

## Minutes of the meeting 8<sup>th</sup> February 2019

**Those Present:** Steve Geary (Chair) – Horsted, Heide Barton (Vice Chair) – Burnt Oak, Rishi Boyjoonauth (RB)– Chattenden Primary, Christine Easton (CE) – St Marys Island Primary, Sophie Hill (SH) – Woodlands, Gisell Johnson (GJ)– St Nicholas Infants, Lisa Lewis (LL) – Miers Court, Alex Moir (AM)– Park Wood

**Apologies:** Gavin Evans (GB), Greenacre Academy, Nickie Forrest (NF) – New Road Primary, Anna Pattenden (AP) – St. Margarets Juniors, Angela Sandow – Saxon Way,

**In Attendance:** Lynda Catchlove – Clerk from Governance Connected Clerking Service

Item	Discussion	Action
1	<p><b>Apologies / Welcomes</b> Chair welcomed everyone to the meeting.</p> <p>Apologies received from: Anna Pattenden, Gavin, Evans, Angela Sandow, Nickie Forrest</p>	
2	<p><b>David Watkins(DW) and Rebecca Smith (RS) – Introduction Head of Education</b> DW contract started in April 2018 and has been renewed for another twelve months although not planning to move from his home in Surrey. The reception he has received has been very positive and there is a now a priority on education, with working in partnership with children being a clear focus.</p> <p>Services have been bought back in with just H&amp;S and waste remaining with Medway Commercial Group. Ocelot no longer exists. SIB now back in Medway and should be issued every two weeks although there was an initial problem with email addresses.</p> <p>Education functions have now been consolidated with inclusion, educational welfare, admission and SEND doing more joined up working.</p> <p>Looking to support HT more and challenges going forward are:</p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Support</li> <li>• Right challenge</li> <li>• RSC</li> <li>• Budgets</li> </ul> <p>DW was positive going forward, he is happy to listen and visit schools to improve relationships.</p> <p><b>Q.</b> What are the three main areas that need addressing in Medway? <b>A.</b> Focus needs to be on children, the LAs statutory responsibility for education and the secondary school academy programme. Outcomes and attainment for all children. Disadvantaged pupils – need to look at the circumstances around the situation.</p> <p>There has been a two day, three HMI, focus visit/inspection of Front Door and LADO services. DW was very pleased with the feedback as they had seen significant</p>	

	<p>improvements. They identified relationships and partnership with the police and health as area of concern. One of the priorities was SEND and there is a lot of work to do with the health teams on this. Cohesive action with social care working with PODs.</p> <p>DW has produced four reports focusing on education for cabinet meetings included the Overview and Scrutiny Committee. The Annual report on education will be looked at thoroughly and portfolio holders will be held to account.</p> <p>DW explained he had a good team around him. He was looking to employ new staff and asked if any Head Teacher would like to be part of the interview panel on the 28<sup>th</sup> February.</p> <p>Everyone agreed it was really good to have someone with a background in education and who is open about what is happening. It is great to get a reply to emails too.</p> <p>Things are going to go wrong and DW requested that everyone told him of issues so that he can ask questions, follow up on things and have an opportunity to resolve any problems. Contact details: <a href="mailto:davidwatkins@medway.gov.uk">davidwatkins@medway.gov.uk</a> 01634 331282</p> <p>DW felt things were moving in the right direction. Everyone appreciated DW honesty and thanked him for attending today.</p> <p>DW &amp; RS left the meeting at 9.45am</p>	
3	<p><b>Kate Barry(KB) and Steff Ponter (SP)– Safeguarding Lead</b></p> <p>KB was new to the role and is working on MASH requests to make it as simple as possible to use. Contact details: 01634 331017 leave a voicemail and she will return calls. She tries to get out and visit schools.</p> <p>They are working with the Education People to outsource training. The online briefing was successful and if you have anything you want to share including training suggestions, please send to her. They have requested a Medway venue for future briefings.</p> <p>SP deals with Ofsted complaints, they are sent to triage then a decision is made on whether the LADO should become involved. Schools are always contacted about these complaints.</p> <p>KB’s role will change and develop. A new person will be employed to work just on MASH leaving KP to do the face to face work.</p> <p><b>Q.</b> Would it help to have a regular slot at these meetings? <b>A.</b> Yes it would be very helpful</p> <p><b>Q.</b> Is the safeguarding inbox using old email addresses. <b>A.</b> Yes but we are looking to change over. 365 will be used instead of Egress. Each school will have a folder in the cloud. They will receive a non-secure email to tell them a document has been uploaded and will then be able to log in and retrieve the document. There will be permissions attached to who can open certain documents.</p> <p><b>Q.</b> Will you give schools prior notice that this change is being made. <b>A.</b> Yes we will.</p> <p><b>Q.</b> Are you liaising with health as they use Egress.</p>	Chair

