was having with Ian. Action: SG will contact LA 	<p>SG to contact Ian Sutherland at LA.</p>
3	<p>Zone Feedback Each Chair to give feedback</p>	<p>The minutes from the last meeting held on 6th July 2018 were agreed as a true and accurate reflection of the meeting held; with the following amendment; item 4 should read conference was really good, savings should read £1000.</p> <p>SG also advised that the LA had used MELA in its correspondence, the committee agreed that this should not be used. Finance should be added to the next meeting, in the short term the balance of £9,779.32 before today's cost have been taken into account, could be used to support the role / job description for the Safeguarding post. Also it was suggested a £1.00 per pupil cost by schools could support the cost of funding for a clerk.</p> <p>Action: SG to invite union rep to next meeting on 30th November 2018.</p> <ul style="list-style-type: none"> • Zone 1 – Ofsted – heavy emphasis on Safeguarding, asked staff about KCSIE and the safeguarding training that they had received, details on the slides shown. Twitter inspectors also mentioned page as a way to monitor the events within schools. • Casual admissions – Gillingham has seen a huge increase in casual admissions, this is causing heavy workloads for the school offices. VA schools have to pay for any appeals independently at a cost of approximately £300.00 per appeal. • Quality of parenting - with the loss of the Children's Centres with in Medway, we have seen an impact on the reception children coming through. Action parenting lessons could be a possible introduction in 	<p>SG to invite Union Representative to next meeting to discuss school subscription.</p>

		<p>schools, Incredible Years, Triple P could be a universal offer made to parents.</p> <ul style="list-style-type: none"> • DSL Cover during holiday period; Ofsted asked who was responsible during the school holiday period for any safeguarding issues with pupils. • Zone 2 – Ofsted was also discussed with the differences across the inspections. • Data Sheet – the introduction of a data sheet that covers all information is available on i-share (through Ruth Wells) • Early help –social worker from early help came to the meeting to discuss new roles. • DHT - Discussions had regarding DHT work for the year and sharing good practices. • Zone 3 - Data sheet should include mobility, OFSTED did not like Home grown / non-home grown on sheets. • Sharing good practice - it was discussed that as HT we should share our strengths across the zones with each other. This could also include DHT. • Policy and Practice - Marc Dermondy advised that Traded Services is now back within Medway, OCELOT is no longer viable. Marc Dermondy would like to see the SIB reintroduced. • GDPR - current concerns that social workers are sending full names etc. via email's- Egress and USO should be used. • Action –One document highlighting strengths from each HT to be made available. – This will be sent to each chair of the zone. • Zone 4 - KG -attended the zone meeting; new draft safeguarding audit had not been completed – on hold. Only 50/% of schools had returned the old one and Medway misplaced some of them. • DHT - Train/empower them, if something is going well, share the good practice. • Moderation – DHT across the zones to lead moderations 	
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4	Nikki Lloyd – Early Help Practice Manager	<p>Early Help Team – led by Nikki Lloyd Introduced themselves to the committee, the team is broken down into the four zones</p> <ul style="list-style-type: none"> • Chatham hub – Naomi Thompson • Strood hub - Lauren Price • Luton & Rainham hub –Charisse Cummings • Gillingham hub - Marta Simon <p>This is a new team; the role will be developed, with feedback from HT’s.</p> <ul style="list-style-type: none"> • Aims • Positive relationships, • Preventative working, • Holding regular surgeries, • Early intervention and • Acknowledging the right service at the right time. <p>The role will bring working with all secondary, primary and nurseries within the area. Provide advice and consultations in relation to safeguarding issues, as well as supporting the management of children and young people where the school has concerning issues regarding children’s welfare. The role will continue to grow to fit in with the needs of the schools. The team will hold regular consultation meeting for individual schools and nurseries every three weeks or once per month.</p> <ul style="list-style-type: none"> • Caseloads – the team will give advice around families, support with making referrals, immediate safeguarding concerns. • All referrals are made through the portal. • The service sits between level 3 and 4 within the threshold, it will work closely with the child and families that are higher risk level 3 where intensive support is required. <p>GE commented that this is the first process in two years and we are all keen for it to work. Four hubs are available throughout the zones.</p> <p>ACTION; Early help will send out to SG the structure and contact numbers for cascading down to all HT.</p> <p>The Early Help team left the meeting.</p>	
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5		<ul style="list-style-type: none"> • TEA/COFFEE 	
6	Anne Robinson	<p>Anne Robinson introduced herself to the committee; Governance Connected is the new Governor service that replaced Medway. AR gave a presentation with an over view of the service that her team can offer. She added that she has supported governors for over 13 years and would like to continue this role.</p> <ul style="list-style-type: none"> • Clerks -Governance Connected will be able to offer outstanding clerks, with understanding of legal legislation. • Training -training will be tailored to the needs of each GB. • Governor Hub will still be available for all information that schools can embrace. <p>The committee asked how do you find good governors, AR responded, be proactive, explain the role, send letters to local companies, and contact governors for schools. AR added that OFSTED will challenge governors and will choose the governors for interview at visits.</p> <p>AR continued, we want to develop with you; we will aim to meet all your training requirements. Our costs are £375.00 for governor hub and training is based on the number of attendees.</p> <p>The committee thanked AR.</p> <p>The committee discussed the subject of statutory duties, and it was suggested that we liaise with Kent.</p>	
7	The Education People – Sean Carter	<p>James Robertson CEO gave a short presentation to the committee about The Education People – he explained that it was Kent’s school improvement service. It offered many services ranging from early years, governance, school improvement and outdoor learning.</p> <ul style="list-style-type: none"> • The Education people was launched 1st September, it was set up as a LA Trading Company, ensuring all profits went back into the LA Services. • Governors - this service will offer all the statutory requirements., clerks, training is available within Kent and Medway. Clerks can be appointed through Kent 	

