



The Merton Schools Partnership Board

27th February 2019, 8:30-10:30am

Ursuline High School

Minutes

Present:

Name	Role	School	Cluster
Celia Dawson (CD)	Headteacher (Co-Chair)	Cricket Green School	Mitcham Town/Special
Kirsten Heard (KH)	Headteacher	Raynes Park High School	Secondary
Justin Dachtler (JD)	Headteacher	St Teresa's RC Primary School	Catholic
Fiona Duffy (FD)	Headteacher	Dundonald Primary School	West Wimbledon
Elizabeth Fitzpatrick (EF)	Head of School Improvement, Merton	London Borough of Merton	-
Ewan Morrison (EM)	Merton School Improvement – Merton Education Partner	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
Julia Waters (JW)	Headteacher	Ursuline High School	Secondary / Catholic
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
Jane McSherry (JM)	Assistant Director for Education, Merton (Co-Chair)	London Borough of Merton	-

Michael Bradley (MBr)	Headteacher	Merton Abbey Primary School	Central Wimbledon
Matt Ball (MBA)	Headteacher	Bishop Gilpin CE Primary School	Central Wimbledon
Katharine Davies (KD)	Headteacher	Poplar Primary School	Morden
David Hennessey (DH)	Headteacher	SS Peter and Paul RC Primary School	Mitcham Town /Catholic
Anita Saville (AS)	Headteacher	Joseph Hood Primary School	West Wimbledon

(Minutes recorded by JP)

<u>Minutes</u>	<u>New Actions</u>
1. Welcome and apologies	
1.1	CD welcomed all and apologies were noted as above.
2. Minutes and matters arising from the meeting of 12th December 2018	
<p>The minutes were reviewed from the previous board meeting and action points discussed, as itemised below.</p> <p><i>ACTION: JP to ask June Crame to send the invitation out to all primary governors with MR's details included for enquiries.</i></p>	
2.1.1	JP confirmed that he this request had been sent out by June Crame.
2.1.2	EF and MR both reported that there had been no contact made by any chairs of governors.
2.1.3	TH reminded the meeting that the governor from The Sherwood had volunteered to sit on the Board. It was agreed that a fair and open process had been undertaken and that this Governor would be invited to join the Board, and to feedback to primary Chairs of Governors.
	ACTION: AS to invite governor at The Sherwood to be part of The Attain Board from the next meeting.
	AS
<p><i>ACTION: JP will send this document to all board members before the end of term.</i></p>	
2.2.1	JP confirmed that a vision document was drafted with EF and circulated to all board members.
2.2.2	EF highlighted that it was a start point and welcomed input from all board members. It was agreed that developing the vision would be a priority moving forward.
<p><i>ACTION: JP to send email to board members with a list of recruitment fair dates.</i></p>	
2.3.1	JP confirmed that these had all taken place and that many board members had attended.
2.3.2	TH questioned whether there was going to be any feedback taken on the

recruitment events, suggesting that there was more clear communication of trainee details to headteachers.

- 2.3.3 CD explained that there was a personalised approach seen at the events which could help secure candidates.
- 2.3.4 JP described the process in more detail, including the invitations to practice interviews which will be sent out shortly.
- 2.3.5 AJ explained that as a school who does not pay for eTeach through Merton HR SLA, there is not a way for Ricard's Lodge to access these candidates.
- 2.3.6 EF queried whether eteach needs to be used for this process, with many members supporting the need for some investigation into its effectiveness.

ACTION: EF and EM will speak with colleagues at LBM to ascertain whether it is necessary to involve eTeach in the creation of an NQT talent pool, to be shared with headteachers, and explore alternative options

EF/EM

3. Finances and funding

Budget and spending plan

- 3.1.1 JP spoke about the budget and financial report, highlighting to the Board that the budget is now £106,416, an increase of £6416 to account for the schools who have joined the partnership officially later in the academic year.
- 3.1.2 EF confirmed that any underspend should be carried over to the next year, subject to the approval of Marius Karsten at LBM.
- 3.1.3 EF drew the attention of the Board to the banners which have been placed across the Borough as part of the marketing spend, with JP describing the exact locations.
- 3.1.4 JD asked if there could be some banners placed in Morden, with others present requesting that there may be potential for one at The Civic Centre.

ACTION: JP will arrange for banners to be printed and placed at The Civic Centre and near St. Teresa's School

JP

Bids and proposals carried forward

Thrive for SENCOs

- 3.2.1 CD confirmed that there had been no feedback regarding the capacity of schools to send SENCOs onto the course.
- 3.2.2 TH emphasised that the course could run in the summer or autumn term, that it was suitable for secondary schools as well as primary schools and that MSTA need to know as soon as possible.
- 3.2.3 TH confirmed that if the Board agreed to the proposal, the schools would only have to pay for the 10 days of release time and that 12 is the maximum number, including 3 special school attendees.
- 3.2.4 JP stated that there could therefore be 3 places for the special cluster and 1 for all other clusters, with 2 remaining.