	<p><b>A.</b> I can share that with them.</p> <p>On-line training coming up with the Education People:</p> <ul style="list-style-type: none"> <li>• Cyber bullying &amp; sexting</li> <li>• Social media mental health</li> <li>• On-line grooming</li> <li>• Self-harm</li> </ul> <p>Concern was expressed about the use of Fortnite, an Xbox game, amongst boys in school, they have become obsessed by it.</p> <p><b>Heather Thompson Police (HTh)- Detective Inspector</b> HTh gave out Encompass forms to be signed and returned. She works in the central referral unit at Ashford and MASH.</p> <p>An Encompass pilot was completed and it has been launched across the country. Two hundred schools have signed up with twenty from Medway. It came about following a conversation between and police officer and head teacher (husband &amp; wife) about the gaps in information sharing following domestic abuse incidents.</p> <p>When an officer attends a domestic abuse incident they will note any children’s ages and schools. They are then sent to the referral unit who will contact the school by 12pm the next day with limited information including whether a crime was committed. If a crime has been committed it would mean that someone has been arrested. Schools do not need to do anything about this information as it would be dealt with by Front Door, it is just for information.</p> <p>Chair thanked Kate, Steff and Heather for coming today and they left the meeting at 10.10am.</p> <p>It was agreed the Chair would resend the email with the Encompass forms.</p>	<b>Chair</b>
4	<p><b>Minutes from previous meeting – Actions/Zone feedback</b></p> <p><b>Zone 1</b></p> <ul style="list-style-type: none"> <li>• Jean Ross, Social Worker talked through her slides. Gave POD information of whose who/staffing. 25% locum social workers. Directory is not up to date. 341 - CP, 487 - CHIN and 525 - in assessment</li> <li>• £9,000 in MELA pot</li> <li>• John Caithness – NHT consultation on new inspection framework although inspectors have already had training.</li> <li>• Encompass</li> <li>• TAs in class - are they value for money</li> <li>• Pay grant 1%</li> <li>• Maureen - conference</li> <li>• Apprenticeships – some students are good other not so. GMB will sponsor some training. Profile provide apprenticeship scheme.</li> <li>• Lynn Sims has been invited to their next meeting.</li> </ul> <p>HB agreed to email powerpoint to everyone</p>	<b>HB</b>

