

Minutes KAH Executive Board

Tuesday 22 May 2018, 2pm-4pm

The Malling School



Kent Association
of Headteachers

kah.org.uk

Present:-

Sally Lees - Chair	Homewood School & Sixth Form Centre
Simon Beamish	Leigh Academies Trust
Sue Beauchamp	Two Bridges School
Neil Birch	The Beacon
Alan Brookes	Fulston Manor High School
David Metcalfe	Capel-le-Ferne Primary
Jane Partridge	Northfleet Technology College
Brendan Wall	St Simon Stock Catholic School
Matt Dunkley	Corporate Director, CYPE, KCC
Richard Hallett	Interim CEO, TEP
Celia Buxton	Principal Secondary and Special Improvement Adviser
Linda Pickles	Principal Primary Improvement Adviser
Tony Smith	Consultant
Sharon Batchelor	Business Support Officer - KCC

Apologies:-

Emma Hickling	KULB
Paul Danielsen	Highworth Grammar School
Paul Luxmoore	Coastal Academies Trust
Matthew Wright	Wrotham School
Kate Wilson	Chair, Leadership Strategy Group
Deb Hines	Chair, School Effectiveness Strategy Group

Simon Preece, Finance Business Partner, CYPE, KCC - attended for items 5 and 8

1. Sally welcomed everyone to the meeting, apologies were given and introductions made.
2. Approval of minutes of previous meeting on Tuesday 20 March and matters arising

The minutes were agreed as an accurate record.

Future PRU Provision – meeting to be held with Matt Dunkley, Keith Abbott, Sue, Jane, and Paul Luxmoore. Keith Abbott is lead for this. This meeting to also discuss why Kent do not single role on PRUs as other LAs do. An update will be given at the KAH planning session on 3 July 2018.

Action: Meeting to be organised as above – Celia

Action: Future PRU provision and why Kent do not single role on PRUs as other LAs do to be on agenda at KAH Planning Session on 3 July – Tony/Sharon

Primary NED – Sally confirmed she had passed feedback to Patrick Leeson. Sam Fenn, Headteacher at Ethelbert Road Primary, Faversham, was confirmed as Primary NED. Board members were asked to suggest a replacement Secondary NED from September.

ACTION: Suggestions for a Secondary NED to be sent to Sally - All

3. KAH Development

- Election outcomes

Election only needed for Maidstone Primary representatives. Voting ends Friday 25 May. Attempts are being made to fill the Sevenoaks Secondary rep. Results of the election will be circulated after the closing date.

Action: Results of election to be circulated after closing date on Friday 25 May - Tony

- Appointment of Chair of Sept 2018 – Aug 2020

Sally proposed Alan, seconded by Brendan, as the new chair. It was suggested, in order to logistically let things run, a new chair is elected now and in September the new board appoints a vice chair. New members of Area Boards will be invited to the last meeting in July, along with existing members, when chairs and vice chairs will be elected.

Action: Election of vice chair to be put on agenda for KAH Executive Committee meeting on 9 October 2018 – Tony/Sharon

4. Update on the Stakeholder and Commissioning Partnership Board

Alan gave a presentation on the work undertaken to develop a school effectiveness strategy, in partnership with KAH, LA, KMTSN, RSC and KSENT, which was very well received. Suggestions were made around operational matters and early impact to ensure buy-in which will be incorporated. The final strategy will be ready for the KAH planning session on 3 July.

An update was given on progress of integrating services and how Early Help and Social Services are coming together. This will be a standing item on the agenda and Headteachers' views on how this integration is working can be fed back. Area Boards to ask how the integration of these services is working on the ground which can then be fed back at the next meeting.

ACTION: Agenda item for next Area Board meetings – how the integration of Early Help and Social Services is working on the ground – Tony/Area Board Chairs

ACTION: Copies of future Stakeholder and Commissioning Partnership Board agendas to be included on Area Board agendas to ask for feedback – Tony/Sharon

ACTION: Headteacher comments to be fed back to Partnership Board – Sally/Alan

PRU discussions will be an agenda item for a future meeting.

The contract being developed with the company was asked to be seen, and discussions took place on how the group monitored its delivery. It is important KAH keeps its position around the table and has an impact on how services are developed to meet needs of schools and helps shape development of that group.

