

**MINUTES OF THE MEETING HELD**  
**5<sup>TH</sup> JULY 2019**

Heidi Barton – Burnt Oak; Rishi Boyjoonauth -Chattenden; Dean Brewer -Elaine; Jon Carthy - Byron ; Christine Easton – St Mary’s Island; Gavin Evans – Greenacre Trust; Paula Fewtrell – St Margaret Infant; Nickie Forrest – New Road; Maureen Grabski St Mary’s RC; Sophie Hill; Dora Indresano - Maundene; Giselle Johnson – St Nicholas ; Lisa Lewis – Howard Trust; Alex Moir – Park Wood; Anna Pattenden – St Margaret Junior; Kathy Sexton St Michael’s; Barry Symons - Oaklands;

Agenda Item	Focus	
1	<p><b>WELCOME / APOLOGIES</b></p> <p>The chair opened the meeting and introduction were made. Apologies were received and accepted from Angela Sandow, Steve Geary, Matt Harris and Karen Joy.</p>	
2	<p><b>MINUTES AND ACTIONS FROM PREVIOUS MEETING</b></p> <p>2.1 <b>Approval for accuracy</b> The minutes were agreed as a true record and signed by the chair.</p> <p>2.2 <b>Review of actions and matters arising</b></p> <p>2.2.1 All feedback about the MELA conference content had been positive and the chair had received some lovely emails. There had been some feedback for the venue, which had been shared and they said they would take on board.</p> <p>2.2.2 A number of members had followed up with Maria Beaney individually about funding. Members commented that Medway heads did not seem to be as vocal on funding issues as heads in other LA areas. There was a bank of draft NAHT letters that they and the school community could use to write to MPs to ensure education funding remained on the agenda. Although Wendy Vincent had presented to the Executive previously, concerns still remained about high needs funding.</p> <p><b>ACTION:</b> Discuss potential for a co-ordinated response to funding issues at the next meeting.</p> <p>The Executive noted that Jane Glew was not able to attend today. Gavin Evans explained her role and her intention to set up something similar to Children’s University.</p>	<b>Agenda</b>
3	<p><b>ZONE FEEDBACK</b></p> <p>3.1 <b>Zone 1</b></p> <ul style="list-style-type: none"> <li>• Early Help was discussed. The Early Help Social Worker had commented that she had time available to support schools but was not well used. School leaders acknowledged there was a need, and queried whether there was a connection between this under use and referrals being returned as they did not meet threshold. The zone had cascaded the information back to FLOs and encouraged contact.</li> <li>• Not all schools in the Zone area were engaging. It was thought this may be due to a drift as some schools joined MATs and the difficulty in keeping track of email addresses as headteachers changed.</li> <li>• Success with nominations for the Executive was noted</li> <li>• Data sharing around Y4 multiplication tests has been shared. It was noted that the SE Executive NAHT committee was lobbying against the 100% pass mark.</li> </ul> <p><b>Zone 2</b></p>	