	<p><b>Zone 2</b></p> <ul style="list-style-type: none"> <li>• Challenging attendance both staff and pupils</li> <li>• Travellers who do not declare</li> <li>• Holidays taken during term time</li> <li>• Lynn Sims talked about inclusion.</li> <li>• Manor Way have five Medway pupils</li> <li>• Training on exclusion including Governors</li> <li>• Fair Access Board Panel</li> <li>• John Watkins report</li> <li>• Home Education</li> <li>• Reduced timetable</li> <li>• Vulnerable Yr6 exclusion – transition arrangements</li> </ul> <p><b>Zone 3</b></p> <ul style="list-style-type: none"> <li>• Caron Campbell, Assistant Director of Children Services attended</li> <li>• Rainbow Icon</li> <li>• School Nurse role – improving the service</li> <li>• Visited Elaine School and saw the education centre – it was well run and managed.</li> <li>• Conference</li> <li>• School Improvement money – how do we spend it</li> </ul> <p><b>Zone 4 – feedback to follow</b></p>	
5	<p><b>John Watkin (JW) – Inclusion Programme</b></p> <p>Freelance consultant commission by the LA to review alternative provision. Medway’s primary fixed term exclusion figure is the highest in England. He is now working on fair access protocol(FAP), primary from scratch but secondary is redrafting. The FAP would be an agreement between schools and the LA once agreed it will then be legally binding to all schools.</p> <p>The provision at Bradfields was discussed and the issues they have.</p> <p>JW had extracted inclusion items from the new Ofsted framework and will share with everyone. Much more of a forensic look at exclusions. Everyone was disappointed that Ofsted had not put a push on and recognised inclusion more in the new framework.</p> <p>Reducing exclusions will not be resolved by Beeches only. Need a review of the curriculum to be more engaging.</p> <p>A big issue is with transition. Secondary HT saying they do not know about pupils coming into Yr7 with exclusions. Information is not being passed on from Primary schools. Primary HT confirmed that they had meeting with SENCos and teachers to share information but unfortunately the Secondary school class teacher does not always get the information. It appears this is a two way problem and a steering group could help look at this.</p>	JW

There is a new transition form to be completed by 6<sup>th</sup> April for every Yr6 pupil. It was **agreed this date was too tight and should be moved to the 26<sup>th</sup> April** due to national offer only just coming out and teacher writing reports.

**Q.** How will these forms get to the LA under GDPR?

**A.** Suggest the **transition forms are printed and hand delivered** this time but in future perhaps the 365 folder could be used.

**Q.** Schools identify pupils who are at risk of exclusion, would it help to share this data with the Inclusion Team as an early warning.

**A.** If you would be happy to share this information, it would be helpful.

Another LA had a transition day which operated a bit like speed dating with primary schools moving around talking to secondary schools. This might be worth looking at.

There has been an education research project by **Kiran Gill 'Making The Difference'** very interesting read.

HT complain about the lack of support from SSG. SSG is changing and a four year strategy will be launched in April by Andy Willet, Early Help,

Home Education – a Bill is going through which will tighten this up. Medway has more than the national average of home education pupils and there is a particular surge at the moment.

Key players working well are Early Help, Social Care and SEND but CAMHS is not engaging in the same way. JW is taking this further. HT are frustrated with CAMHS and their lack of engagement.

#### **Caron Johnson (CJ) - Beeches discussion**

When the Beeches was first proposed the LA had misgivings as they did not want pupils stuck in a provision and not in mainstream school. They also thought it may encourage exclusions. It has been a long battle but is now moving forward with a feasibility study and a planned opening on November 2020. A bid for a free school could not be made until the school became an Academy which it did. Only 11% of KS3 go back into school – not very successful but when the decision is made that they are ready to go back into mainstream school they should be able to settle back in however this does not happen. We need to change the culture of permanent exclusions and become much more inclusive.

Primary schools try and keep pupils in school but sometimes it is hard to get support to enable them to do that. It is also hard to find spaces for high functioning pupil as there is no provision out there for them.

Pupils with EHCP are not always wanted in secondary schools.

