



The Merton Schools Partnership Board

3rd December 2019, 8:30-10:30am

The Chaucer Centre

Minutes

Present:

Name	Role	School/Organisation	Cluster
Celia Dawson (CD)	Headteacher (Co-Chair)	Cricket Green School	Mitcham Town/Special
Alison Jerrard (AJ)	Headteacher	Ricards Lodge High School	Secondary
Kirsten Heard (KH)	Headteacher	Raynes Park High School	Secondary
Michael Bradley (MBr)	Headteacher	Merton Abbey Primary School	Central Wimbledon
Janine Kenna (JK)	Headteacher	St John Fisher RC Primary School	Catholic/Morden
Anita Saville (AS)	Headteacher	Joseph Hood Primary School	West Wimbledon
Elizabeth Fitzpatrick (EF)	Head of School Improvement, Merton	London Borough of Merton	-
Tina Harvey (TH)	Headteacher	Perseid	Special
Izzy Rickards (IR)	Headteacher	Holy Trinity CE Primary School	Central Wimbledon
Julia Waters (JW)	Headteacher	Ursuline High School	Secondary / Catholic
Jon Pepper (JP)	Partnership Coordinator	Attain	-
Mike Ross (MR)	Chair of Governors	Raynes Park High School	Secondary/Governors
Andriana Samouel (ASam)	Headteacher	The Sherwood School	East Mitcham
David Feasey (DF)	Headteacher	St Thomas of Canterbury RC Primary School	Mitcham Town /Catholic
Phyllis Sternberg (PS)	Headteacher	Beecholme Primary School	East Mitcham
Denys Wallace		Wandle Teaching School	Guest
Davina Salmon		Wandle Teaching School	Guest

Apologies:

Name	Role	School	Cluster
Catherine Parsons (CP)	Governor	The Sherwood School	Primary Governors
David Hennessey (DH)	Headteacher	SS Peter and Paul RC Primary School	Mitcham Town /Catholic
Peta Blow (MBa)	Headteacher	Morden Primary School	Morden
Ewan Morrison (EM)	Merton School Improvement – Merton Education Partner	London Borough of Merton	-
Jane McSherry (JM)	Assistant Director for Education, Merton (Co-Chair)	London Borough of Merton	-
Gary Quinn (GQ)	Headteacher	St Matthews CE Primary School	West Wimbledon
Ro Maybury (RM)	Headteacher	Abbotsbury Primary School	Morden

(Minutes recorded by JP)

<u>Minutes</u>	<u>New Actions</u>
1. Welcome, introductions and apologies	
1.1	CD welcomed those present to the meeting, followed by introductions in turn.
1.2	Apologies were noted.
2. Minutes and matters arising from meeting on 30th October 2019	
2.1	The minutes were reviewed from the previous board meeting.
2.2	5.3.1: ASam noticed a correction. It should have read 'going into Year 6', not 'Year 6'. Notwithstanding the above change, the minutes were approved as a true record. Action points were discussed, as itemised below.
2.3	2.1: <i>ACTION: JP to amend the date of the first board meeting for 2020.</i> JP reported that the change has been added to the annual cycle document.
2.4	2.4.8: <i>ACTION: JP to work with CD and JM to ensure that in future, draft meeting agendas are shared with board members to allow for contributions.</i> JP confirmed that the agenda and papers for this meeting were planned in advance; the agenda was also shared with board members in advance to enable suggestions for additional agenda items to be shared.

- 2.5 2.4.10: *ACTION: EF to send an update to the board about changing issues the national agenda as soon as possible*
EF sent the document to the board following the previous meeting.
- 2.6 2.4.14:
ACTION: JP to amend the annual cycle to reflect the points above.
This was completed with the input of EF.
- 2.7 3.6: *ACTION: JP will remove references to the appendices within the document to be published on the Attain website.*
JP confirmed that some changes were made in preparedness for the document going onto the Attain website.
- 2.8 4.3: *ACTION: JP and EF will meet to discuss the formatting of future budget reports.*
JP confirmed that the budget format had changed after input from EF.
- 2.9 8.3.17: *ACTION: EF and JM to develop thinking around the proposal to support schools with the new Ofsted framework.*
This proposal was brought to the meeting, as requested.

