



The Merton Schools Partnership Board

12th December 2018, 8:30-10:30am

The Chaucer Centre

Minutes

Present:

Name	Role	School	Cluster
Matt Ball (MBa)	Headteacher	Bishop Gilpin CE Primary School	Central Wimbledon
Katharine Davies (KD)	Headteacher	Poplar Primary School	Morden
Celia Dawson (CD)	Headteacher (Co-Chair)	Cricket Green School	Mitcham Town/Special
Fiona Duffy (FD)	Headteacher	Dundonald Primary School	West Wimbledon
Elizabeth Fitzpatrick (EF)	Head of School Improvement, Merton	London Borough of Merton	-
Nick Flesher (NF)	School Improvement Inspector	London Borough of Merton	-
Tina Harvey (TH)	Headteacher	Perseid	Special
Alison Jerrard (AJ)	Headteacher	Ricards Lodge School	Secondary
Ro Maybury (RM)	Headteacher	Abbotsbury Primary School	Morden
Jan McEwan (JMc)	Headteacher	Links Primary School	East Mitcham
Jane McSherry (JM)	Assistant Director for Education, Merton (Co-Chair)	London Borough of Merton	-
Jon Pepper (JP)	Partnership Coordinator	London Borough of Merton	-
Mike Ross (MR)	Chair of Governors	Raynes Park High School	Secondary/Governors
Andriana Samouel (ASam)	Headteacher	The Sherwood School	East Mitcham

Apologies:

Name	Role	School	Cluster
Michael Bradley (MBr)	Headteacher	Merton Abbey Primary School	Central Wimbledon

Justin Dachtler (JD)	Headteacher	St Teresa's RC Primary School	Catholic
Kirsten Heard (KH)	Headteacher	Raynes Park High School	Secondary
David Hennessey (DH)	Headteacher	SS Peter and Paul RC Primary School	Mitcham Town /Catholic
Ewan Morrison (EM)	Merton School Improvement – Merton Education Partner	London Borough of Merton	-
Anita Saville (AS)	Headteacher	Joseph Hood Primary School	West Wimbledon
Julia Waters (JW)	Headteacher	Ursuline High School	Secondary / Catholic

(Minutes recorded by JP)

<u>Minutes</u>	<u>New Actions</u>
1. Welcome and apologies	
1.1	JM welcomed all and apologies were noted as above.
2. Minutes and matters arising from the meeting of 30th October 2018	
	Action points were reviewed from the previous board meeting, itemised below.
2.1	<p>Item 2.2: <i>"ACTION: EM will disseminate the publications as requested"</i> JP confirmed that EM had provided Southwark Teaching School Alliance publications as requested and that these can be found in the Staff Login area of the Attain website under Documents/Development Priorities/Leadership Development</p> <p>Item 2.2: <i>"ACTION: JP will ask for a short proposed training structure document to be prepared from MR and June Crame ahead of the next board meeting"</i> MR explained that the draft copy of governors' training has been drafted and will be sent out to chairs of governors in due course.</p> <p>Item 2.2: <i>"ACTION: JP will prepare a governors' presentation for circulating to the board in November"</i> JP confirmed that this had been sent to all headteachers following the last board meeting.</p> <p>Item 2.2: <i>"ACTION: All board members to explore CPD area of the website to feedback with comments"</i></p>

It was noted that board members had not provided any feedback, as it was deemed there was nothing worth commenting on.

Item 2.2:

“ACTION: JP to work alongside CD and JM to develop a welcome section for the website”

JM reported that the welcome section has been written, with JP committing to upload it onto the website as soon as possible.

Item 2.2:

“ACTION: AS to speak to the governor in question who may be interested in being on the board”

JM highlighted that June Crame requested to be sent out to all primary governors to ensure a fair process. EF commented that this should be as soon as possible and MR offered to discuss what is involved with any potential applicants.

ACTION: JP to ask June Crame to send the invitation out to all primary governors with MR’s details included for enquiries.

JP

Item 3.1:

AJ requested an amendment to be made, with wording being changed to “AJ asked whether St Mark’s Academy had made a financial contribution to the partnership”.

Item 3.2:

“ACTION: JP to amend the website and all other relevant content to remove the word ‘all’”

It was noted that this action had been completed.

