

MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE
HELD FRIDAY 6TH DECEMBER 2019

PRESENT: Rishi Boyjoonauth (chair) – Chattenden; Dean Brewer – Elaine ; Jon Carthy - Byron; Paula Fewtrell – St Margaret Infants; Nickie Forrest – New Road; Maureen Grabski – St Mary’s RCP; Matt Harris – Napier Primary; Dora Indresano-Maundene;; Kathy Sexton – St Michael’s ; Barry Symons -Oaklands; Tim Williams – Wayfield

APOLOGIES: Matt Harris – Napier Primary; Tim Williams - Wayfield

IN ATTENDANCE: Anne Robinson (Clerking Service)

Agenda Item	Focus	Actions
1.	<p>Apologies / Welcomes The chair welcomed colleagues to the meeting.</p> <p>Apologies were received and accepted from Matt Harris and Tim Williams</p>	
<p>2.</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p>	<p>Jean Imray – Interim Assistant Director for Children’s Services, Medway Council</p> <p>Ms Imray introduced herself, advising she was new to Medway but not to LAs identified as eligible for intervention. She gave a brief summary of her background including time spent in Essex and Rotherham.</p> <p>She shared her view that failing in management of children services often indicated a whole council issue. Medway shared a number of characteristics with other LAs she had worked with that were eligible for intervention, but there were also differences.</p> <p>Ms Imray commented that one of these differences was that compliance itself was not an issue. In fact, the reverse could be said to be the case, with the culture being one of focussing on task completion rather than quality of the task. For example, uncharacteristically for a failing service, 100% of SPAR and MASH referrals were completed on time. However, over 50% led to no further action. This led to concerns about re-referral rates and the number of repeat contacts made before action was taken. Therefore, unusually, the key messages were for staff to slow down and be more thoughtful so that the service actually helped children rather than simply process referrals.</p> <p>Ms Imray advised that she was trying to encourage movement towards better indicators and was pulling together monthly reports aimed at drawing attention to some of these things and the interdependencies between them. A priority was to create the conditions in which social workers could do their job well, which in turn would support recruitment.</p>	

2.5	<p>Medway would be working with Essex as a 'partner in practice'. This was an LA which was at least good, and in Essex's case outstanding, having itself been inadequate in the past. They would look at what Medway were doing and provide guidance, help and support.</p>	
2.6	<p>The executive committee asked how the weekly performance clinics were going. Ms Imray advised that after initial nervousness, they appeared to have buy in and were going well.</p>	
2.7	<p>The executive committee asked about the tension around thresholds and whether there was a lack of continuity of understanding. They were informed of Ms Imray's view that there was a slight tick box mentality rather than a holistic approach focussed on doing what was best for the child. There needed to be clarity about intervention, but more fluidity between early intervention levels rather than cut offs, so that helpful relationships were maintained. If something was going to get worse without intervention, then it should happen. To support this, a 'Signs of Safety' framework was being rolled out. This was a whole system, strengths and relationships based model which was designed to provide a common language in respect of describing risk across the system. It was not a panacea, needed commitment from leadership and buy-in from all, including partners such as schools. The funding was in place and training planned but it would take 3 years to embed.</p>	
2.8	<p>In response to a question about whether social worker turnover was levelling out, the executive committee was advised that it was, but that there was not yet a net gain and the need remained to grow a sustainable workforce. Although there was nothing wrong with the pod system, it required more staff to run it effectively and the decision had been made to revert to professional teams dedicated to children in care, children leaving care, children in need and child protection.</p>	
2.9	<p>The executive committee asked about the interim nature of Ms Imray's role and what plans there were for the longer term. Ms Imray advised that she expected to be in post for around six months, during which she would be involved in the recruitment of a permanent successor, the process for which was expected to commence early in the new year. One of the criteria of that role would be clarity on the need to keep things simple and follow the plan that was in place until the LA was in a secure place. There was recognition that the post was not suitable as a first appointment and needed to be shaped to appeal to existing assistant directors, perhaps through re-branding the job title or promoting the opportunities to be involved in a breadth of activities in a smaller LA, which was not usually readily available in larger organisations.</p>	
2.10	<p>The executive commented on the lack of understanding by councillors. Ms Imray advised that partly driven by the compliance culture, there had not been enough transparency and sharing of bad news by senior officers. Her approach was very open and she hoped would ensure the appropriate understanding going forward.</p>	

