

AGENDA FOR MELA MEETING – 16th March 2018

Venue: Priestfields Board Room

Time: 9am- 3.30pm

1. Attendance / Apologies	
<ul style="list-style-type: none"> - Gavin Evans - Alex Moir - Davinder Jandu - Nicki Forest - Anna Pattenden - Heidi Barton - Steve Geary - Gisele Johnson - Angela Sandow - Sophie Hill <p>Apologies</p> <ul style="list-style-type: none"> - Tara Deevoy - Christine Easton 	
2. Minutes from Meeting (9th February 2018)	
<ul style="list-style-type: none"> • Page numbers to be included going forward • Anna Pattenden (typo) 	
3 Matters Arising from Minutes	ACTION
<ul style="list-style-type: none"> • GE - transition on agenda. Agreed to use same form, but left to put own heading on template, which makes it not single template. • GE – emailed Lynn about exclusion data, not had many replies – but will chase her. In future no one books residential for first week, whole week transition day rather than 1 day. • GE – Discussion of election around new Vice Chair in Zone 1. AS confirmed not had any meetings (due to snow) but have had good replies. GE confirmed no rush as have a couple terms to decide. AS will address. • DJ – to call / put together a list of different therapists. To discuss later in meeting. • SG – get bid ready for school forum. To discuss later in meeting. • GE – met with Medway about action plan, went off agenda however was quite positive. 	<ul style="list-style-type: none"> - GE – speak to Kim about template (later on in meeting) - GE– chase Lynn about exclusion data. - AS – discuss Vice Chair in next Zone meeting.

<ul style="list-style-type: none"> • Emailed Ian Sutherland with queries but had no response. Followed this up with chaser email but still not heard. GE will make contact with his PA – would like conversation with Ian before next meeting. GE and SG to meet with Kim. DJ asked Stuart Gardener about Will Adams Agreement – said children and money go to the Will Adams. • Structure was discussed and what all Committees feed into. There is a template which shows Medway partnership and how this links together and the desired impact, hopefully receive next week. • NF – CP and GDPR. Information came through from Governors Clerk from Gateway. LA / £375 per day. Can be used as a DPO. If got a breach they can act as representative. Also offer compliance monitoring and training for staff. Don't expect to be at a school for more than 4 days per year (presumably unless they have a breach). • NF – discussed Karl Lodge from CPOMS (see details below). Karl Lodge 0845 345 1155 <u>Karl.lodge@meritec.co.uk</u> CPOMS Meritec House, Acorn Business Park, Skipton, North Yorkshire, BD23 2UE <u>www.cpoms.co.uk/testimonials</u> • Recommended by GDPR. 8 schools have taken this on, very impressive. Doing CP first then track behaviour, does a lot – can get 10% off for everyone for 1st 2 years. If 3 schools together. Some schools brought from zone. Be very happy to set up a date and come and do presentation. • DJ – suggested that this may be a good idea for all Heads regardless of whether in a Trust, it's a good exercise for Heads to do and understand. Good knowledge to have. Could use one of the MELA schools as a venue, free event to give school leaders the information they need? • It cuts down a lot of paperwork, can do straight onto system, load up – avoids paper work, nothing lost – archives immediately, cuts work for teachers. • Sophie – happy to sort out a briefing at Woodlands. 	<ul style="list-style-type: none"> - GE – to make contact with Ian Sutherland's PA to arrange a meeting - DJ – to continue Recruitment
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<p><u>Recruitment</u></p> <ul style="list-style-type: none"> • DJ - spoke to Greenwich tried to get hold of Canterbury – trying to find a date where they can come out, proving to be difficult. <p>Think of a different idea maybe, flyers, group of people Medway talk to trainees on a day – left it there at the moment. Initial idea not final. GE - Canterbury students final year finish this week. DJ – we need to look at their calendar and start from September. Spoke at our zone need to do something different, look at different ways. Maybe a recruitment fair, it's an issue being looked at different levels. Wayfield / Medway got fairs arranged. Carry on perusing it.</p> <p><u>Unity/Transparency</u></p> <ul style="list-style-type: none"> • GE – emailed Ian, Headteacher wanting to make formal complaint about their skill. Who do you go to? 	
<p>4. Updates</p> <ul style="list-style-type: none"> - Zone Meetings - Medway Groups - Video - Ocelot - Communication with LA (IS) 	
<p>Zone 1</p> <ul style="list-style-type: none"> • AS – not had a meeting, but emailed. Due to meet on 1st March but all closed due to snow (other than Woodlands) – so didn't get to meet. Therefore AS sent individual emails and got 8 replies. • Discussion around sharing of data, still hang ups over sharing with certain Counsellors and FFT. Should be sharing data with Heads as Heads across the Zone. • GE – if decide to use emails as 'confirmations' to data share, please could these be emailed to GE. AS – chasing two that are outstanding. • Lots of feedback about exclusions and support for children who are near/at risk of permanent exclusion. <p>Zone 2</p> <ul style="list-style-type: none"> • GE – Zone met earlier this week. • Deputies are currently work on reading project. Box of books is going from school to school. Box is delivered personally, which means getting to sit and meet around table – this is positive having two way dialogue. • TeachMeet hosted at Luton, excellent feedback – went very well. 	<ul style="list-style-type: none"> - <u>Chairs</u>, any email confirmations of data sharing to be sent to GE - <u>AS</u> chase two outstanding data share confirmations. - Election of 3rd person at next Zone 3 meeting - <u>GE</u> to add minutes and TOR's to website - <u>GE</u> to send Zone 3 TOR's to NF - <u>Chairs</u> to send info about parental engagement to GE to add to website - <u>GE</u> to email structure Medway Partnership Group to MELA