		<ul style="list-style-type: none"> • Safeguarding – the team is made up of 8 staff members, all the statutory duties are covered by this team, day to day help desk is available, updates are sent out via newsletters. • Website – this is education based, packages can be bought individually; the more packages purchased in future can reduce the cost. <p>Packages are developing, work in progress to meet the needs of both Kent and Medway schools. James thanked the committee and left. The committee discussed Kent Safeguarding; ACTION SG will contact Kent to come in to discuss options with the Exec committee.</p>	
8	Constitution / Communicating with zones.	<p>Constitution - SG asked if the constitution should be amended, currently 2 year rolling chairs - is the committee happy with this? If a HT is not available, can committee /zones appoint replacement HT? It was discussed and agreed that if a member does not attend 2 consecutive meetings without accepted apologies then zone group can decide on appointing a new HT chair. It will then go back to the MELA Exec.</p> <p>ACTION – GE will update the constitution; also amend the date of appointment to run two years from that date. These must be voted on and agreed by zones.</p>	
9	Impact projects – School Forum Money	<p>SG advised the committee that the school forum fund held £350,000 – and the Exec committee needed to decide what to do with this fund;</p> <ul style="list-style-type: none"> • Mental Health Practitioner - this would enable one person from each zone to train up to become a Mental Health Practitioner for schools. This course would entail 5 days supply to cover teacher costs at university of London. Action, each zone to discuss and address this possible use of the school forum fund. • Social and mental health representative – through Early Help training • Raising parenting skills; this would involve training in Incredible Years for HSSW within the zones. • NAHT / Secondary schools - Supporting Exclusion's reductions in Medway, this will give Senior Leaders and Governors a thorough understanding of exclusion from a legal perspective, including supporting 	