Beeches will:

- share core principles for inclusion and all school will be asked to sign up to them
- CPD to raise awareness
- outreach to share resources

	<ul style="list-style-type: none"> <li>• Increase secondary provision</li> <li>• Gateway to support</li> </ul> <p>There are capacity issues with provision available at the moment:</p> <ul style="list-style-type: none"> <li>• The Rowans (Academy) 65 places</li> <li>• Will Adams Centre (LA) 48 places</li> <li>• Gillingham Football Club (independent) 40 places</li> </ul> <p>Fifty places have been commissioned by the LA at the Beeches. Pupils could spend a few days a week or full time it would be a collaboration between the schools.</p> <p><b>Q.</b> How many of the pupils at The Rowan are boys?  <b>A.</b> There are more boys but we have started to see a rise in the number of girls</p> <p>There is no physical building currently on the site and the plan is to have it built off site and moved in and fitted together. It should be built as quickly as possible using this method. CJ shared plans of how the forest would be incorporated and how the school will look within the current setting.</p> <p><b>Q.</b> How is it going to function?  <b>A.</b> The protocol, when written, will spell out the process.</p> <p>The Rowan has been chosen to be the only school outside of London to take part in a scheme where a middle leader, with three years teaching experience, works in The Rowans to see how it works, they then return to their own school. They have to be put forward by their Head Teacher. The middle leader gets a Masters at the end.</p> <p>CJ would be happy to have a panel of Primary HT to join in with the development plans for The Beeches as they have the expertise in this sector. It was agreed that the one person from each Zone would join:</p> <ul style="list-style-type: none"> <li>• <b>Zone 1 – Sophie Hill</b></li> <li>• <b>Zone 2 – Alex Moir</b></li> <li>• <b>Zone 3 – Rishi Boyjoonauth</b></li> <li>• <b>Zone 4 – Christine Easton</b></li> <li>•</li> </ul> <p>The next meeting is the 27<sup>th</sup> February and it was agreed for the panel to meet on the <b>25<sup>th</sup> February at 2pm at The Rowans</b>. JW agreed to attend the meeting too and suggested a working party for the protocol might be helpful.</p> <p>JW confirmed that The Rowans was an outstanding provision.</p> <p>JW &amp; CJ left the meeting 12pm</p>	<b>SH/AM/ RB/CE</b>
7	<b>Caroline Webber – EYFS data for the 2017 – 2018 - Cancelled</b>	
8	<b>Paul Clarke (PC) – Demography – pupil numbers</b> PC shared a powerpoint of school place planning in Medway and explained forecasting.  He explained that they forecast five years for Primary and seven years for Secondary and they are generally accurate within 1%. Use an array of data including birth data	



	<p>from the Registry Office, health data – pre-school age and postcode, migration data – monitor moving in and where from, school census and housing approvals (only approved housing). PC showed a map on births and inward migration.</p> <p>3000 additional places since 2013 costing £40m and this should meet demand for primary places for the foreseeable future. Emerging need is Hoo/Chattenden area.</p> <p>High level of casual admissions particularly in Yr1 and Yr4. Planning areas shown on a map with the Peninsula now split into West and East. Parents sometimes choose schools outside of their planning area.</p> <p>Secondary school situation explained with Yr7 forecast showing free schools will be needed to meet capacity in 2020. They have expanded SEND at Abbey Court, Bradfields, and Danecourt, new provision at Rivermead Triple R and Thomas Aveling HI unit. Needs analysis shows areas of emerging need as SEMH, ASD, SLD/PMLD. These need addressing quickly.</p> <p>Local plan show 29,000 new homes by 2035 with possible population increase 269,000 to 330,000. Working in partnership with developers and land owners on the location and development of schools.</p> <p>All this information changes as the year progress and is an interesting challenge.</p> <p><b>Q.</b> What is being done to prevent schools being made to go over PAN as this has an implication on budgets? <b>A.</b> Working closely with Simon Harrington. Yr3 is a particular problem at the moment. There are sufficient places for YrR and Yr1. We are looking at how to spread the numbers more evenly but with Yr3 we may have to consider a bulge class.</p> <p>PC left at 12.50</p>	
9	<p><b>Rebecca Smith, Ruth Wells &amp; Kevin Smart – FFT Data</b></p> <p>A powerpoint was used to show why they had set up the Zones way of working:</p> <ul style="list-style-type: none"> <li>• Lateral across different school types</li> <li>• Focus on the local child</li> <li>• Shared responsibility</li> <li>• Ambitious local vision</li> <li>• Shared networking</li> <li>• Partnership</li> <li>• Reduce fragmentation and isolation</li> </ul> <p>Book was recommended <b>Christine Gilbert ‘How’s it Going Locally’</b></p> <p>Challenges to this way of working:</p> <ul style="list-style-type: none"> <li>• Distract from day job</li> <li>• Right skills but in the wrong place</li> <li>• Is there sufficient capacity</li> <li>• Maintaining rigor in land of nice</li> <li>• Shifting current accountability mindset</li> <li>• Resourcing partnership</li> </ul>	