<p>Chance to see the school and talk to each other. Very positive KS presentations. DJ – class teachers got to meet with all teachers which was great networking.</p> <ul style="list-style-type: none"> • AM – going to continue as bigger TeachMeets, but going to look at maths, to look at Maths Leads and relevant Yr groups. AM will host in Term 6. • Further discussion about data, need to chase couple Heads. • Attendance was concern, 6 people absent. Might be reflection as previous meeting was not as positive before. Might need to revisit the importance of zone meetings, as a disappointment. • Carolyn Webber talked to us about new role as Early Help Coordinator of Recruitment – in charge of employing Early Help Workers. New hubs were discussed, as well as what they were looking for and structure. There will be 4 hubs that match us, but obviously entwined with Children Centre hubs and Health may have a representative at those hubs as well. • Wendy Vincent visited – more of a review of the Ofsted report, very focussed on the way the whole SEN approaching Medway was being miss managed. Wendy put emphasis back on to schools. As a Zone we said we would let DJ take with her as many opinions and views with her. DJ – next one is Monday, going to suggest representative from each zone. AM – asked whether someone from Infant setting should also be present. DJ – it is worth throwing out invitation to other Head Teachers in observation category. • GE at next Zone meetings if any Heads are leaving they would know, please ask people to share so we can be made aware of any changes. It is noted that Chris Rutland at Featherby is leaving, but not been replaced at present, however they do have an Executive Head. • AM – agreed last time to do data sharing, agreed to ask Ruth Wells for exclusion data for our Zone, agreed. Also doing work on comparisons, the way different schools use time for SATs. HG asked if pupils can be taken out of the room for a walk, stop the clock – an email had been sent to Ruth, but no reply to confirm. DJ said you can, as long as there are two adults supporting – this is to protect the adults. Need to have a designated place so don't meet if there are two time constraints. 	<ul style="list-style-type: none"> - 2 to 3 schools required to trial Ocelot new system please - <u>Chairs</u> – open invite to HT from your Zone to attend next meeting as an observer to Executive Meeting on 27th April - <u>GE & SG</u> to speak to Kim RE: Secondary alternative provisions - <u>Chairs</u> to invite Kim Gunn to Zone Meetings - NGHT meeting next Week (SG & GE attending) - Chairs to send anything to GE before Peer Review Meeting with Simon Plummer - <u>AM/AP/SH</u> – continue with promotional video - <u>NF</u> to send MELA details of Ruben Martin, Mentor of Social Worker Students to work within local schools
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- **GE** – recruitment side is covered by **DJ** previously. Talked briefly about parental engagement and forms were sent round to all schools as to what they do well to engage parents. From last EY briefing it came out in recent Ofsted they are hot on parent engagement. Engaging parents on own children's learning and development.