Item 3.2:

“ACTION: JM to approach academies in Merton to discuss the benefits and contributions associated with being a part of Attain”

JM provided feedback to the board about financial contributions to the partnership, confirming that adjustments had been made to include Special Schools, who had not been included in the funding to date. It was confirmed that St Mark’s Academy, Aragon and Beecholme will formally join Attain and make financial contributions according to the same formula other schools are subject to.

JM reported that Park primary were not able to join at the moment due to financial constraints but would like to revisit this in the future, and that Benedict are yet to provide a response. None of the Merton Harris schools are intending to join the partnership.

ACTION: JP will update the website to reflect changes in member schools.

JP

Item 3.4:

“ACTION: JP and EF to meet and draft a clear and strategic vision which can be sent out to clusters for consultation”

The meeting heard that JP and EF had drafted a vision document to be used as a starting point for discussions around a clear vision going forward.

ACTION: JP will send this document to all board members before the end of term.

JP

Item 4.1:

“ACTION: JP to invite Nick Flesher to the next board meeting in order to present the direction of Merton SEN improvement”

CD confirmed that NF was in attendance.

Item 4.5:

“ACTION: JP to arrange visits to all clusters to present the structure and vision of Attain”

JP reported that he had visited Morden, East Mitcham, Mitcham Town and West Wimbledon cluster meetings.

MB explained that there had been difficulty getting Central Wimbledon Cluster together and that JP will join them at their next meeting in the near future.

It was noted that Special and Secondary board members that their clusters are smaller and so a similar visit will not be necessary.

Item 5.3.2:

“ACTION: JP to coordinate the representation of Attain with partners prior to recruitment fairs”

JP noted that there were a number of recruitment fairs in the diary, the next being on 17th December at UEL which AS will attend.

JP reported that DH attended the St Mary’s event on 16th November where approximately 30 trainees were signed up to the NQT Talent Pool on the Eteach website.

CD will attend the Kingston fair which is on same day the Roehampton event, which will be staffed by JP with a headteacher from MSTA.

JP asked board members who want to be on a stand for a recruitment fair to respond to a forthcoming email.

ACTION: JP to send email to board members with a list of recruitment fair dates.

JP

AJ asked how headteachers might gain access to the NQT talent pool.

EF outlined the intended ‘mock’ interview process.

It was requested by KD that if there was a list of the trainees that headteachers could access then this would be preferable.

ACTION: JP will speak to Karen Berryman at Eteach before the end of term to ask if headteachers can access the NQT Talent Pool.

JP

TH asked if fair recruitment processes are being followed using this system and it was suggested that this would not be a problem assuming schools made their intentions clear on their websites and in job adverts.

3. Development Plan Review

Pupils in Receipt of SEN Support

- 3.1.1 NF provided background of the work that had been done by the SENCo Working Group, made up of around 25 teachers from a variety of schools who intend to review what is working well in schools and what is not.
- 3.1.2 NF highlighted that identification of pupils requiring SEN support was a topic which arose out of the group.

- 3.1.3 It was discussed how tracking progress for pupils on SEN support was seen as an area which had provided much difficulty, with many SENCos expressing that progress could not be shown effectively.
- 3.1.4 NF described how it became clear that there are many areas where progress can be measured and evidenced beyond reading, writing and maths.
- 3.1.5 The intention to create a toolkit for use across many schools was also highlighted by NF, in conjunction with changes at a national level to the Ofsted framework.
- 3.1.6 FD felt that progress can be demonstrated clearly in reports using other types of evidence and asked if this had been discussed in the group.
- 3.1.7 NF responded by saying that the new Ofsted framework should facilitate this and that the more people involved in a conversation, the stronger the evidence.
- 3.1.8 NF explained that that by measuring the right aspects of learning then consistency with the SEN register is achievable, with the potential to reveal whether certain children should be on the register at all.
- 3.1.9 MR asked what other boroughs are doing. NF responded saying that the common feature is identification, which is a national issue.
- 3.1.10 The bid brought to the board by NF was then discussed, with AJ enquiring about the practical benefits of the proposals for secondary schools. NF responded that it is intended to support secondary schools as well.
- 3.1.11 Discussions around the workload demands on SENCos relating to the project were discussed by the meeting, with many members noting that the output of the project will be available for use by all teachers across the borough.
- 3.1.12 NF reinforced that this project would most likely go ahead regardless of Attain funding, but funding would make it more effective.
- 3.1.13 Members recognised the benefits of the project, with AJ highlighting that having missed out on the SSIF bid, it would make sense to proceed. JM emphasised that the local as well as national focus on these issues make this proposal worth supporting.