<p>2.11</p> <p>2.12</p> <p>2.13</p> <p>2.14</p>	<p>Ms Imray closed asking that headteachers let her know about any issues so she could address them.</p> <p>The chair thanked Ms Imray for her attendance, commenting on how much her frankness and honesty were appreciated.</p> <p>He drew colleagues' attention to the feedback that Eleanor Brazil would be providing at St John Fisher school at 3pm on Wednesday 11th December on her recommendation to the DfE about whether Medway should retain control of children's services. He urged available headteachers to attend but to advise him in advance so that he could communicate anticipated numbers to the headteacher.</p> <p>Ms Imray left the meeting.</p> <p>The chair re-iterated the concern about the interim nature of Ms Imray's post and equally that of David Watkins as the LA's education lead. He advised that Eleanor Brazil had also reinforced the need for permanent senior staff in her recommendations. Jon Carthy advised that in his NAHT role he had raised this with the director of children and adult services and had written to seek a written response on 22nd November, which could be circulated to headteachers to provide clarity. As yet he had not had any response beyond a holding email and now intended to raise the matter with Rob Kelsall at the NAHT for support.</p>	
<p>3</p> <p>3.1</p> <p>3.2</p> <p>3.2.1</p> <p>3.2.2</p> <p>3.2.3</p> <p>3.2.4</p> <p>3.2.5</p>	<p>Minutes from last meeting held 11th October 2019</p> <p>The minutes of the meeting held 11th October 2019 were agreed as a true record and signed by the chair.</p> <p>Review of actions and matters arising</p> <p>Maria Beaney had not been available for this meeting but had been invited to the January meeting, though as yet had not confirmed. The chair undertook to follow up</p> <p>The chair had attended MCSP escalation training and as a result advised that headteacher should copy in the chair of the child protection conference at all stages to keep them informed.</p> <p>The chair confirmed that Carole Campbell would be attending the meeting in January. Feedback was that the school nurse was visiting schools, things are improving in mainstream and team around the school was being trialled.</p> <p>The first fair access panel meeting had taken place. Nickie Forrest reported that it had been a fair process with Lynn Sims as chair and sufficient people with right information attending. Rob Lancaster had advised that only 5 schools have sent in contextual statistics and zone chairs were asked to encourage colleague headteachers to do so, sending the information to Mr Lancaster.</p> <p>Barry Symons briefly fed back on his attendance at the Medway Education Partnership (MEP) meeting commenting that there was a good range of attendees, but on the basis of that meeting, it was not the strategic driving force</p>	<p>RB</p> <p>Zone chairs</p> <p>Zone chairs</p>

	<p>that was anticipated. It was agreed to raise this with Rebecca Smith when she presented later in this meeting.</p> <p>All other actions were complete with no matters arising or otherwise provided for on the agenda</p>	
4.	<p>Finance</p> <p>The executive committee reviewed the financial report that had been circulated prior to the meeting. The chair advised that all accounts that had been outstanding were now paid and that some of the balance will go towards the conference including fees payable to Laurie Rose for co-ordinating the event.</p>	
5	<p>James Roberts, CEO Education People</p>	
5.1	<p>Introductions were made and Mr Roberts distributed The Education People’s advertising brochure advising of the organisations status as an arm’s length trading company of Kent County Council. He advised that the company provided services in EYFS, primary and secondary school improvement; employability, specialist employment services, inclusion, professional development, financial services and governance for which the organisation had been contracted to hold the statutory service for governance in maintained schools. He advised of a new enhanced member status that enabled schools to gain early access to training and conference events and also enabled them to purchase credit bundles to be used against Education People services.</p>	
5.2	<p>He went on to promote a variety of CPD offers including those for independent travel training, statutory safeguarding, NQT support, bitesize online learning and support for developing subject specialism in response to the education inspection framework. He also promoted the availability of a range of Kent outdoor learning centres and Kent children’s university. It was agreed that Mr Roberts would forward a full CPD brochure to the chair for onward distribution and that the availability of CPD was featured on the MELA website.</p>	JR/RB/KS
5.3	<p>The executive committee provided feedback on the experience of safeguarding training, commenting that although it appeared to have improved recently, the need to ensure that it was bespoke to Medway and that refresher DSL training was pitched appropriately above the basic level was paramount.</p>	
5.4	<p>The executive committee asked about CPD reductions for groups of schools and were advised that schools were welcome to host events and share the cost with other schools. There were not currently any additional discounts for groups of schools making multiple individual bookings. There were however no hard and fast rules and schools wishing to explore options should contact Jo Winkler.</p>	
5.5	<p>The executive committee asked about provision for and buy in from special schools in respect of CPD, given their unique needs. Mr Roberts advised that they worked with KASEN, Neil Birch was a board member and there was a special school specialist within the school improvement service. He agreed to enquire whether special schools needs had been considered as part of the CPD offer design</p>	JR