Zone 3

- **GJ – TD** advised Zone that she would be leaving Hoo Primary School.
- Talked about Data sharing.
- **GE** asked if anyone took responsibility of being the next Chair. **GJ** said at next meeting they will get message out early to elect 3rd person.
- They have not had a Zone meeting to talk about alternative provision due to weather.
- Spoke Data, prefer audit tool before where strengths are – Tara spoke about last meeting.

Zone 4

- **NF** – tried to report back to Zone using minutes, when got to Data it hadn't be minuted that they were to be guinea pigs.
- Not happy about coordinating a bid for schools.
- Had conversation about trust, Donna said she wanted TORs for Zone meetings.
- **GE** – we have TOR's for his Zone, happy to share.
- Cancelled Deputy Heads meeting.
- Zone requested minutes within a week. MELA agreed this isn't possible – Zones can be directed to the website where previous agreed minutes are stored. Minutes can only become public once they have been approved by MELA at the next meeting. It was noted November minutes are not on the website yet, **GE** to load onto website.
- Zone said they wold like feedback robust research taking place on exclusion data.
- **DJ** – should Heads feel like they don't have a voice, maybe it could be suggested to all Heads about research of exclusions.

- **NF** – spoke about trust but be good to show MELA as being transparent and maybe they could come to observe a MELA meeting.

The point is to get from Head Teachers their view of good practice, and although comments are desired no school names would need to be shown.

Zone numbers could be put alongside, should people wish to refer back to the Zone.

- **DJ** – seems to be an issue with attendance, is it timing? Or are we losing momentum?
- TORS need to be on the website **GE** to look. They were approved Zone level not by us.
- **GE** – last minutes **AM** thanked everyone for their efforts. **GE** confirmed that in the previous 5 weeks he has had 3 / 4 emails a day wanting his time. Some for update and some for action:
- Medway Meeting LA – **DJ/GE/SG/CE** attended on 21st February. Spoke about Medway Partnership Group and about structure which shows different organisations supporting the group. **GE** will email around the structure to MELA. Some existing Medway employees have groups going, even though not part of strategic plan anymore. Preferably need to collate one meeting and talk about all. Action plan was shared, they were really interested. Asked MELA to take numbers off and went through everything – spoke a lot about wellbeing. **DJ** – at next meeting need to address some other things on agenda and what progress has been made from their prospective. Very positive about what MELA are doing and they promote MELA – no lip service. **GE** – they should let us know however when using the MELA name.
- Talked about KPIs – very happy to take back NEFLT that MELA wanted the report on termly basis of data. Ian Sutherland requested a meeting with their bosses. Brid Johnson (Integrated Care Director of Essex & Kent) emailed **GE**. First apologies that her PA had sent lots of things about NEFLT and referral forms. On **GE** agenda next time with LA would like to ask why this was not shared if they were given this. Booked to come to next meeting in April, 30 minute slot for MELA. As NEFLT go live in April this is perfect timing.
- **GE** – although it's a good idea to send all referral information out to Heads, there is some concern that the system will crash with 70 Head Teachers all referring.

- **GE** – data sharing, didn't talk much about 1 Zone trialling data, but apart from Zone 3 refusing to share data so can start up – those schools who want to share can share.

DJ – is it worth MELA having own pro forma and rationale why MELA would encourage schools. 17-18 data, fixed / permanent / amount exclusions and children. This is what the LA are asking for. Idea – email all Heads, anyone not inclusive please email Lynn/Ruth direct to be removed. If MELA were to put in email the purpose is to ascertain accurate exclusion figures.
- Simon Harrington – came along as wanted clarification about admissions. Firstly the lack of communication around casual in year admissions. Understand email gone out saying all changing from April as SIB not efficient.
- LA didn't have opportunity to talk about their things, Kim Gunn there as secondary rep. No updates about regional schools commissioner.
- **DJ, SG** and **GE** met with Ocelot. They have developed a forum based website that they would like representatives to trial before starting. They asked if it could be brought along to the MELA meeting today to discuss and see if anyone would be interested in trialling. Ideally looking for 2/3 schools – SENCO, Governors, Site Team, a mix. It was suggested it is checked and make sure it works fully before going live. There will be a link to MELA website, secondary head website, teaching schools will also be on there. One site where all information can be stored. **GE** said he would happily trial. This can be taken back to Zones to see if anyone else be willing to help.
- Councillor Mackness – forwarded email from Medway Plus. Charity that work with children in deprived areas – use to work for Medway council. They get funding from Europe to run a project to try and bring communities together in high levels of different areas including immigration. Peter wasn't knowledgeable about schools – he knows Luton Road/ New Road and Burnt Oak. An email was sent to Ruth for information to give to Peter – they have around £500,00 for 7 schools to do a project. **DJ** had conversation about what it would look like. Schools will be hugs for community to break down barriers to help with immigration issues.
- May have had emails about 20th June as conference day, Chartered College of Teaching are doing well being conference start of July. Need to make sure we have something different or we talk to college rather doing own can we part of it. They have got important people attending.