ACTION: JP will meet with TH and then send out an email to cluster leads in order to find SENCOs from each cluster.

JP/TH

ACTION: JP will send out a voting form for board members to approve the proposal or otherwise, after numbers interested have been confirmed by clusters.

JP

Leaders for the Future

- 3.3.1 TH commented on the nature of the course being for early leaders in the first few years of their career.
- 3.3.2 TH reinforced that The Teaching School will be running the course anyway and that some concerns voiced by the group will not affect the course taking place.
- 3.3.3 JW queried how the course fits in to the MSI leadership offer and EM responded that there was still a gap at early leadership.
- 3.3.4 EF asked if other courses run by schools were known to schools.
- 3.3.5 Considering the responses, CD summarised that the proposal was not accepted by the Board.

4. Use of the Apprenticeship Levy

- 4.1 EF confirmed that she has spoken to HR at LBM and summarised the list of courses of use to schools offered through the DfE website and had sent this list through to headteachers last week.
- 4.2 AJ mentioned that the courses were not properly hyperlinked when EF sent the email.
ACTION: EF will re-send the list of course by email to headteachers with hyperlinks fixed EF
- 4.3 TH explained how Perseid have utilised the Apprenticeship Levy to date, highlighting many benefits that they bring. It was also mentioned that there is a lot of work involved.
- 4.4 In response to the salary rate, TH clarified that there was a requirement of 35 hours per week employment for the course for her staff which involves careful calculation to budget for.
- 4.5 JD supported the idea of apprentices and made it clear that there should be caution exercised to make sure the people are correct for the role.
- 4.6 JP discussed the courses on offer from the National College of Education following conversations with Nick Heard, including the Premier Pathways Graduate Teacher Programme which is a 2-year course for TAs to become teachers.
- 4.7 EF expressed the view that schools need to be aware of the range of providers on the list, not just those presented by one provider.
- 4.8 It was emphasised by JW that there should be a pragmatic response that ensured schools were able to use the Apprenticeship Levy
- 4.9 MR supported this point and suggested that other courses could be listed below any recommended opportunities.
- 4.10 JP questioned whether non-maintained schools would be eligible for the apprenticeship levy funds that might be recommended by The Board. Some discussion followed this between EF and JW.
ACTION: EF will investigate the access of schools depending on their status EF
It was suggested by MR that some separate meetings could be arranged for directing the strategy relating to the Apprenticeship Levy for reporting back.
- 4.11 EF reminded the meeting that LBM Early Years Service is registered as a college so could create a course that is funded.
- 4.12 JW asked whether Attain could become a provider, which led to further discussions relating to the future legal status of the partnership.

ACTION: JP will coordinate a meeting before Easter between TH, JW, MR, JD, EF along with Kim Brown and James Pierce from LBM. **JP**

5. Progress to date

Recruitment and Retention

- 5.1.1 JP outlined the activities since December, including a request for volunteers for filming to add to the new promotional video. It was agreed that CD and JM as co-chairs would be suitable for this role.
ACTION: JP will organise an opportunity to film CD and JM in the next fortnight **JP**
- 5.1.2 JW mentioned the sharing of data gathered at recruitment fairs, which led to agreement that this should ideally be shared more widely.
ACTION: JP will circulate the full list of trainees who have signed up at recruitment fairs **JP**

Primary Writing

- 5.2 JP updated the meeting on the progress of the current project run by Sigi Leigh and George Hopson.

KS5 Outcomes

- 5.3.1 JP highlighted that 20 teachers in key subjects had received specialist, quality training from chief examiners and that much of the remaining project activity is with heads of 6th Forms, who will be coordinating visits to outstanding colleges.
- 5.3.2 Clarification on the payment process was given by JP.
- 5.3.3 JW and AJ endorsed the value of the project and recommended that it was repeated for sixth forms in the next academic year.

Coordinated CPD

- 5.4 JP referenced agenda item 6 where this would be discussed at greater length.