<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p>	<ul style="list-style-type: none"> <li>• There had been a high number of apologies for this meetings</li> <li>• Ruth Wells was due to attend to complete sign off for FFT data sharing, but due to low attendance had not done so. An alternative arrangement for sign off was required</li> <li>• Caron Johnson from The Rowans had attended to update on The Beeches and feedback had subsequently been provided to her</li> <li>• Dympna Lennon and Ciaran Mc Cann had attended to speak about transition</li> <li>• Feedback had been taken for future conferences. Adult and child wellbeing and mental health were put forward</li> <li>• Feedback from Wayfield following their recent inspection had been discussed</li> <li>• Dora Indresano had been elected as chair and Paula Fewtrell as vice chair. There was still a vacancy for a third representative</li> </ul> <p><b>Zone 3</b></p> <ul style="list-style-type: none"> <li>• No meeting had taken place but the Zone had held a conference using School Forum funding that had been provided to each Zone. This had been well attended by a variety of leaders. The conference was run by Clive Davis and focussed on school development planning and especially on Humanities. Heads particularly needed to understand the requirements of the History and Geography curriculums.</li> <li>• Dean Brewer had been elected as Zone chair, Rishi Boyjoonauth as vice chair and Karen Joy as the third representative.</li> </ul> <p><b>Zone 4.</b></p> <ul style="list-style-type: none"> <li>• Mandy Gage had attended regarding transition</li> <li>• Caron Johnson had attended to update on The Beeches.</li> <li>• Confirmation emails forwarded through the chair had been used as an alternative to hard copy signatures for FFT data sharing permissions.</li> </ul> <p>Executive members noted the importance of all zone members signing up to data sharing within their zone and that there were mixed messages about whether it was necessary to subscribe to FFT in order to access the shared data.</p> <p><b>ACTION:</b> Kathy Sexton to check with Ruth Well as to whether subscription to FFT was required in order to access shared data.</p>	<p><b>Kathy Sexton</b></p>
<p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><b>MELA FINANCE</b></p> <p>The meeting was running ahead of schedule so the item on finance was moved up the agenda.</p> <p>The chair reported that all invoices for presenters and venue costs for the conference had been paid. Although slightly delayed, delegate invoices had been sent and payment was being chased up. Feedback about the level of charge had been positive and it was expected that the event would make a small profit. It was hoped that this could be used to maintain a positive account balance so that it was not necessary to invoke the per pupil charge to schools for membership of MELA</p> <p>The Executive discussed who should hold the MELA finance account, noting a standing agreement that it sat with the chair’s school, and that at inception the criteria had been set that it was a maintained school. It was queried whether this was still the case in the current landscape</p> <p><b>ACTION:</b> The chair to check with Medway whether there were any restrictions on who held the funds.</p>	<p><b>Heidi Barton</b></p>

4.4	<p>Kathy Sexton advised that she was required to provide an impact report at the next School Forum meeting in the autumn term.</p> <p><b>ACTION:</b> Kathy Sexton to circulate pro-forma for Zone chairs to complete for September</p>	Kathy Sexton/ALL
4.5	<p>Jon Carthy raised two finance related matters for heads to be aware of following his attendance at the NAHT SE meeting. These related to holiday pay for support staff returning from maternity and for those on term time only contracts. A number of LAs had been found to have made incorrect calculations resulting in back payments being required. Dean Brewer advised that as part of a Trust that had Greenwich schools, which had been one of the LAs in which this applied, his calculations had been checked and found to be correct, so was hopeful this would be the case for all Medway schools.</p> <p><b>ACTION:</b> John Carthy to forward advise note to the chair for onward circulation to schools for information</p>	Jon Carthy
5	<p><b>SAFEGUARDING UPDATE</b></p> <p>5.1 Kate Barry joined the meeting. She circulated a summary document which she spoke to and undertook to email for circulation</p> <p>5.2 The document covered email problems; annual safeguarding audit; Education People DSL, MASH and whole school training; MCSB EHCP, safer recruitment and E-learning training; Gaming and social networking briefing; MASH consultation request; Kent Police safer schools co-ordinator.</p> <p>5.3 Executive members asked about the annual safeguarding audit, how the information was used, whether that information could be gained from other sources, eg reports within CPOMS, so as to reduce school workload and whether the submission was statutory. They were advised that the new tool, which would be issued in September for reporting against the 19/20 year would be much more user friendly and useful to the school. The current form should be used this year and was due for submission by October. The information was collated and used to inform the training offer and Kate Barry's workplan; she had found reading through the 64 (approx.) reports submitted the previous year useful, although recognised this may be because she was new to post. She was not sure whether submission was statutory but would check</p> <p>5.4 The Executive provided feedback on the training provision. They suggested that DSL training was staggered so that it was not necessary to release all DSLs from the school at the same time, thus potentially leaving the school without a DSL on site. A number of colleagues commented that they were accessing training online through providers such as The Key or Educare. Ms Barry advised that she had taken feedback on board and was liaising with the training lead to address this.</p> <p>5.5 The Executive asked whether it was possible for a mechanism to be developed so that they had timely feedback from MASH referrals. Kate Barry advised that she was attempting to develop a system so that schools would receive automated email feedback. This led to a discussion about the school generic safeguarding inbox. Some schools were using it to send referrals but there were difficulties in accessing and/or forwarding responses. In addition, there were some concerns about encryption, with some schools commenting that they were receiving unencrypted information. Kate Barry advised that on advice from Medway she had not been using the in-boxes universally but was happy to do so. She would investigate issues with access and encryption.</p> <p>5.6 The Executive sought clarification about whether it was necessary to submit a separate MASH report if referrals were made via the portal. They were advised that they should use the MASH form headings on the portal submission and make it clear that the information</p>	