<ul style="list-style-type: none"> • Kim Gristy identified 2 issues – gangs and knife crime, working with secondary schools, however this is an issue and possibly need to tackle at primary level. SH said she knows of Yr 6 having knowledge of such crime, however been informed this is only for KS3 up. • Kim Gunn sent GE email. Kim would like to attend MELA meetings every month for 15 minutes for Safeguarding Zones. However, Zone Meetings may be more appropriate. GE asked how Chairs feel about Kim having 15 minute set slot at Zone Meetings. Please could Chairs invite Kim to next Zone Meetings and let her know where they will be taking place. • NGHT – SG/GE meeting next week. • Simon Plummer MCSB – Medway Safeguarding Board have a peer review by Local Government Association, as Chair GE thinks he has been invited. Will be attending, however if anyone from MELA has anything to put across to GE before please send to GE. • AM – TD said at last meeting about possibility of Mid Kent College helping with promotional videos. Leonardo Carello has been in contact with AM, very positive working with schools and looking for work experience. Possibility of putting together a promotional video for Medway which would work as promotional aid for people who want to work here. Be good for each school to see themselves featured in it and being made by Medway students. Leonardo is happy to attend next MELA meeting in April. AM would like to lead but happy for people to work alongside. SH and AP said she would love to help. • NF – University of Kent, Ruben Martin – Mentor for Social Worker Students and getting some students for social workers within schools. Schools get a small payment. Sue Mason at Brompton School already using. Ruben was very open, several students don't have cars so having local schools is very helpful. NF will send out further details to MELA. Ruben details are: • GE – NEFLT in for next meeting at 11.am, Simon Plummer 10.15 am, Leonardo at 11.45 am. Next meeting will be half day meeting 27th April. 	
<p>5. Wellbeing Update</p> <p>SG– wellbeing was one of MELA top 5 priorities. Put together a folder, with idea of handing out to schools. This includes: wellbeing staff team, care first, education support – lots of good model policies out there. Torkington Primary School have a great policy and questionnaire. Andy the Head Teacher is happy for MELA to share and use.</p>	<ul style="list-style-type: none"> - SG to continue with wellbeing folder please. - DJ to look into contacts prices for

<p>Could have all electronically on website too as well as paper. DJ – could see if could get a folder printed with MELA logo on it. Be an effective use of MELA funds. Being a folder gives opportunity to keep at school and add their own invitation to it.</p> <ul style="list-style-type: none"> • David Bignell is happy to give 4 x 70 minute free Mindfulness sessions. SG said put out to Zones ideally looking for 20-24 participants. • After that David runs an 8 week course 1 ½ hours per session at £90 per person. • SH said a taster session could be held at the Woodlands. SG to contact David Bignell and liaise with SH as to the best date. Needs to be twilight. If first date is sent out and a lot of interest we can arrange for a second date. • Teaching Schools have sent out emails regarding Mindfulness and David Bignell – they have date of 26th June so would like to get a date in before this time. SG will try and book after SATS. • SG met with Carolyn Gielnick – Educational Support. Run really good employee Assistance Programme / Counselling. Negotiated fees – usually around £15 per person, however special MELA rate 1-500 people £9.50. Big cut if can get a group together. This will also be added to MELA wellbeing pack. Happy to do 4 x 4 presentations for free at Zones. • Aim to get folder ready in time for conference so this can be used as a hand out. Possible market place – section for people inclusive of the folder. 	<ul style="list-style-type: none"> - MELA well-being folders being printed - Chairs to put out to Zones, 20-24 participant spaces available for David Bignell free Mindfulness taster session. - SG to contact David Bignell and arrange date with SH for use of Woodlands as venue
<p>6. Transition with MTA</p>	
<ul style="list-style-type: none"> • Kim – Thursday 5th July Induction Day. Please share with all Zones/Heads. Secondaries have agreed this going forward. • DJ – need to think about year 6 in their final weeks. As a group Kim suggests MELA email Vicky to keep to the same date. • DJ – must be a 'window' of best time i.e not after SATs. There are a lot of primaries to contact, so if possible a date needs to be agreed. GE – be further issues around residential 17/18. From secondary point of view doesn't give long, especially if some children need help. • Issue around form being a single form – if everyone is using this is fine, left header off so can put own logo on it. A standard form would be good. 	<ul style="list-style-type: none"> - Chairs to share with Zones. 5th July Induction Transition Day. - Chairs to discuss with Zones. Transition piolet. 1 per Zone. Please email Kim details or GE who will forward to Kim. - Chairs to share the email RE: the MASH review and ask HTs to share incidents/concerns