5.6	It was suggested that a meeting be set up between Education People representatives and School Business Managers so they were fully aware of the services available. Karen Joy undertook to co-ordinate this.	KJ
5.7	In response to an enquiry, Mr Roberts indicated a willingness to support the headteachers' conference with some sponsorship. It was agreed that the chair advise Laurie Rose so that he could make contact about the detail.	RB
6. 6.1 6.2 6.3 6.4 6.5 6.6 6.7 6.8	<p>Rebecca Smith and Kevin Smart – Medway School Improvement Team</p> <p>Rebecca Smith thanked the chair for forwarding MELA's draft strategic improvements plans, explaining the wish to dovetail this with the Local Authority priorities and support MELA is meeting its strategic priorities particularly in relation to school to school support.</p> <p>She advised that suggestions for possible objectives and priorities had been shared with zones where evaluation reports had been reviewed. She highlighted the following areas of focus: drilling down into best practice across each school; progress of SEND pupils; and reading, particularly for the bottom 20% and its impact across the curriculum.</p> <p>She confirmed that there was no need to purchase FFT to access collaborative tool and that headteachers should contact Ruth Wells to set up access. Dora Indresano agreed to forward the email exchange with Ruth Wells to Kathy Sexton</p> <p>A number of slides were shared detailing the top performers across the six cognitive domains of reading in 2019, indicating where other schools could look for support. Attention was drawn to both those scoring highly on all domains but also to those who appeared to have a strength in one or two areas. It was acknowledged that a number of schools were also bunched just below the top performers. It was hoped that the sharing of this data indicated that the LA were listening to what zones said they needed and were responding.</p> <p>In terms of the QLA data, Ms Smith suggested this could be used to inform collaborative working, for example how network groups were set up or who was leading on pieces of work, setting targets for zone outcomes etc.</p> <p>The executive committee asked whether there was an expectation that zone chairs set targets for schools within zones as it was not felt this was their role. They were advised that there was no such expectation, and that the information was provided simply in context of providing fuel to inform zone agendas alongside what zones themselves knew about their context.</p> <p>Rebecca Smith highlighted a slide detailing the work being done with the 26 SEND focus schools and the recommendations for supporting progress for these pupils.</p> <p>She also highlighted the focus on the bottom 20% of readers, whether there was a culture of reading in the school and how gaps were closed so that children were prepared for their next stage. Kathy Sexton commented that on the basis of her</p>	DI

	<p>recent inspection, the focus had been on reading across the board including how it influenced the curriculum everywhere. There had been lots of emphasis on phonics and what was being done for those not meeting the threshold and also on reading for pleasure.</p>	
6.9	The importance of reading underpinning access to the wider curriculum and KS3 was discussed.	
6.10	A handout detailing the strategic overview of Medway Education Zone performance and context was circulated. The executive committee was advised that it was based on the Y6 cohort with the exception of attendance, the budget, Ofsted, exclusion rate, IDACI. There was also a health warning around the EHCP data compared to national.	
6.11	The executive committee were advised that Councillors attention had been drawn to the Zone 1's performance and the implications on resourcing and support being greater than that of the other three. Overall though, the stronger overall attainment was to be celebrated. It was noted that as more accurate data was being fed into FFT, the performance of zones had changed and whereas initially only one zone had exceeded national attainment three out of four now did so.	
6.12	Executive committee members queried the correlation between zone 1's attainment of 57% and combined range of 60-77%. Kevin Smart undertook to confirm the data.	KS
6.13	The spread of NLEs LLEs, and SLEs was discussed in respect of their prevalence in zones 3 and 4 compared with zone 1.	
6.14	The executive committees' attention was redirected to the presentation and drawn to the reading data available to zones, indicating the need to support zone 1. The data would be shared with Ruth Wells to inform CPD planning.	
6.15	An executive committee member asked whether something similar to the LA led project on SEND could be undertaken in respect of reading. It was agreed that a curriculum emphasised piece of work was due. Utilising literacy SLEs was discussed as was the challenge of it only being possible to provide support to those willing to take it and that MATs may choose to address their priorities in different less Medway wide ways.	
6.16	Medway Education Partnership was discussed and the view shared that it was not yet delivering the strategic lead as it should. Disappointment was registered that Councillor Potter had not yet attended a MELA meeting or the LA/MELA strategic meeting. It was hoped though not yet confirmed that he would attend the MELA meeting in January. The SCILS agreed to re-iterate the invitation to Mr Potter	RS/KS
6.17	It was noted that the meeting attended by Barry Symons, that he had found unsatisfactory was not the first meeting of MEP. Kevin Smart advised there was a	