Special schools were extremely concerned if the replacement for Julie Ely would have a health or education background. Matt advised they would have an educationalist background. KSENT is writing to Matt this week reflecting thoughts and concerns there is no SEN experience within his current senior team.

5. The Worthless Campaign – Simon Pleace

Simon spoke about his role within F40 which is the group consisting of the 40 lowest funded education authorities. They have been campaigning for a fairer national funding formula and are supportive of the WorthLess? campaign. This is a campaign led by Headteachers, initially in West Sussex, but now involving Headteachers across the country. They believe there is great disparity in funding across the country which the National Funding Formula has not fully addressed. They are also concerned about the overall education budget and are building a campaign leading up to the next Government spending review in 2020. Following discussions, the board agreed Simon would contact Jules White and ask him to make contact with Sally about KAH possibly becoming involved with this campaign.

6. The Education People – Richard Hallett

Richard apologised for the last round of KAH boards as they did not get what they wanted or expected.

- Update on development

TEP is on course for launch on 1 September. The EP service will not be going into the company by that date because of the backlog with statutory assessments, the growing demand for them and the challenges in relation to staff recruitment and retention.

A spreadsheet was sent out prior to the meeting showing services, products and packages on offer. It is on the TEP website. A paper was sent out with the agenda with suggestions of how KAH could engage going forwards. There is also feedback from the work that Kim Stoner undertook around building trust, being transparent, partnership working and quality consistency. The Board reviewed this feedback. The board agreed there needs to be a TEP rep at district Headteacher briefings to give updates and Richard agreed to take this back.

ACTION: TEP rep to be present at district Headteacher briefings - Richard

TEP will initially offer existing services and products to other LAs and new markets to provide an income and that income can help develop new products for Kent. TEP will have arrangements with providers or supply services themselves. The TEP website will become a one-stop-shop. The role of the LA is evolving to a situation where services to schools will be traded or provided and services to individual schools and families will be department provided.

A customer focus group will be set up, initially to review the website. Richard agreed to send an email to Area Board chairs who will find suitable reps from their districts to be part of the customer focus group.

ACTION: Richard to email Area Board chairs asking for reps for a customer focus group – Richard

ACTION: Area Board Chairs to find suitable reps for customer focus group – Area Board Chairs

Richard presented the TEP website to the board. He asked for key words Headteachers would use to search to ensure they reach the correct information. Any comments to be emailed to Richard. The website is continually being updated.

ACTION: Comments on TEP website to be emailed to Richard – All

7. HNF – responses to consultation – Matt Dunkley

A range of options will be presented at Headteacher briefings next term. Discussions are being held with the DfE around possibly devolving funding. One option could be to use a section of HNF for statutory functions and to see how much of the rest could be devolved. We need to look at changes from 2019 onwards to stay in budget and solve some issues schools currently have. The Schools Funding Formula will make a final decision in December.

8. KAH funding

- Amendment to allocation and distribution of funds to sub-groups 2017-18

The board agreed the proposal set out in the paper from Kate Wilson, sent out with the agenda. The money allocated to the SESG would reduce to £22k to allow £8k to be allocated to the Special School Improvement Subgroup.

Website and newsletter – Jack Frost – the board approved the proposal that the revised SESG budget would cover any shortfall from core funding related to website and marketing.

Simon Please confirmed an academy cannot hold any of the £200k budget. Invoices for payment and the names of the schools to hold the Area School Improvement Sub-group budgets to be emailed to Anne-Marie Jarvis Anne-Marie.Jarvis@kent.gov.uk

ACTION: Area Chairs to inform Anne-Marie which school will be the budget holder for their Area

- Progress in securing funding for next year

Matt Dunkley confirmed £58k core funding for the admin side of KAH is committed again for next year from the KCC budget. There is an additional £6k to be added as a result of the Primary and Secondary forums coming to an end. This funding will not cover the work done by LLSE through the leadership strategy commission, led by Kate Wilson. An additional £50k is needed to cover this work. Keith Abbott is speaking to RSC about a joint bid to cover this work. Another option could be to submit a SSIF bid. Sally and Alan will discuss this further with Paul Carter and Roger Gough at their meeting on 12 June.