<ul style="list-style-type: none"> • There is a piolet project on transition – keen to set up working party. Couple of primary and secondary Heads. • Primary/secondary working together on transition piolet. GE – Chairs to speak to Zones. Only looking 1 from each zone. Pass names to Kim. If not got Kim's details send to GE and he will forward. • Aware some primary inclusion work from meeting with Councillor Mackness. No one aware yet. • Alternative provision review discussed at meeting. External meeting was brought in. Some invited but nothing happened yet. Thomas Aveling, Victory, Will Adams – only 3 secondary. Asked Rowans, Gillingham FC could be present – which they agreed to. Karen Joy too. TOR's showed, was sent to secondary heads. Karen Johnson from the Rowans has put forward bid for Beeches, supported by LA and now been told no. • Going to ask alternative provision review meeting with Councillor Mackness. • John Watkins been appointed. • Next Wednesday meeting – agenda to reflect questions for the LA with MELA info at the bottom. • NEFLT single point of access under pressure at certain times – that's without schools knowing how to refer. GP referrals have gone down. Kim will forward report to GE. • MASH Wednesday – peer review GE has been asked to attend as chair of MELA but we are going to pass down to all Heads as least likely to refer. • If something can be set up for next September for transitional that be great. • 18th May secondary meet • 6th July last secondary meet • Kim met Kelly Tolhurst attempting to get a meeting with Nic Kemp. • September to September inclusion data, couple schools not received back. Collated data which may be named in schools (last academic year and September to December). Medway cant share with them as not public data. One school that wont share. We are going for number of fixed/perm exclusions/no. children and days missed. 	<p>with GE prior to Wednesday.</p>
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<ul style="list-style-type: none"> • Medway video – GE been in contact, not sure if opportunity for secondaries to get involved but they are coming to the next meeting. • Gads, Kings, private AP provisions have agreed Kim can have regular slotting in meeting, come if want. 	
7. Initial discussion around Priority areas	
<ul style="list-style-type: none"> • Priority areas are developing. Wasn't sure whether priorities need to be updated or anything added, especially if more heads are becoming aware of MELA and what's going on. Is a more important document than the TOR. • AM – looking at the list, a lot has been covered at today's meeting. • In theory, don't need to list every action on the document as understand MELA are hitting the targets. Wellbeing is being addressed by July. • MELA Committee were happy for AM/GE to take priority sheet away and put milestones on. • LA meeting Wednesday – go for the unity one. Picking one strand. • It will keep MELA focussed. Be good at next conference to share what we have completed in first year and what be approaching next year. If can get the video and folder be conference latter. 	<ul style="list-style-type: none"> - <u>AM/GE</u> take away priority sheet and add on milestones
8. Data sharing	
<ul style="list-style-type: none"> • AM – happy to work with Paul Cross and produce a blank template to send out to Zones. If those who are happy to data share complete, we can show this is how the Committee would like data. • Concerned if inaccurate – we have to sit in Zones. • Staff Heads are willing to talk about people excluded – not secret, we are talking to each other. Different heads have different reasons. • It's about context of school working in. Sharing of good practice and taking ownership. 	<ul style="list-style-type: none"> - <u>AM</u> to work with Paul Cross to produce blank data template to share with Committee
9. Inclusion	
<ul style="list-style-type: none"> • Andy - Head of Early Help and Targeted Services. • Andrew.willetts@medway.gov.uk - 07951035744 • Services that fall under Andy are: newly formed children and family hubs, what was the Sure Start centres - 4 of them. 	<ul style="list-style-type: none"> - <u>GE</u> to email flier to Zone Chairs... to then send out to Heads once this is received from Andy