Financial Stability

- 5.5.1 EF reported that a school has recently come forward to ask for support as part of the peer-to-peer program, which will be acted upon in due course.
- 5.5.2 JP summarised conversations had at cluster meetings where suggestions had included more training of SBMs, improving communication with regard to the transience of the numbers on roll, procurement and supply agency costs.
- 5.5.3 MR asked that governors might benefit from being more involved for the training on school financial matters.
- 5.5.4 FD emphasised that there are serious issues with sustainability of some schools and that there seems to be a limited amount of advantage that can be gained through procurement, leading to headteachers seeking revenue in many areas.
JW reinforced that there would be immense savings from maximising training available through the Apprenticeship Levy.
- 5.5.5 CD asked the meeting what could be done about a strategic direction for financial stability.
- 5.5.6 JW suggested that mentoring for headteachers could be a useful direction as part of

- an eclectic selection of solutions around financial stability.
- 5.5.7 JP proposed that a summary document could be produced for the next board meeting to try and find solutions.
ACTION: JP will bring a document which will act as a basis for creative thinking on the matter of financial stability JP

Pupils in Receipt of SEN Support

- 5.6 JP summarised the current progress on the project run by Nick Flesher and Denise Dyer, who will have their initial planning meeting this week.

Leadership Development

- 5.7 JP referred to the MSTA proposals that were discussed earlier in the meeting.

Operational

- 5.8 JP mentioned the website activity, including the introduction of search engine optimisation which should boost visits to the page based on search criteria.

6. Early thinking around emerging priorities

- 6.1 EF introduced a document which summarised conversations between partners relating to priorities going forward for the Board.
- 6.2 JW asked whether there are hallmark values shared by all Attain schools which will guide the curriculum aspects of priorities, along with other concerns about the new Ofsted framework.
- 6.3 JW emphasised the need to provide early career support for teachers to develop into leaders and that the Pupil Premium curriculum and cultural capital was missing from the document.
- 6.4 JD highlighted the danger of becoming reactive to top-down pressure in a changing landscape.
- 6.5 There was agreement about this and it was decided that the next meeting would involve a more reflective process about vision for Attain.
ACTION: JP will arrange a meeting between CPD partners following the Teach Wimbledon and MSTA visioning day, to take place before Easter JP
- 6.6 JP advised The Board that there was a strong response to the values of Attain at the recruitment fairs.
ACTION: Partnership vision will be discussed at length at the next board meeting JP

7. Future of the coordinator role

- 7.1 JP left the room for a short discussion to take place, minuted separately by EF.
- 7.2 After JP returned, CD expressed the Board's thanks for the quality of the work that has been undertaken as part of the role to date. The Board thanked Jon for his enthusiasm, skill and adaptability, recognising that Attain would not be in the strong position it is without his input.
 Proposals were tabled and agreed about offering the post / position for a further

two years.

ACTION: EF will discuss and confer with JP.

EF

8. Any other business

8.1 It was requested that work done by JW on behalf of Attain would be added to the agenda for the next meeting.

ACTION: JP will add this item to the agenda at the next board meeting

JP

8.2.1 EF shared details of a proposal for some audio equipment for use as part of a guided lesson.

8.2.2 It was agreed that this would be best left until after the visioning process had been completed in April.

The meeting concluded at 10:25am.

NEXT MEETING

30th April 2019, 8:30 - 10:30am at the Chaucer Centre

ACTION LOG

2. Minutes and matters arising from the meeting of 12th December 2018

Item	Action	Completed
2.1.3	AS to invite governor at The Sherwood to be part of The Attain Board from the next meeting.	X
2.2.2	Vision development to be added to the agenda at the next board meeting	X
2.3.6	EF and EM will speak with colleagues at LBM to ascertain whether it is necessary to involve eTeach in the creation of an NQT talent pool, to be shared with headteachers, and explore alternative options	

3. Finances and funding

Item	Action	Completed
3.1.4	JP will arrange for banners to be printed and placed at The Civic Centre and near St. Teresa's School	

3.2.4	JP will meet with TH and then send out an email to cluster leads in order to find SENCOs from each cluster.	
	JP will send out a voting form for board members to approve the proposal or otherwise, after numbers interested have been confirmed by clusters.	

4. Use of the Apprenticeship Levy

Item	Action	Completed
4.2	EF will re-send the list of course by email to headteachers with hyperlinks fixed	
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5. Progress to date

Item	Action	Completed
5.1.1	JP will organise an opportunity to film CD and JM in the next fortnight	
5.1.2	JP will circulate the full list of trainees who have signed up at recruitment fairs	
5.5.7	JP will bring a document which will act as a basis for creative thinking on the matter of financial stability	

6. Early thinking around emerging priorities

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6.5	JP will arrange a meeting between CPD partners following the Teach Wimbledon and MSTA visioning day, to take place before Easter	
6.6	Partnership vision will be discussed at length at the next board meeting	

7. Future of the coordinator role

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7.2	EF will discuss and confer with JP.	

8. Any other business

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8.1	JP will add this item to the agenda at the next board meeting	