		<p>the needs of pupils in schools both diagnosed and undiagnosed. This would cost £3k for 40 places.</p> <ul style="list-style-type: none"> • SG advised the committee that the Schools forum were waiting to see a breakdown of the proposed costs. The committee agree with the Mental Health practitioner diploma and NAHT but with stipulation's to be added. <p>PROJECTS</p> <ul style="list-style-type: none"> • SG advised the committee that he had been advised on the following proposed projects – • Eal support – EAL is creeping up within the Zone schools, a suggestion was to buy back support from Kent • Speech and language within KS2 - Beam / OT/ Fizzy can be used, maybe a bid around speech and language could be put forward <p>EMAILS – SG</p> <ul style="list-style-type: none"> • SG advised he had received emails on subjects for discussion at this meeting; • Leadership within Medway - one HT has concerns about the incompetency within Medway , the use of locum/interim's in place within Medway council – cost effectiveness with in the council. • New School build – the need for a new school to be built and the suggested area - grave yard site, this was highlighted in the local press. School places are lacking within areas within the zones. <p>SG will contact Paul Clark to attend the next Exec meeting to discuss this issue</p>	
10	Andy Willets – Hub update	<p>The Committee welcomed Andy Willets to the meeting - AW proceeded to give the committee an update on the Hub. He highlighted the closure of 19 children centres and that these were replaced with 4 children and family hubs.</p> <ul style="list-style-type: none"> • The Hubs are where sensitive information and conversations can take place. These will allow closer working with schools., with help for 6-12 weeks and then back to the HSSW within schools. • The hubs are at the following areas; • Woodlands for Zone 1 	

		<ul style="list-style-type: none"> • Wayfield for zone 2 • Elaine Centre for zone 3 • All Saints for zone 4 <p>AW explained the hubs will have different contents, the hubs will reduce the waiting times for pupil referrals, and the hubs will include public health, family health, and parenting – therapy, Incredible Years and Triple P.</p> <p>AW added that he will be sending Juda Rachma for mental Health training “train the trainer”, which will enable him to train up staff within the zone and then cascade this training down to schools. Also behaviour support – Anne McNicolls will be offering training out across Medway. This training will be free.</p> <p>ACTION SG will invite AM to next meeting</p> <p>AW also advised the committee that the police link (encompass????) is still on the table for schools to have access to issues first hand. He added that the hubs are great but his main priority is the impact that the hubs have. Impact is paramount with the reductions in referrals and an improvement in attendance across the schools. HTs should see this improvement within three months. AW added he would like an Exec group set up to challenge the hubs and his department on performance and effectiveness, AW was thanked by the committee and left the meeting</p>	
11	Kevin Smart	<p>Kevin Smart advised the committee about the obligations of the LA, he informed them of the following ‘</p> <ul style="list-style-type: none"> • Explanation of the LA remit • Summary of school performance • Implementation <p>HM Statutory duties “driving education agenda”, achieving potential with children, promote educational excellence for all children - tackling under performers.</p> <p>Medway has seen dramatic improvements over the last three years in the league tables,</p> <ul style="list-style-type: none"> • 2015 – bottom of the table 150/150 • 2016 moved to 123/150 	

Commented [MKC2]: Is this correct for the police link

		<ul style="list-style-type: none"> • 2017 moved to 115/150 and finally 2018 101/150 a massive 40 places. KS advised the committee three things are on the horizon following the obligations from HM • Item 25a – review on how schools are held to account • Item 25c – Propose a school improvement officer • Item 25d – partner zones - promote high standards in education, providing local leadership, supporting effective school to school collaboration. SG to invite Chris Grabski to attend the next meeting. <p>KS advised a consultation will be going out to schools on three packages that could be offered to schools from himself and Rebecca.</p> <ul style="list-style-type: none"> • Bronze • Silver • Gold packages. <p>ACTION – SG to send out slides from this presentation and explanations received from KS on the three-package option.</p> <p>KS left the meeting</p>	
12	Areas for next meeting, AOB	<p>Action points for next meeting;</p> <ul style="list-style-type: none"> • SG to contact Ian Sutherland at LA. • SG to invite Union Representative to next meeting to discuss school subscription. • SG will contact Paul Clark to attend the next exec meeting to discuss this issue. • SG to invite Chris Grabski to attend the next meeting. <p>Meeting closed at 3.20pm</p>	