<p>Wellbeing centres – 9, outreach centres – each area has a children family hub, wellbeing centres and outreach contact points.</p> <ul style="list-style-type: none"> • Andy will send presentation of names/contacts to DJ or GE. Updated list and contact points. • Andy will send out to MELA what they expect to be delivered and what support is available within Children & Family hubs. • Working with families with multiple complex needs 0-5 programme, info advice and guidance. Also working with young looking employment. NEFLT will be putting in a practitioner, youth worker and fostering mentor. There will be a diagram of what expect to get from local children / family hub. • Youth offender team – out core work, anti-social/low level – outcome issued on street by police. Other part in front of judge – referral order, surveillance programme. Youth service and targeted support – 5 in Medway. Detached programme, focussing on hot spots. They offer one to one targeted support in schools and community. 8 years to 17 years. But work up to 24 years with special education needs. School attendance service, missing education. • It's a traded service that we offer, schools with low school attendance. Early help transformation programme help. Children's administration and business support. • Wendy normally sends all contact information – however no member of MELA has ever received this. Wendy normally sends out 6-8 weeks. MELA agreed it would be very helpful to see this document and be included in the mail out. • Children Centre hub recruitment will be next week. • Is there a hub meeting that schools can attend – how do we get the information. All saints (Nick) used to do Heads meeting twice a year. • Restructure is taking longer. Undertaking review of alternative provision, appointed someone called John Watkins – who will be in contact shortly. • Going to be a team of head teachers, Medway Council reps who will steer and oversee. • Met with John last week went over TORs and meeting with MELA. 	<p>- GE to confirm GE/SH/NF and AM will be attending.</p>
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<p>He's been looking over data, meant to be meeting Karen today but should be back from sick leave next week. Write an inclusion strategy over next 12 months as don't have one.</p> <ul style="list-style-type: none"> • New board Councillor Mackness set up, he wants a group that oversees this review in terms of recommendations that come from it. TORs been sent. 20 days built into review by end of May/June. Department education putting on pressure decisions need to be made. • Hoping to be in and active 1st April – time staff/set up but conscious of when go live, need to spend time communicating to families. • In 6 months Andy would like to review the hubs and come back what's working, and take away actions. • Partnership day on 20th April – may want to contact Rebecca Reeves or Lee Waghorn. Being held at Priestfields. Andy to email flier to GE. • Once get flier GE will then forward to Zone Chairs to send to Heads. GE will notify of GE, SH, NF and AM will be in attendance. • Paper based referral – schools only no name consultation. Don't need to get consent just consultation, just for schools. Important to Kelly MASH or Roshin back to a MELA meeting. 	
10. Conference ideas	
<ul style="list-style-type: none"> • AM will try and arrange film to be ready for 22nd June, around vision of Medway and wellbeing. • Should be MELAs own ideas – keeping strands alive and 'identifying areas of need'. • SG – will continue working on the MELA wellbeing folder. • Need to look into other things incorporating 'well-being' not just folder. • Venues – possibly college (Mid Kent College), they should have a big enough space, area to show promotional film and possibility get college catering team involved. • Other ideas for venues were Medway Valley Cinema – although not sure whether they have 'break out rooms'. • SG to speak to Carolyn. See whether there is a particular area they could do an hour long key note on. 	<ul style="list-style-type: none"> - AM – Mid Kent College as possible venue/Cater team possibly to get involved - SG to liaise with Care First, Education Partnership, Employee Assistance Programme etc – for info for folders / whether potential speeches at conference or workshops