3. Proposals

- 3.1.1 JP explained the new format for the budget document, which included a new line for spending taking into account the reserves.
- 3.1.2 EF and JP gave an overview of the current budget situation. Following the commitment of budget to proposals already agreed, there is a current in year overspend of £37,032. Taking into account the reserves (of £119,628) this means that there remains a budget of £91,316 available to the Board.
- 3.1.3 The Schools' Forum will be meeting this evening to make a decision about de-delegated funding for the partnership for 2020/2021.
- 3.2.1 *Making Accurate Teacher Assessments in Writing*
EF introduced the proposal from the Primary Literacy sub-group, detailing the structure and content of the project.
- 3.2.2 TH asked for clarification about the process of proposals coming to the board.
- 3.2.3 JP explained that the sub-groups were the existing mechanism for developing and bringing proposals to the board, in line with the partnership's agreed priorities.
- 3.2.4 There was an extensive discussion over the process for developing proposals to bring to the board, particularly relating to leadership development.
- 3.2.5 **ACTION: JP to arrange a meeting of the Recruitment, Retention and Leadership Development sub-group.** JP
- 3.2.6 **ACTION: JP to arrange a meeting with EF, JM and CD to meet and prepare guidance for the details of funding decisions that are made by the board.** JP
The proposal was accepted unanimously by the board with half day cover costs provided, totalling £21,689 of committed funding.
- 3.3.1 *Supporting schools to be Ofsted-ready under the new framework for inspection*

- 3.3.2 EF introduced the proposal, outlining the three-year model for supporting schools with the new framework for inspection.
- 3.3.3 AJ expressed consideration for how the staff would respond to the project and emphasised the importance of avoiding a 'mocksted' process.
- 3.3.4 JW highlighted that the project should be focused on promoting professional dialogue and culture change to empower staff.
- 3.3.5 EF explained that, were the proposal accepted, terms of reference would have to be agreed.
- 3.3.6 TH queried what the benefit to the schools on the bottom of the list would be, seeing as familiarity with the new framework would have progressed significantly by then.
- 3.3.7 JP noted that the schools are listed on the proposal, yet board members would be advised to consider how the project would affect their cluster.
- 3.3.8 IR recognised that the cost would be less than the total on the proposal because some schools might wish to decline the offer, in the context of other activities they are already undertaking.
- 3.3.9 JK reported that the Morden cluster hoped for more support with curriculum readiness for the new Ofsted framework.
- 3.3.10 TH suggested that the first year of the proposal could be accepted on a trial basis. *This was agreed as a helpful way forward, with the meeting agreeing to commit £33,000 of funding.*

Curriculum leadership development

- 3.4.1 EF outlined the proposal document, with details of the three suggested half-day sessions in geography, history, art and modern foreign languages.
- 3.4.2 AJ added context by describing some of the actions that led to its development.
- 3.4.3 JW asked for clarification on who would be leading the project.
- 3.4.4 JP clarified the details of attendees, including the small charge for any additional places.
- 3.4.5 *The proposal was unanimously approved by the board, totalling £18,306 of committed spend.*
- 3.4.6 **ACTION: JP to organise a meeting of the Coordinated CPD sub group as soon as possible to agree how next stages of planning will proceed.**

JP

4. Teaching Schools Hubs

This item was brought forward in the agenda, before item 3.

- 4.1 CD welcomed DW and DS to present the current situation of the teaching school hubs.
- 4.2 DW explained how Wandle Teaching School (WTS) have been involved in the work to establish teaching school hubs, including the rejection of five applications in South East London.
- 4.3 DW stated that it was not clear why this decision was made and that WTS are attempting to speak to successful schools in other areas to understand what made their applications successful.
- 4.4

- 4.5 DW detailed how the prospectus for the next round of applications should be released in the summer, which will probably include South West London.
- 4.6 DW outlined how Chesterton Primary School meets the eligibility criteria for being a teaching school hub.
- 4.7 DW made it clear that there could be large MATs bidding for the South West London teaching school hub.
- 4.8 JW asked what the current engagement was from schools with the maths and English hubs and queried the capacity of a teaching school hub to cope with the geographical area.
- 4.9 DS responded that the maths hub is highly successful and the English hub is still building its engagement, noting that there were currently very specific priorities. There would need to be an expansion of WTS capacity should the teaching school hub bid be successful.
- 4.10 DS clarified that current teaching schools would stop receiving their funding from September 2020 so the only way to continue the work of teaching schools is to apply to become part of a teaching school hub.
- 4.11 JW asked how the process would be shared with groups like the Attain board.
- 4.12 DW reassured the meeting that transparency is very important for WTS and that it would be ideal for representatives from Attain to be on the governing body of any new teaching school hub, just as it would be for other key stakeholders.
- 4.13 DW admitted that the coordination of project delivery would be complicated and that there are meetings with successful hubs to try and share best process for a teaching school hub.
- 4.14 DW outlined that CPD, recruitment and retention, and SEND would be the focus areas for WTS should they become the teaching school hub.
- 4.15 JW questioned whether the delivery could be impactful with the funds available.
- 4.16 DW agreed that under-funding is currently an issue and hoped that there might be more funding available with the publication of the new prospectus.
- 4.17 DW identified that being school-led was a clear benefit of teaching school hubs, with large amounts of grant money pushed through the system.
- 4.18 TH highlighted the importance of pragmatism in moving forward with the application, to ensure that Merton schools have access to national funding streams.
- 4.19 DW reassured the meeting that the hub has no intention to take over School Direct whilst recognising that it is a lever by which the DfE can enact changes.
- 4.20 There was a discussion about models of empowering teaching staff to take part in school-to-school support.
- 4.21 The meeting recognised that by being involved from the start, Attain and other partners would be able to shape the direction of the teaching school hub.
- 4.22 JW asked whether there would be a memorandum of agreement between partners working with the new teaching school hub.
- 4.23 DW and DS confirmed that it would be likely, given how it worked well when involving schools in the English hub.
- 4.24 DW explained that once the prospectus is released, representatives of the different groups would be invited to attend a day of planning. **ACTION: All board members will consult with clusters before the next meeting on partnership involvement with the South West London Teaching School Hub.**
- 4.25

