

**MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE**  
**HELD FRIDAY 15<sup>TH</sup> MAY 2020 AT 9.30AM**

PRESENT: Rishi Boyjoonauth – Chattenden; Dean Brewer (Vice chair from item 2) – Elaine ; Jon Carthy - Byron; Nickie Forrest – New Road; Maureen Grabski – St Mary’s RCP Dora Indresano- Maundene; Karen Joy Abbey Court; Kathy Sexton (Chair) – St Michael’s ; Barry Symons -Oaklands; Tim Williams – Wayfield

APOLOGIES: None

ABSENT: Matt Harris – Napier

IN ATTENDANCE: Anne Robinson (Clerking Service)

Agenda Item	Focus	Actions
1.	<p><b>Apologies / Welcomes</b> The chair welcomed colleagues to the meeting. Matt Harris’ absence was noted</p> <p>The committee discussed some of the challenges members were facing, the impact on their personal wellbeing and the need to protect this. Citing Ealing and Essex as examples of good practice, comparisons were made between the quantity, quality and timeliness of guidance received by Medway headteachers as opposed to that received by colleagues in other LAs. Medway’s reactivity rather than proactivity was a concern that was impacting on workload and further concern was raised that when challenged by individuals, the LA stance was of them being a lone voice. This was refuted by all present. While there was a consensus that MELA should put pressure on the LA to improve their support, it was also acknowledged that colleagues had a mutual responsibility to be proactive in sharing the knowledge, resources and expertise they had.</p>	
2. 2.1  2.2	<p><b>Election of vice chair</b></p> <p>In response to the chair’s request for nominations, Barry Symons and Paula Fewtrell expressed a willingness to take on the role, but withdrew in favour of Dean Brewer. Dean’ Brewer’s nominations was unanimously supported by colleagues and he was duly elected.</p> <p>The chair reported on the significant call being placed on her to attend meetings, and respond to contacts from headteacher colleagues. While happy to help it was difficult to manage alongside the need to prioritise her school. It was agreed that the vice chair would attend the LA briefings in week commencing 25<sup>th</sup> May and that the chair would issue and email to heads advising them to contact Barry Symons for peer support regarding safeguarding and Rishi Boyjoonauth in relation to Medway test enquiries. Caution was counselled in respect of trying to offer too much to fill the vacuum, and as such it was AGREED that heads should direct staffing to the HR provider or members of the school improvement team rather than executive committee peers. It was also AGREED that any briefing notes or other signposting</p>	Vice chair

	would be sent to zone chairs who would forward them to zone members, which it was hoped would reduce the number of enquiries direct to the chair	Chair/vice chair zone chairs	
3	<b>Minutes of the Meetings held 24<sup>th</sup> January and 27<sup>th</sup> March 2020</b>	Clerk	
3.1	<b>Approval for accuracy</b>		
3.1.1	<b>The minutes of the meeting held 24<sup>th</sup> January 2020</b> , were agreed as an accurate record. However, after some discussion, it was AGREED that item 8.4.8 be rephrased so as not to be construed as criticism of individuals. Asking that her dissent was recorded in the minutes, Karen Joy cautioned against sanitising what was an accurate reflection of the meeting discussion.		
3.1.2	<b>The minutes of the meeting held 27<sup>th</sup> March 2020</b> , were agreed as an accurate record.		
3.2	<b>Review of actions and matters arising</b>		
3.2.1	<b>Meeting dated 24<sup>th</sup> January 2020</b> Primarily due to the impact of Covid 19 on executive committee members ability to carry out actions, the following actions agreed at the meeting on <b>24<sup>th</sup> January</b> were carried forward.		
2.2.1	Forward short summary of Maria Beaney's visit to Zone 1		PF
2.2.4	Complete the definitive list of groups and membership (ongoing)		BS
2.2.6	Bring draft letter on funding review to next meeting.		JC
2.2.8	Forward Kent rewards package to headteachers		RB
4.5	Highlight the contact and duty line information discussed today in brief notes.		KS
8.3	Make contact with Canterbury Christchurch University		NF
9.6	Discuss with Zones suggestion of seasonal headteacher briefings, three times a year with Zone meetings in the afternoon		Zone chairs
9.7	Carry out more work on the constitution. (ongoing)		DB
10.25	Invite Councillors Potter and Isles to the next meeting if appropriate		KS
14.13	Arrange a meeting with Zone chairs and CCG to discuss escalation system.	KS	
	At item 9.4: The executive committee noted that Barry Symons had completed his action in respect of a welcome letter to the new headteacher at Balfour Junior. It was AGREED that going forward, letters of welcome would come from zone chairs. A discussion ensued about how zone chairs would know when new heads were joining. It was suggested that the LA and trusts be encouraged to communicate this information to all locality headteachers.		
	At 11.2: Matt Harris' absence was noted. It was AGREED that the chair would make contact to make enquiries		
	All other actions were complete or closed. There were no further matters arising		
3.2.2	<b>Minutes of the meeting held 27<sup>th</sup> March 2020</b> The following actions were carried forward		
3.1	Ensure circulation of LA statutory duties leads to heads and chairs	CK	