ACTION: Discuss additional KAH funding with Paul Carter and Roger Gough on 12 June – Sally/Alan

9. Revised Terms of Reference – proposed amendments

The board accepted the three proposed amendments shown on the agenda from the KAH South Board. The board agreed the LA would nominate PRU reps. Terms of Reference to be amended to show this.

ACTION: Terms of Reference to be amended as above – Tony

10. KAH Action Plan – 2017-18 update and suggestions of priorities for 2018-19

An update was circulated with the agenda. Sally asked board members to review it before 3 July planning meeting as aspects to take forward and new areas of priority will need to be identified.

ACTION: Review KAH Action Plan on 3 July, aspects to take forward and new areas of priority – Agenda item – Tony/Sharon

11. School Effectiveness Strategy – update

Alan presented this at the recent Education Services Commissioning and Stakeholder Partnership Board. Following discussion some very useful feedback was given which will be incorporated. Any comments to be sent to Kate Wilson or Alan by 10 June as the final report will be presented on 3 July at the KAH planning session.

ACTION: Any comments to be sent to Kate Wilson or Alan by 10 June – All

12. Reports

- Reports from Chairs (to include work of Area School Improvement Sub-groups)

North – Jane Partridge – the board discussed TEP and alternative provision. A project is being run on teacher recruitment and a survey was sent out asking for evidence of specific issues faced by schools. The Area School Improvement Subgroup is focusing on KS2 maths, a SSIF bid for GROW project about reading in Gravesham and sharing good practice and they have been asked to be involved with Babcock on a £2.4m TLIF bid around inclusion. If this bid is successful partners will be requested in Thanet, Ashford and Medway. Chairs would be asked to identify suitable schools where a member of staff is trained and they disseminate to other schools.

South – David – Matt attended and gave an overview of HNF and potential ways forward. Phoebe Clapham attended and gave an oversight of RSC. There were visits from two successful collaborations who gave presentations on how KAH collaboration funding had been spent and the positive impact it had. Kim Stoner attended and there was a robust conversation about TEP and feedback was given. The Area School Improvement Subgroup is up and running and clarity was given that funding is to be used for a group of schools rather than individual schools.

East – Alan – there was a presentation on PRUs and reps from TEP attended. There was a discussion on school budget pressures and details were shared of a SENCO conference that is funded by KAH being held at Kent Cricket Ground at the end of June.

West – Brendan – there was a lively discussion on alternative provision. TEP feedback was given. There was discussion around distribution of funding to Primary schools which was accepted and how this money was accessed. Funding allocated to the Secondary sector was also discussed and which academy provider should be used.

Neil – Special – a TTA bid has been submitted in line with the leadership strategy's 4 strands, looking at development of inclusive practice, middle leadership work, Headteacher development and support for Chairs of Governors, working closely with LLSE and Kate Wilson.

- Report on Kent and Medway Teaching Schools Network

An update from Paul Danielsen was sent via email prior to the meeting.

13. Kent Leadership Strategy – an update was tabled at the meeting.

- Identification and deployment of Secondary KLEs

There is a shortage of Secondary KLEs. The mechanism of how KLEs are deployed is to be looked at.

14. Updates

- KAH Conference 22 Nov 2018

There is a very strong line-up of speakers and workshops. The Board were asked to encourage colleagues to register. Kate asked Board members to email their leadership advocates with names of students who would like to be researchers at the conference.

- KAH Communication Strategy

An update from Kate Wilson and Karl Frost was sent out prior to the meeting.

- System Leaders Conference - 3 July 9am-1.30pm, including lunch

Letters have been sent to all Headteacher and Chair of Governor system leaders asking for a pen portrait, highlighting areas of expertise. This information will be collated and provided to the School Improvement Subgroups to assist in brokering school to school support.

15. AOB

- Matthew Wright - update on NHS appointed governor role

He has attended his governor induction, a governor action day and full council meeting. There is clearly a desire to engage young people in conversation about the services that the NHS community trust provides. Matthew suggested they come to him with some key areas that they want to explore and KAH could then feed these down through the Area Boards to schools, and then back up to the KAH Executive, so he could take the feedback back to the NHS.

Date and venue of next meeting:

KAH Planning session Tuesday 3 July 2018 at The Ashford International Hotel
1.00pm lunch with system leaders
1.30pm-4.30pm planning session