	<p>document in place detailing the group’s strategic intent. This had not yet been published as Mr Potter was keen that photos of key partners were included. Rebecca Smith advised on the purpose of MEP and the challenge that had already been made in respect of the need to formulate a work plan for the group. It was suggested that as a start point, it would be good to consider MELA’s strategic priorities and consider how the group could work together to achieve these.</p> <p>6.18 In response to a challenge about the SCILs being the face of the LA as far as headteachers were concerned, Rebecca Smith commented that Education was now on top rather than bottom line of Medway’s plan and there was a rising energy to address it as a priority. Although having taken some time, the executive committee were hopefully now seeing that the information they have been asking for was more forthcoming and through representation at groups had a voice into the system.</p> <p>6.19 In response to a question about seeing how similar bodies operated elsewhere, Kevin Smart advised that the half dozen they had looked at were so high level they were not effective. While the principle of MEP was applauded, in its current incarnation within Medway executive committee members expressed concern about its equal lack of impact. Kevin Smart explained the progress that had been made in establishing a common vision within the wider 2035 re-generation plan, but executive committee members remained frustrated at the pace of progress.</p> <p>6.20 The chairing arrangement for the MEP was discussed and it suggested that the role would be better suited to a senior officer than the portfolio holder. It was also suggested that with the expected departure of David Watkins and leadership changes within social care, it would be sensible to maintain a watching brief for the next six months or so while these changes came to fruition, which may influence the function of the MEP.</p> <p>6.21 An executive committee member queried whether observers would be welcome at the meeting. The SCILS team undertook to confirm this.</p> <p>6.22 Rebecca Smith undertook to forward a copy of the PowerPoint presentation for executive committee information.</p> <p>6.23 Rebecca Smith advised that she had met Sally Green, Kent and Medway’s PREVENT officer who she had advised a newsletter and some guidance would be forthcoming in the wake of the London Bridge terrorist incident. A further newsletter would be shared in term 3. In the meantime the SCILS and safeguarding lead would ensure relevant training opportunities were cascaded.</p>	<p>RS/KS</p> <p>RS</p>
7	<p>Paul Clarke – School Organisation and Capital Services, Medway Council Paul Clarke had sent apologies that morning due to an emergency issue having arisen.</p>	
8.	<p>MELA Strategic Improvement Plan</p>	

8.1	The executive committee reflected on the MELA strategic plan, the key priorities for which had been developed at the last meeting and had been developed into an outline plan by the zone chairs.	
8.2	Objective 1 - Having an influencing voice	
8.2.1	Commissioning The chair undertook to liaise with Rebecca Smith and send an email to headteachers with a view to establish a definitive list of groups and their current membership	RB
8.2.1.1	The executive committee noted that Michael Griffiths, the partnership commissioning programme lead would be attending the Local Authority/MELA meeting. Zone chairs were asked to email headteachers to ask that any questions for him were submitted.	Zone chairs
8.2.1.2	The executive committee were reminded that the 8 Kent clinical commissioning groups were being disbanded and replaced by a single group in the new financial year. It was likely that the Ofsted visit taking place the following week would focus on clinical commissioning and in terms of developing MELA's influence in this area, it was suggested it may be beneficial to wait and see how things develop.	
8.2.1.3	The executive committee noted the SEND Ofsted feedback meeting was taking place the following week. The chair advised that he would attend and feedback accordingly.	RB
8.2.2	Funding As discussed under matters arising, it was agreed that confirming actions to be taken were deferred until after the election, when it was hoped that the direction of DfE funding would be clearer. In the event that direction was not positive, the concept of a collaborative message from school leaders to parents was discussed. It was agreed that a letter based on the model NAHT letter, outlining the impact of the lack of funding on children and challenges that schools face, checked for legal appropriateness should be drafted in readiness. This would be reviewed at the next meeting and consulted upon. If supported, MELA would send to political figures and the letter would be circulated to headteachers, who would be encouraged to send to parents, although the final decision to send would lie with those individual headteacher or their academy trusts.	JC
8.3	Objective 2 – Improving standards by developing and strengthening school to school support	
8.3.1	The executive committee discussed partnership working with the MTSA. It was agreed that the MTSA details including a link to SLE information were published on the MELA website and that schools were reminded of the website. The dated website appearance was discussed and it was agreed that the ICT technician at St Michael's be funded from the MELA budget to carry out some work to improve it. The idea of making it more child centred was suggested.	KS KS