	3.1	Consult with zones on the school effectiveness plan in due course	CK	
	3.2	Reinstate regular opportunity for heads to discuss SEN strategy and provision with LA	CK	
4	<b>Finance</b> The vice chair, whose school was now holding funds reported that his finance team were now managing them and as far as he was aware there had been no change since the last report.			
5	<b>Secondary transition</b> The chair reported that the majority of primary schools had completed transfer forms and submitted to the LA. Due to workload issues as a result of Covid 19, agreement had been reached that primary schools be provided with contact details of the secondary transition lead and it be left to make contact when ready to do so. It was noted that at least 3 Medway secondary schools were not abiding by this agreement, although it was thought that might be an issue with in-school communication rather than a disregard for the agreement. It was AGREED that the chair remind secondary schools of the agreement in place			KS
5.2	In response to a question, Rishi Boyjoonauth advised that Medway tests were expected to go ahead for the 2021 intake, although may be delayed. The detail of plans were awaited. It was noted that for tests taking place midweek, paired invigilation was unlikely and also that reviews may not take place. This would mean 25% the cohort would be granted immediate places rather than the normal 23%. A parental briefing in the form of a ppt presentation or video was planned. Mr Boyjoonauth undertook to circulate briefing notes			RB
6	<b>Zone Feedback</b> Due to the timing of school closures, no zones had met since the last full MELA meeting. Zone leaders were testing the water in terms of convening virtual meetings, but especially with the news of the planned widening of school opening, were mindful of not placing additional pressure on colleagues.			
7	<b>LA feedback – Covid 19</b> Committee members re-iterated their concerns about the lack of LA support. The need was for professional colleagues with an understanding of how schools worked to be available, who could offer practical advice and help contextualise the raft of constantly changing guidance being provided nationally, from HR providers and similar specialists. It was AGREED that the chair draft an email to the LA expressing disappointment with the lack of support that was adversely affecting wellbeing and ask that provision was made. The email would be circulated for comment prior to dispatch. The committee noted advice that the NAHT would be contextualising the most recently released guidance, placing the emphasis on prioritising welcoming back the youngest children, hopefully that day. It was suggested that colleagues did not change plans they were forming until this was released.  A committee member mentioned an initiative at his trust where an A and E matron was speaking to trust heads about managing the risk of the virus. While not able to make guarantees, if colleagues were interested, he would establish if this could be extended to a wider audience. The committee applauded the initiative but also felt the necessity was for a common message across all locality schools, not least to avoid parental confusion as a result of different information coming from different schools.			KS

	<p>The committee noted that MCH guidance was unlikely to be particularly helpful as it was significantly at odds with national guidance in parts.</p> <p>The committee noted there was mixed commitment from schools and trusts to fully open to the prescribed year groups from June 1<sup>st</sup> and that some staff felt under union pressure not to engage in the planning for widening opening, which was again impacting on staff wellbeing. Of those that had already canvassed parents about their views on return, overall, about 50% indicated they would do so. In term of staff, a suggestion was made that leaders spoke about planning for the next phase rather than a specific date and it was noted that unions were now holding joint discussion with the DfE rather than acting in isolation. A committee member commented that in her experience of having been open throughout, staff were fearful to begin with but once it was apparent that health and safety needs were met they were content.</p>	
8	<p><b>AOB</b></p> <p>There was no further business raised. The committee thanked the chair for having led and represented MELA in this challenging time and re-iterated a willingness to support where they could. In response to a query, the clerk agreed to circulate actions at approximately 2 weeks ahead of the meeting and subject to her own workload provide additional admin support as required to support the chair.</p>	Clerk
9	<p><b>Meeting close</b></p> <p>The meeting closed at 11.10am. The next meeting is scheduled on Friday 3<sup>rd</sup> July</p>	

Signed as a true record of the meeting \_\_\_\_\_ 3<sup>rd</sup> July 2020

## ACTIONS

2.2	Vice chair to attend LA briefing w/c 24 <sup>th</sup> May	DB
2.2	Chair/vice chair to forward briefings to zone chairs for onward circulation and for zone chairs/those with allocated roles to field enquiries	KS DB and Zone chairs
3.1.1	Adjust minutes of 24/01/2020	AR
3.1.1.1	Forward short summary of Maria Beaney's visit to Zone	PF
3.1.1.2	Complete the definitive list of groups and membership (ongoing)	BS
3.1.1.3	Bring draft letter on funding review to next meeting.	JC
3.1.1.4	Forward Kent rewards package to headteachers	RB
3.1.1.5	Highlight the contact and duty line information discussed today in brief notes.	
3.1.1.6	Make contact with Canterbury Christchurch University	NF
3.1.1.7	Discuss with Zones suggestion of seasonal headteacher briefings, three times a year with Zone meetings in the afternoon	Zone chairs
3.1.1.8	Carry out more work on the constitution. (ongoing, started in respect of zone)	DB
3.1.1.9	Invite Councillors Potter and Isles to the next meeting if appropriate	KS
3.1.1.10	Arrange a meeting with Zone chairs and CCG to discuss escalation system.	KS
3.2.2	Ensure circulation of LA statutory duties leads to heads and chairs	CK
3.2.2	Consult with zones on the school effectiveness plan in due course	CK
3.2.2	Reinstate regular opportunity for heads to discuss SEN strategy and provision with LA	CK
5.1	Remind secondary schools of the agreement regarding contact for transition	KS
5.2	Circulate Medway test briefing notes	RB
7	Draft an email to the LA expressing disappointment at the level of support, which is impacting on wellbeing and seeking provision is made. Circulate email for comment prior to dispatch	KS
8	Remind committee members of their actions approximately 2 weeks ahead of meetings and provide additional admin support as required	AR