	<p>What is Medway doing to support Zones:</p> <ul style="list-style-type: none"> <li>• Data</li> <li>• External support &amp; challenge</li> <li>• Sharing local knowledge and intelligence</li> </ul> <p>Data &amp; annual school report is going through checks but will give a breakdown of the data and appendices show performance report for all schools in each Zone but doesn't drill down into individual schools.</p> <p><b>Collaborate</b> RW explained this is now available and presented slides to show what it can do.</p> <ul style="list-style-type: none"> <li>• No pupil level data is available only a summary going back six/seven years.</li> <li>• Overview page – analyse the performance of the whole Zone</li> <li>• The performance of school is visible showing higher and lower performing schools. HT explained this was the bit that people felt uncomfortable with. RS explained this information was in the public domain. It was felt this sharing needs to be done very sensitively.</li> <li>• Compare year against year in Zone</li> <li>• Indicators and filters to drill down more</li> <li>• Pupil Groups – you can dig down as much as you want including national comparison</li> <li>• Special report for your school KS1 – KS2 insight</li> <li>• Target setting dashboard</li> </ul> <p><b>Q.</b> Would all schools in the Zone need to agree to this? <b>A.</b> Schools would need to agree for their data to be shared. If only ten out of twelve signed up then two schools data would not be shared. This would make it very difficult as it really needs all the schools in the Zone to agree.</p> <p>Zone 4 want to trial this and a date arranged 6<sup>th</sup> March 2019.</p> <p>Data Exchange will upload data direct from your SIMs to FFT and this will provide 'live' information – not waiting for the census to gather information.</p> <p><b>Q.</b> Has Medway paid for this? <b>A.</b> Yes it is totally free.</p> <p>This was a powerful tool but needs to be explained to schools in a sensitive way. It was agreed that the Chairs need support to present this to their Zones and the <b>LA agreed to come and present/promote it in each Zone.</b></p> <p>RS, KS, RW left the meeting at 2pm</p>	
10	<p><b>Esther Cook (EC) – Teaching School</b> EC presented everyone with a folder of information and explained who they are and ask what do schools need. They offer:</p> <ul style="list-style-type: none"> <li>• School to School Support SLE £350 a day</li> <li>• CPD Cognitive Science David Didau on 25<sup>th</sup> February</li> </ul>	