Leadership Development

- 3.2 JP confirmed that a decision was made for the funding of the MSTA NPQML course, with Attain funding the £250 assessment cost of each candidate.

Coordinated CPD

- 3.3.1 JP explained that the work to integrate the Teach Wimbledon CPD offer onto the Attain website has been done, so the CPD section now allows visitors to explore these courses in addition to existing offer from MSI, MSTA and Merton Governor Support.
- 3.3.2 TH enquired how the MSTA courses could be kept up to date and it was agreed that there should be a termly update sent to JP by all partner coordinators.

Recruitment and Retention

- 3.4.1 JP reported from the Workload and Wellbeing Project Group, which focused on the 4 pilot projects relating to DfE-recommended areas of: data management, marking and feedback, curriculum planning, and communication. There will be a summer conference which runs workshops in these areas.
- 3.4.2 EF highlighted that other schools, who are already using parts of the DfE toolkit, may be able to contribute to the conference.

- 3.4.3 FD expressed how well-organised the first meeting of the project group was and thanked JP for his preparation.
- 3.4.4 AJ asked if there were secondary representatives on the board. JP reported that Lucy Brown from St Mark's was in the group and that it might be appropriate for a wellbeing policy to be developed and presented at the conference.
ACTION: JP will ask Lucy Brown if she could lead a session relating to wellbeing policy guidance at the summer conference. JP

Financial Stability

- 3.5.1 EF outlined that the process for a finance peer-review is in place, but a willing school to take part has not yet been found.
- 3.5.2 EF invited representatives to ask other cluster headteachers if they would like to volunteer to trial the peer-review process, which would involve a single day with expert headteachers visiting.
ACTION: All board members to ask other headteachers in clusters whether they would benefit from volunteering their school for the trial peer-review process. All

KS5 Outcomes

- 3.6.1 JP reported that the majority of chief examiner sessions have already taken place and received excellent feedback.
- 3.6.2 JP brought a request arising from the heads of sixth forms meeting, asking whether existing subject examiners could be included in receiving the funding from the project to encourage them to continue as examiners. The board agreed unanimously that this was acceptable moving forward.

3.7 *Primary Writing*

JP reported that the project led by George Hopson and Sigi Leigh is running smoothly, with target schools on board and some sessions already having taken place.

4. Website and Marketing

- 4.1 This item was deferred until the next meeting due to time constraints.

5. Finances and Funding

- 5.1.1 The budget was circulated and the following bids were reviewed and discussed by the board:

Thrive for SENCos

- 5.2.1 TH explained that the proposal includes details that were part of the unsuccessful SSIF bid, outlining some of the practical points of the course, which requires 10 full days of training. TH made clear that this course is relevant for primary-secondary transition so is open to all SENCos.
- 5.2.2 CD questioned if the timing may be an issue if this course took place alongside the bid submitted by NF.

5.2.3 Members recognised the value of the course as an intervention strategy and how it complements the bid submitted by NF.

5.2.4 It was agreed that the participants should be reserved for Attain schools in the first instance and that, pending adequate interest from cluster schools, the course could take place in September 2019 as an Attain-funded project, with balance between places available for all clusters.

5.2.5 JM pointed out that the budget for 2018-19 has approximately £15,000 remaining, with reserves of approximately £125,000 in the budget. This allows for spending on projects where there are gaps in our priorities.

ACTION: JP to contact all cluster headteachers in order for them to assess the capacity within each cluster for the training if it was part funded by the board.

JP

5.2.6 It was agreed unanimously by the board that the decision about whether to accept the *Thrive for SENCos* proposal would be made at the next meeting.

Measuring Progress for Pupils Requiring SEN Support

5.3 Having been discussed at length earlier in the meeting, *this bid was approved unanimously by the board.*

Stepping Up

5.4.1 CD mentioned that the course sounded excellent in its own merit but it seemed that there was an overlap with work that Andy Hind does with SWLSEP.