<p>8.3.2</p> <p>8.4</p> <p>8.4.1</p> <p>8.4.2</p> <p>8.4.3</p> <p>8.4.4</p> <p>8.4.5</p>	<p>It was noted that Esther Cook kept in touch and was due to attend the next meeting. Her general offer was discussed and following a further discussion about SENDIF, it was suggested that she be briefed that the committee wanted to hear about the detail of the support that could be provided in reading and in rejuvenating SENDIF</p> <p>Objective 3 – Wellbeing, recruitment and retention</p> <p>It was suggested that “why Medway” should be captured on the MELA website and a further suggestion made that through the zones, schools should be invited on a rota basis to share examples of good practice, and that link to cultural heritage information and sites schools used were highlighted. The executive committee discussed the possibility of engaging someone with marketing expertise to shape an overall strategy, which they agreed to re-visit</p> <p>The idea of a rewards package was discussed and Nickie Forrest undertook to forward details of the Kent scheme to the chair</p> <p>The executive committee discussed wellbeing good practice in schools. The suggestions of pulling together a resource that could be placed on the website with ideas that other schools could use was made. It was agreed that Kathy Sexton would co-ordinate a working group to develop such a resource</p> <p>It was agreed that the chair and vice chair would meet with a view to finalising the MELA strategic plan ahead of the next meeting</p> <p>The executive committee thanked the chair and zone chairs for their work on the strategic plan, which it was felt demonstrated the group’s purpose. The chair was also thanked for the quality of communication since he had taken on the role.</p>	<p>RB</p> <p>Agenda</p> <p>NF</p> <p>KS</p> <p>RB/KS</p>
<p>9</p>	<p>Maisie Adkins, Manager for LADO and Education Safeguarding</p> <p>Maisie Adkins spoke to a summary of the briefing which was circulated and covered the following. Ms Adkins undertook to forward a copy of the briefing paper to the chair for onward circulation to headteachers</p> <ul style="list-style-type: none"> ● Social media and gaming training ● DSL drop in session on 22nd January. The committee discussed the venue and suggested an alternative be considered. ● Updated safeguarding contacts ● The availability of sessions for staff and student on radicalisation. Executive committee members advised on PREVENT training having been raised in a recent inspection and enquired how Sally Green could be accessed. It was suggested she attend the zone meetings with Kate Barry and contacted the zone chairs to make arrangements ● Encompass – Executive committee members commented on the inconsistent notification timeframes which when delayed represented a missed opportunity and also inconsistencies in the way enquiries from 	<p>MA/RB</p> <p>MA</p>