	<ul style="list-style-type: none"> <li>• Team Teach courses</li> <li>• EAL one day course</li> <li>• Mental Health First Aid training for adults and youths</li> <li>• RE Network meeting – free</li> <li>• SEND Network meeting – free</li> <li>• Primary Music Forum</li> <li>• Teaching Mastery Maths Hub – money agreed to 2022</li> <li>• David Cameron (not 'The' DC) 26<sup>th</sup> June</li> </ul> <p>EC was interested to hear what schools felt they needed. She was happy to work with individual Zones. There is no mechanism to let EC know what Zones might want training on.</p> <p>Looking at running a New Ofsted Framework conference in Term 1 to get feedback from schools who have been inspected under it.</p> <p>Dates for September will be available at the beginning of Term 6.</p> <p>EC left the meeting at 2.15pm</p>	
11	<p><b>Laurie Rose (LR) – New Ofsted Framework – curriculum changes</b> Conference set for the 22<sup>nd</sup> May 2019. LR confirmed</p> <ul style="list-style-type: none"> <li>• Mid Kent College who were happy to accommodate the conference at a cost of £300 for the whole day</li> <li>• They will provide food.</li> <li>• Main stage area has space for 150 – 2 delegates per school</li> <li>• Problem with parking only 70 spaces – it was agreed everyone would car share.</li> </ul> <p>It was agreed for <b>LR to book Mid Kent College.</b></p> <ul style="list-style-type: none"> <li>• Clive Dunn will do a morning presentation on the framework</li> <li>• Agreed the afternoon would be more localised with four breakout rooms with presentations from each Zones. 20 minute sessions presented four times.</li> <li>• Presentations on how we plan the curriculum under the new framework</li> </ul> <p>Agreed:</p> <ul style="list-style-type: none"> <li>• Derek Blease – music (<b>LR to contact</b>)</li> <li>• Swingate Forest School ( <b>SG to contact</b>)</li> <li>• Alex – Additional Clubs</li> </ul> <p>LR asked that HT take responsibility for their Zones regarding paperwork and booking places. It was agreed that Zone 1 – SH, Zone 2 – AM, Zone 4 - SG</p> <p>Costs - room hire £300, LR £1,000. Contribution - <b>agreed at £40 per head.</b> It was <b>agreed that SG's school would invoice schools and collect the money.</b></p> <p><b>SH agreed to organise flyers</b> but will need more information from LR</p> <p>LR left the meeting at 2.35pm</p>	<p><b>LR</b></p> <p><b>LR SG</b></p> <p><b>SG SH</b></p>

12	<p><b>Next Chair</b>  <b>Future Chair after last zone has chaired (Discussion)</b>          Discussed term to be extended to one year and it was <b>agreed to take the discussion back to the Zones</b>. If this is agreed Terms of Reference will need to be updated. Election of Chair &amp; Vice Chair would be the first meeting back in September.</p> <p>Next Chair is HB          Vice Chair should be from Zone 2. <b>AM will take back to the Zone for decision</b></p> <p>Date of the next meeting was changed to the <b>22<sup>nd</sup> March all day</b>. Visitors agreed HB to contact:</p> <ul style="list-style-type: none"> <li>• Kate Barrie</li> <li>• Caroline Webber</li> <li>• Caron Campbell</li> </ul>	<p><b>ALL</b></p> <p><b>AM</b></p> <p><b>HB</b></p>
13	<p><b>AOB</b>  <b>Nicky Forrest - Transition Board – Cancelled</b></p> <p><b>Paul Scully (PS) Chairman of Gillingham Football Club</b>          PS introduced Tom Lauren, previously Club lawyer now new CEO and David Scott Executive Director of Education.</p> <p>PS was pleased that MELA was still going strong and happy to support in any way they can. He is concerned that the Club does not do enough to support local children and schools within Medway and is looking to make this a focus.</p> <p>He described the PE two years apprenticeship scheme they are running and would be happy for them to work in schools although this would have to alongside the teachers.</p> <p><b>Q.</b> PS – What would schools like us to provide?  <b>A.</b> Schools have a real problem with boys being obsessed with playing games on Xboxes, some as young as Yr1. It would help to have people coming in and talking to the boys to inspire them.</p> <p>PS suggested they could offer people to attend sports days, prize giving's, assemblies and asked everyone to draw up a list of what they would like and email ideas.</p> <p>David Scott (DS) described the additional provision they are now offering for pupils at risk of exclusion, aged between eleven and sixteen. Some have EHCP. It links sports to learning across the curriculum. They use some of the Club boxes as classrooms and include forest school, cookery and performing arts. They are looking to offer a construction course. Everything is tailored to the pupils' needs to raise self-esteem. They are given a uniform to wear including trainers and have a football player as a buddy.</p> <p>There are spaces for fifty pupils but at the moment they have thirty with five being home tutored twice a day until they get back into school. They are ready for expansion of the age range and the numbers.</p>	<p><b>ALL</b></p>

Meeting ended 3.30pm