All

EF

ACTION: EF to work with June Crame in Governor Services to ensure that Chairs of Governors are consulted in the New Year.

- 4.26 DS and DW left the meeting.
EF noted that partnership involvement is likely to depend on a great deal of trust and goodwill before greater clarity is reached on what it will involve.
- 4.27 PS recognised that as no other bodies have approached schools or the Local Authority about partnering for a bid to become part of a hub, partnering with WTS is the only option that would benefit Attain.

5. Recruitment planning

- 5.1 JP reported back from the St Mary's University recruitment, noting how beneficial it was to be accompanied by a current NQT.
- 5.2 JP described that the unique selling point for the partnership is that it has a strong set of values that can be expressed at recruitment fairs.
- 5.3 AJ emphasised the importance of hosting events to engage PGCE students on placements in Merton schools.
- 5.4 JW requested that Merton LA should produce a recruitment pack to be given to trainees.
- 5.5 **ACTION: EF to discuss with JM regarding whether something can be produced.** EF

6. Reports from subgroups with current information

- Financial Stability*
- 6.1 MR reported back from the meeting of the SBM working group on 12th November, including discussions that took place around the relationship between SBMs and the Merton School Finance team.
- 6.2 MR highlighted the disparity in income generation between the east and west of the borough that was noted by the group and SBM networking opportunities.
- 6.3 Next steps were outlined, to include the production of a guidance document and the potential for maximising procurement for schools.
- 6.4 IR confirmed that the SBMs feel supported in finance but sometimes the other aspects of the role are difficult to manage.

7. Standing items

- Merton schools' use of The Apprenticeship Levy*
- 7.1 JP confirmed that a meeting is scheduled with Merton HR and NCE to discuss the rollout of the level 5 and level 7 leadership courses that are available through The Apprenticeship Levy.

8. Feedback from clusters since last meeting

East Mitcham

- 8.1 ASam reported that the cluster have started science group meetings, planning for the progression of skills in science.

West Wimbledon

- 8.2 AS reported that cluster moderation has been carried out using the model from the Attain project last academic year.

Morden

- 8.3 JK updated the meeting on a geography and history project with Roehampton University that is in development for Hillcross school.

Mitcham Town

- 8.4 DF reported that there is a joint INSET planned, focusing on character education, along with iPad training for IT leads and a leadership group on contextualised safeguarding.

Secondary

- 8.5 AJ reported that headteachers discussed GDPR and health and safety at the most recent meeting.
An update on the sixth form project to secondary headteachers was requested by JW.

ACTION: JP to update secondary headteachers about the sixth form bid.

JP

Special

- 8.6 TH informed the board that there will be another NPQML course in the summer, and that the NPQSL course could unfortunately not be delivered due to a lack of uptake
Catholic

- 8.7 JK reported that the cluster meets annually with Chairs of Governors together, leading to very helpful discussion relating to wellbeing of leaders and the future of Catholic education.

9. Any other business

- 9.1 JP asked the board for approval to contribute £500-1000 to a printed publication by the London Education Partnerships.
This was agreed unanimously by the board.

The meeting concluded at 10:35am.

MEETING DATES FOR 2019-20 (all to be held at The Chaucer Centre)

Tuesday 25th February - 8:30-10:30am

Tuesday 5th May - 8:30-10:30am

Tuesday 7th July - 8:30-10:30am

ACTION LOG

3. Proposals

Item	Action	Completed
3.2.5	JP to arrange a meeting of the Recruitment, Retention and Leadership Development sub-group.	
3.2.6	JP to arrange a meeting with EF, JM and CD to meet and prepare guidance for the details of funding decisions that are made by the board.	

4. Teaching Schools Hubs

Item	Action	Completed
4.24	All board members will consult with clusters before the next meeting on partnership involvement with the South West London Teaching School Hub.	
4.25	EF to work with June Crame in Governor Services to ensure that Chairs of Governors are consulted in the New Year.	

5. Recruitment planning

Item	Action	Completed
5.5	EF to discuss with JM regarding whether something can be produced.	

8. Feedback from clusters since last meeting

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8.5	JP to update secondary headteachers about the sixth form bid.	