<p>5.7</p> <p>5.8</p>	<p>submitted was the only information they had. Kate Barry said she would note this information and school should not then be chased for further documentation. Schools would still receive feedback on progress.</p> <p>The Executive also sought confirmation on the timings around MASH report requests. Kate Barry provided an overview of the process and confirmed that the 4hr response window opened when the parent had given consent to the social worker to send information to her. The timing applied to office hours i.e. if consent was given at 4pm, the clock ran from 4pm – 5pm and then from 9am – 11am the following working day. She also advised that she was happy to take information between those hours if helpful but did not require it. A question was raised about submitting information during the holidays. Kate Barry advised that a number of approaches were being trialled this summer and the most effective method would be employed for future breaks. She commented that schools were the most responsive of all the agencies involved and thanked colleagues for their support.</p> <p>The Executive noted that the child protection policy, taking into account the 2019 statutory guidance was in draft and should be available in September 2019</p> <p><b>ACTION:</b> check whether the annual safeguarding audit report was statutory  <b>ACTION:</b> email a copy of the summary report presented at this meeting to the chair for circulation  <b>ACTION:</b> to investigate encryption concerns.  <b>ACTION:</b> any one not receiving the Police updates to forward preferred email address to Kate Barry who will ensure this is passed on to the relevant Police contact.  <b>ACTION:</b> to forward Rebecca Avery’s contact details to Nickie Forrest.  <b>ACTION:</b> to feed back any additional thoughts on content for Gaming and Social networking training</p> <p>Kate Barry left the meeting</p>	<p>Kate Barry Kate Barry</p> <p>Kate Barry ALL</p> <p>Kate Barry ALL</p>
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><b>PRIMARY FAIR ACCESS PANEL</b>  Simon Harrington and John Watkins joined the meeting.</p> <p>John Watkins provided an overview of the background to the creation of a primary phase fair access panel (PFAP) highlighting that it was in response to historic alarmingly high levels of fixed term exclusion in Medway, though these were reducing, and was modelled on the existing secondary phase panel. The current proposed protocol was to 2021, when The Beeches was expected to start operating and a new protocol would be required.</p> <p>Simon Harrington commented on the effectiveness of the Secondary panel with the only placement refusals being parental. In response to a question he explained that the panel’s purpose was to place in-year admissions often as a result of families new to area, exclusion or parental choice and should not be confused with managed moves. There was an expectation that where parents removed their child from a school to home educate, but subsequently wished to place them at a school, they would be placed at the school from which they had been withdrawn unless there were over-riding circumstances making this unsuitable.</p> <p>The difference between the interim PFAP and the Secondary model was headteacher representation due to the relative numbers at each phase. The draft constitution proposals for the PFAP were that he would chair, there would be representation from the LA exclusion team and also 2 representative headteachers from each Zone. For consistency, it was expected that the Zone headteachers would serve for at least a year and that it was important that the panel had absolute decision-making authority.</p>	