5.4.2 KD expressed concern that the proposal document may have taken a long time to draw up and that those involved might have saved time if strategic goals were communicated to them.

5.4.3 JP clarified that the process depends on board members reporting the existing projects, including any gaps, back to their cluster.
Following discussion, *this bid was rejected unanimously by the board.*

365 Days of Leadership

5.5.1 CD pointed out similar concerns as to the previous proposal, highlighting that the demand may not be strong enough to justify funding the courses.
Following discussion, *this bid was rejected unanimously by the board.*

5.5.2 The process of bidding was discussed briefly, with JM suggesting that specific gaps are identified before inviting bids in these areas, or commissioning partners to run projects.

ITP Teacher Programme

5.6.1 KD introduced the proposal to fund this pre-existing programme, highlighting how funding it could link with support and challenge schools.

5.6.2 JM and AJ agreed that this might not be a reason to approve the bid as there is already a budget for support and challenge schools.

5.6.3 MB highlighted that this specific course gave him the ability to help staff grow through difficult periods, especially for new headteachers who have to move people forward.

5.6.4 Members discussed the Apprenticeship Levy as a way of accrediting courses such as the proposal at hand. EF assured the meeting that there is work being done at Merton in relation to this matter.

ACTION: Apprenticeship Levy to be added as an agenda item at the next board meeting.

JP

- 5.6.5 KD reminded the meeting that, excluding supply cover, the programme could be part-funded to cover the programme charge, which is up to £6000.
- 5.6.6 EF suggested that schools who have support and challenge groups could be targeted and then staff from these schools can be funded partly from both the Attain and support and challenge budgets.
- 5.6.7 JM proposed that £495 per ~~candidate-person~~ was agreed for candidates from schools that are not ~~aon-a~~ cause for concern, up to a maximum of 6 ~~schools~~ candidates, totalling £2970.
-Following discussion, *the above proposal was agreed unanimously by the board.*
- 5.7.1 *Leaders for the Future*
TH introduced the proposal, noting that it arose out of a perceived gap in the existing offer and that it would take place in June or July 2019.
MB spoke about how the course is fairly advanced, providing a strong level of expertise for leaders of all levels and offering something very different to SWLSEP.
JM suggested that this proposal could be deferred until the February board meeting.
Following discussion, *the above proposal was agreed unanimously by the board.*

6. Any Other Business

- 6.1.1 MR spoke briefly about the Apprenticeship Levy, informing the board that Nick Heard, husband of Kirsten, was aware of approximately £440,000 being available which needed to be utilised before it started to diminish at the end of the financial year.
- 6.1.2 EF explained that there are many levels of apprenticeships and that she will meet colleagues in HR at Merton to find answers around what the levy can be used for.
ACTION: EF to meet with HR at Merton and report back to the next board meeting.

EF

The meeting concluded at 1:35pm.

NEXT MEETING

27th February 2018, 8:30 - 10:30am at the Chaucer Centre

Agenda items to include:

- Use of Apprenticeship Levy
- Website and Marketing

Proposals carried forward:

- Thrive for SENCOs
- Leaders for the Future

ACTION LOG

2. Minutes and matters arising from the meeting of 30th October 2018

Item	Action	Completed
2.2	JP to ask June Crame to send the invitation out to all primary governors with MR's details included for enquiries.	
	JP will update the website to reflect changes in member schools.	
	JP will send this document to all board members before the end of term.	
	JP to send email to board members with a list of recruitment fair dates.	
	JP will speak to Karen Berryman at Eteach before the end of term to ask if headteachers can access the NQT Talent Pool.	

3. Development Plan Review

Item	Action	Completed
3.4.4	JP will ask Lucy Brown if she could lead a session relating to wellbeing policy guidance at the summer conference.	
3.5.2	All board members to ask other headteachers in clusters whether they would benefit from volunteering their school for the trial peer-review process.	

5. Finances and Funding

Item	Action	Completed
5.2.5	JP to contact all headteachers in order to assess the capacity for them to commit to the training if it was funded by the board.	
5.6.4	Apprenticeship Levy to be added as an agenda item at the next board meeting.	

6. Any Other Business

Item	Action	Completed
6.1.2	EF to meet with HR at Merton and report back to the next board meeting.	