<ul style="list-style-type: none"> • Could have Zones in market place – wellbeing zone. • 1 theme and public speakers linking around that – wellbeing. • Place2be touches on a lot of elements – inclusion/parental engagement. • GE - Could we have wellbeing workshops - David Bignell? • Aimed at leaders so aware of opportunities for staff. • Thrive could do a session speaking about children but gives teachers opportunity to understand. SG – is there an hour long presentation, or something they can put together or work shop. Something to take away with them. • Phil Watts help charity for debt for teachers. Employee assistance programme • Google motivational speakers for wellbeing – see who comes up 	
<p>11. LA updates</p> <ul style="list-style-type: none"> - Alternative Provision - Inclusion Project - Communication with LA - CPD joint offer 	
<ul style="list-style-type: none"> • GE – filled in exclusion report, no reply or acknowledge. Chasing people, no reply and no acknowledgement. • Transparency is a little better, but needs to be a lot better. Round table discussions in Council would like MELA to be a part. Maybe on a rolling programme, to sit and take part. What extra help do we need from each other, aside, who has capacity? Finding a way to move forward – listening to other authorities. • Letters sent out to maintained school last couple weeks. GE - seems bit odd time 5 weeks before SATs. It was framed very much as mid-year. GE - was there a letter in September, Rebecca - no as it didn't change from where it was in July. • Inclusion project – Dominic attending meeting, 27th. Two parts – in the morning is the launch for the inclusion programme. This is the pot of money for Phase 2. • Over 4 terms piece of work with 20 schools which are brought into being part of something positive/forward looking. This should create many resources to share. 	<ul style="list-style-type: none"> - <u>GE</u> to liaise with the LA and RSC and discuss the absence of particular schools from the inclusion project

- When think inclusion think 4 strands – quality teaching/is it good as can be to cater for all children needs? Are SEN children on there – are they identified are they SEN? Then something about multi agency working if we have issue with family/child can add barrier to learning. Are children's needs so specialist need support, training, help. Behaviour – culture of inclusions possible award/sanctions within the school.
- Targeted at SENCOS or inclusion managers or those head teachers feel wold be most suitable. Can only be 1 person, but a representative can attend. On 27th, Head Teacher, Chair of Governors and SENCO from each of 20 schools.
- For the launch – going to be Councillor Mackness as welcoming, Dominic saying about national perspective, Ian saying from local perspective then some key notes about SEND and inclusion. Also linked with institute of education and maximising the programme of teaching assistants.
- Also guy from Christchurch who used on CPD programmes before, delivering with Kevin and Rebecca – link to visiting some schools beyond Medway. Looking beyond that, some good practice visits for schools. With similar issues we are addressing in Medway.
- SSG is always offered but constantly being refined (School support group). SEND from LA needs to be present around that table at that meeting and connecting with what schools are saying. Multi agency part also comes with Kevin/Rebecca linking back to support the SENCOS are wanting advice about.
- **NF** would like dates but as of yesterday were sorted
- PM those schools who wrote response to Ian/Dominic letter about inclusion in Medway – pinned them both down to having a round table discussion with those people. Both at the Dockyard – email will come out.
- People in morning doing all things as a project.
- Some schools gone through the IQM process and don't want to do again as very thorough.
- Its too many if open up to everyone to come if we (all) said that MELA will identify 4 Heads additional – 1 per zone. Go to secondary school that day.
- No Delce. Dominic/Karen make point. Delce has provision

<ul style="list-style-type: none"> • Are we going to be named and shamed as part of this process – bad history? Rebecca – no, need to encourage school to be a part of this – something needs to happen. Don't think all should be tarnished with brush. GE needs to be the voice of MELA. • Dominic encouraged Kevin and Rebecca to work with secondary Heads to make a secondary programme – strands principles the same but be very different. • Data follow what secondaries are doing, come up with own template. So don't need FFT or Ruth. Going to look at Ofsted data and exclusions. • AM going to work with Paul come up with own spreadsheet. • Rather than LA sitting doing data, Zones doing it – Councillor Potter has monthly meeting a dashboard put together on public domain. Suggestion/request can we have some MELA involvement in meetings. How can we get something up and running for zone improvement. And us coming to some of your data meetings. Need to get template sorted and enough school filling in and to have the data in front of us to have impact. If send template out with positive impact on schools. Wont categorise who's in it. • Looking at year group data and where need support. If looking at schools are appear to be under performing, that conversation needs to come from those sitting around the table – who do you need? What's your skill? Getting LA involved then. Need to keep the momentum and trust within Zones. 	
<p>12. AOB</p> <ul style="list-style-type: none"> - MSCB - Independent schools - Medway Plus 	
<ul style="list-style-type: none"> • Zones for Ocelot • Zones for trialling forms • Zones for MASH • 27th April MELA Meeting (early meet) • 25th May MELA Meeting (early meet) + social • 22nd June MELA Conference (look Mid Kent College start with) • DJ will propose representative each zone at SEND group. 	