6.4	The school that had been named as the most likely recipient of the child being discussed on the basis of parental choice and any other relevant factors, would have the opportunity to attend. Contextual data would be collected from all schools on a termly basis to be taken account of in the decision-making process. Ongoing review would be part of the process to ensure that no school was disproportionately impacted.	
6.5	Executive committee members queried whether there was an expectation that a final decision was made at that meeting and if so, the opportunities for schools other than the named school to be represented. It was suggested that either all schools that may be considered suitable had the opportunity to attend the panel or no schools attended and the decision was made based purely on contextual data, though it was noted that there was a clause in the proposal that allowed the placement to be deferred to the next agenda if the headteacher refused the placement. It was also noted that there was an appeal process available for both parents and the school and also that in the case of maintained schools, the LA had ultimate authority to direct a school to admit a child and in academies, the ESFA had the same.	
6.6	The Executive discussed the process for approving the proposal, noting that the requirement was that a majority of schools voted in favour in order for the PFAP to be implemented. It would then be legally binding on all Medway maintained schools and academies. It was agreed that Simon Harrington would aim to get the final proposal and draft process out to schools by the end of term for feedback, which would be taken account of in preparing a final draft. Discussion and approval of the final draft should then be placed on the first agenda of Zone meetings in the next academic year, with a view to commencing the PFAP in term 2. It was suggested that headteachers were encouraged to read the PFAP protocols already established in Greenwich and Kent to support their understanding, so that the protocol could be agreed. There was consensus that a PFAP was needed.	
6.6	Jon Carthy left the meeting	
6.7	<p>A ‘Principles of inclusion’ document was shared. It was agreed that this should be put to Zones for agreement.</p> <p><b>ACTION:</b> Simon Harrington to circulate PFAP protocol and process to schools for consultation before the end of term 6 and take account of any feedback in providing a final draft ahead of the start of the academic year</p> <p><b>ACTION:</b> Zone chairs to place agreement to the PFAP protocol and process on Term 1 agendas. Encourage colleagues to review other PFAP protocols</p> <p><b>ACTION:</b> Zone chairs to place agreement to the principles of inclusion document on Term 1 agendas</p>	<p><b>Simon Harrington</b></p> <p><b>Zone chairs</b></p> <p><b>Zone chairs</b></p>
7	<p><b>CHILDREN’S UNIVERSITY</b></p> <p>This item was deferred as Jane Glew had been unavailable</p>	
8	<p><b>NHTSA AND MTSA CPD OFFER</b></p> <p>8.1 Esther Cook and Ashley Wicken joined the meeting.</p> <p>8.2 Ashley Wicken tabled a document outlining the proposed NHTSA CPD programme and provided overview. He highlighted the NQT accreditation offer and that the associated training could be accessed separately; mastery of the knowledge base curriculum, which provided input that supports selection of the appropriate subject ‘big ideas’ develop and the development of coherent sequencing of learning across key stages – it was not necessary that the same person attend all 6 course modules; computer science training and the funding arrangements for this; critical thinking in geography that was free of charge;</p>	

<p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p>	<p>free of charge access to the NPQ courses; Tom Sherrington speaking at the March conference. In response to a question he confirmed that the courses on subject knowledge enhancement would run 3 times during the year.</p> <p>Esther Cook circulated and spoke to two documents outlining the work being done to facilitate subject leader network groups and a lead practitioner programme proposal. The former were currently free of charge thanks to the support of LLEs and run as twilight sessions. She went on to introduce the idea of a CPD and networking programme on 'excellence in teaching practice'. In response to questions she confirmed that this was aimed at supporting already excellent classroom practitioners to develop even further and become adept at sharing their excellence. The hope was that colleagues would come forward to facilitate sessions and that ultimately it would become a self-sustaining network, with the first cohort facilitating the next cohort and so on.</p> <p>The initial response from the Executive was positive. They were of the view that across both offers it was possible to provide for both primary and secondary colleagues at the same time where content was generic teaching craft rather than subject specific.</p> <p>Esther Cook highlighted Read, Write, Inc training being offered at the beginning of the year on 9<sup>th</sup> and 10<sup>th</sup> September and MTSA aspiring middle leader and aspiring senior leader courses. She thanked colleagues at Brompton Westbrook for ensuring a Primary rather than Secondary focus. She invited offers of facilitation and also offers to host teach-meets.</p> <p><b>ACTION:</b> All to email <a href="mailto:esther.cook@sjwms.org.uk">esther.cook@sjwms.org.uk</a> or <a href="mailto:sarah.e.smith@sjwms.org.uk">sarah.e.smith@sjwms.org.uk</a> with any feedback or offers to facilitate sessions or host 'teach-meets'</p> <p>Ashley Wickens queried whether sold podcasts of course content would be useful, where staff were unable to attend sessions. The Executive commented that it would be worthwhile to try</p> <p>The Executive asked whether it would be possible to produce posters of CPD opportunities for display in staff rooms.</p> <p><b>ACTION:</b> CPD providers to liaise to produce and circulate CPD posters for staff rooms</p>	<p>ALL</p> <p>Esther Cook/Ashley Wickens</p>
<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p><b>REPRESENTATON NEEDED ON GROUPS</b></p> <ul style="list-style-type: none"> <li>Reducing Parental Conflict Programme. – Alex Moir reported on having attended the pilot meeting. The group was chaired by Andy Willets and had broad representation including from parent groups. Its purpose was to look at the impact on children from a young age of parental conflict and how to reduce this. <b>It was agreed that it appeared to be an interesting piece of work and should be publicised to all headteachers with a response from those interested going direct to Andy Willets.</b></li> <li>Strategic MASH Board – Nickie Forrest had attended and found it interesting and worthwhile. Feedback from Zones was requested about the quality of social work support; they looked at the reasons for referrals and the usage of the single point of access. These were domestic violence and schools and police were the predominant referrers. She was happy to continue as the MELA rep but suggested that for diary management purposes it would be useful to have another rep as well. <b>The opportunity should be circulated and initial enquiries referred to Nickie Forrest.</b></li> <li>Medway Education Partnership - Gavin Evan reported that the group was set up by Cllr Potter. There was a strategic plan that had been previously circulated. <b>Three headteacher representatives were requested, and it was agreed that the MELA chair should be one of these</b></li> </ul>	