	<p>schools were handled when direct phonecalls were made. Ms Adkins agreed to feed concerns back</p> <ul style="list-style-type: none"> • Seeking voluntary contacts 	MA
10	Zone Feedback	
10.1	<p>Zone 1 The zone chair reported better attendance having changed the venue for the meeting. The SCILs and safeguarding lead had attended the meeting</p>	
10.2	<p>Zone 2 The zone chair reported that school priorities were being shared across a couple of meeting with a view to linking up to share best practice. In addition to the SCILs Alison Mills- Clarke from social care had attended</p>	
10.3	<p>Zone 3 The zone chair commented on the zone constitution suggested that if all zones had similar documents it may be of value to review them. He also suggested that zone meeting agendas and minutes were shared for consistency and learning. It was agreed that the constitution would be discussed at the next meeting.</p>	
10.4	<p>Zone 4 The zone chair advised having discussed the MELA action plan, the June conference, twitter, safeguarding update from Kate Barry, Ofsted feedback, schools sharing examples of partnership working, the literacy and humanities networks, feedback from the NAHT meeting and feedback on meetings that headteachers had attended.</p>	
11.	AOB	
11.1	<p>The executive committee discussed the format of the conference with key speakers on curriculum and curriculum leadership in the morning and a showcase of Medway in the afternoon. The latter would consist of 20 minute workshops on aspects of children’s learning and possibly a choral showcase. Two workshops from each zone was agreed and zone chairs were asked to canvas their zones for possible schools willing to contribute and for one person from each zone to form a conference working party to work alongside Laurie Rose. Potential workshops would be reviewed before confirmation to ensure there was no repetition.</p>	Zone chairs
11.2	<p>A range of possible speakers including Andy Buck, Claire Sealey, Tom Sherrington. Janet Goodall, David Carter and Calvin Atwall were considered. It was agreed that Kathy Sexton would approach Andy Buck and Maureen Grabski make enquiries about the availability of Claire Sealey,</p>	KS MG
11.3	<p>It was agreed that Wednesday 20th May, was the preferred date followed by 15th may</p>	
11.4	<p>Karen Joy left the meeting</p> <p>The executive committee were advised of an offer from Dartford Grammar School in respect of computing CPD. Schools would receive funding for hosting an event</p>	

	<p>and for 1 teacher to attend. Additional places were at a low rate. It was agreed to invite Steve Ireland to the next executive meeting.</p> <p>Barry Symons advised that he had stepped down from the looked after children committee and was being replaced by Heidi Barton.</p> <p>Meeting closed at 12.55pm. The next meeting is confirmed as a full day meeting on Friday 24th January 2020</p>	RB
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Signed as a true record of the meeting _____ 24th January 2020

ACTIONS

3.2.1	Confirm Maria Beaney's attendance at the next meeting	RB
3.2.2	Communicate the recommendation to copy in child protection chair in respect of all stages of escalation	Zone chairs
3.2.4	Advise headteachers to submit contextual data re FAP to Rob Lancaster	Zone chairs
5.2	Forward a copy of the Education People CPD brochure for on ward circulation and upload/signpost from the MELA website	JR (RB/KS)
5.5	Enquire as to whether special school needs are considered as part of the special school CPD offer	JR
5.6	Co-ordinate a meeting between Education People and SBMs	KJ
5.7	Advise Lawrie Rose of James Robert offer to contribute to the sponsorship of the conference for him to follow up	RB
6.3	Forward email exchange re FFT to Kathy Sexton	DI
6.12	Clarify the accuracy of data on the Medway zone performance overview	KS
6.16	Re-iterate MELA's invitation to join their next meeting	RS/KS
6.21	Clarify whether observers were welcome at MEP	RS/KS
6.22	Forward a copy of the ppt presentation from their item to the chair	RS
8.2.1	Establish definitive list of groups and memberships	RB
8.2.1.1.	Ask headteachers for any questions for Michael Griffiths	Zone chairs
8.2.1.3	Feedback on outcome from Ofsted SEND feedback	RB
8.2.2	Based on the NAHT model, draft a letter regarding funding for review at the next meeting	JC
8.3.1	Update the MELA website with MTSA details including link to SLE information and commission ICT technician to improve website	KS

8.3.2	Brief Esther Cook on requirement on her presentation to the next MELA meeting on the detail of support for reading and rejuvenation of SENDIF	RB
8.4.2	Forward details of the Kent rewards package to the chair	NF
8.4.3	Co-ordinate a working group to develop a wellbeing resource to make available on the MELA website	KS
8.4.5	Meet to finalise the MELA strategic plan	RB/KS
9	Feedback on DSL venue; seeking attendance of Sally Green at zone meetings; and concerns about inconsistency in Encompass time notifications	MA
11.1	Canvas zones for someone to participate in a conference working party and schools interested in showcasing learning at that conference	Zone chairs
11.2	Check availability of Andy Buck and Claire Sealey as conference speakers on 20 th or 15 th May	KS/MG
11.5	Invite Steve Ireland to the next meeting to talk about Dartford Grammar's computing CPD offer	RB