<p>9.4</p> <p>9.5</p>	<ul style="list-style-type: none"> <li>LA meeting – Gavin Evans had attended. Encryption; top up funding; the set up of two new groups (SEN steering and a round table event); election closure; NELFT and engagement with schools; Zone area management; Education lead succession; Kent’s SEN inspection and leadership changes had been discussed. Schools were asked to forward any letters from NELFT suggesting to parents that the school would take action to David Watkins and approach the electoral service with suggested alternatives to school closures. Zone meeting dates had been requested by Ann Domoney. Zone chairs were reminded that it was for them to determine who was invited to their meetings. <b>It was agreed that the Zone chairs should attend and lead the agenda, the next meeting was 19<sup>th</sup> September</b></li> <li>Medway Virtual School Steering Group – Barry Symons and Heidi Barton both expressed an interest. <b>It was agreed that the opportunity should be circulated to all headteachers.</b></li> </ul> <p><b>ACTION:</b> Zone chairs to attempt to source email addresses for headteachers in their zones</p> <p><b>ACTION:</b> The chair to circulate opportunities for representation on the above groups.</p>	<p><b>Zone chairs</b></p> <p><b>Heidi Barton</b></p>
<p>10</p>	<p><b>APPOINTMENT OF NEW CHAIR AND VICE CHAIR FROM 1<sup>st</sup> SEPTEMBER 2019</b></p> <p>Rishi Boyjoonauth was elected as chair for the academic year 19/20</p> <p>Kathy Sexton was elected as vice chair for the academic year 19/20</p>	
<p>11</p>	<p><b>DATES OF FUTURE MEETINGS</b></p> <p>The meeting dates for the 2019/2020 were agreed</p> <p>Friday 11<sup>th</sup> October – Full day meeting</p> <p>Friday 6<sup>th</sup> December – Half day</p> <p>Friday 24<sup>th</sup> January – Full day</p> <p>Friday 27<sup>th</sup> March – Half day</p> <p>Friday 15<sup>th</sup> May – Full day</p> <p>Friday 3<sup>rd</sup> July – Half day.</p>	
<p><b>12</b></p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p>	<p><b>AOB</b></p> <p>A query was raised about updating the website and managing twitter. The chair advised that Steve Geary was updating the website with the details of new reps. Barry Symons offered to manage the twitter account</p> <p><b>ACTION:</b> Sophie Hill to pass twitter passwords to Rishi Boyjoonauth and Barry Symons.</p> <p>Barry Symons reminded heads about the end of term heads’ night out. It was agreed that the invitation should be extended to Secondary school headteachers.</p> <p><b>ACTION:</b> Barry Symons to extend invitation to head’ night out to secondary headteachers</p> <p>The following suggestions were made for invitees to the next meeting Paul Clarke; Kate Barry, Education People; Jane Glew; NELFT. It was agreed that Rebecca Smith and Kevin Smart should be invited to the meeting in Term 2.</p> <p><b>ACTION:</b> Rishi Boyjoonauth to extend appropriate invitations for the next meeting.</p> <p>The Executive thanked the chair for her diligence and excellent chairing over her tenure.</p> <p>The meeting closed.</p>	<p><b>Sophie Hill</b></p> <p><b>Barry Symons</b></p> <p><b>Rishi Boyjoonauth</b></p>