

MINUTES OF THE ESSEX PRIMARY HEADTEACHERS' ASSOCIATION ANNUAL GENERAL MEETING HELD ON THURSDAY 11 OCTOBER 2018 COMMENCING AT 9.20 am

Headteachers present

Lois Ashforth	Cold Norton Primary
Dawn Baker	Lawford Mead Primary
Sue Bardetti	Holland Haven Primary
Nicky Barrand	Cherry Tree Primary
Isobel Barron	Roseacres Primary
Liz Benjeddi	South Green Junior School
Amanda Buckland-Garnett	Collingwood Primary
John Clements	Hatfield Heath Primary
Anna Conley	The Howbridge Infant School
Dawn Dack	Wentworth Primary
Sarah Donnelly	Richard de Clare Primary
Fiona Dorey	Great Bradfords Junior School
Andy Douglas	Riverside Primary
Shelagh Harvey	Ingatestone Infant School
Nick Hutchings	Hamilton Primary
Pam Langmead	EPHA Professional Officer
Ian MacDonald	Elmstead Primary
Mark Millbourne	All Saints Primary, Harwich
Kate Mills	John Ray Infant School
Nicola Morgan-Soane	Trinity Road Primary
Dominic Mulholland	Mildmay Junior School
Hayley O'Dea	Great Wakering Primary
Donna Parker	Ardleigh St Mary's Primary
Paula Pemberton	Hazelmere Junior School
Harriet Phelps-Knights	Janet Duke Primary
Amanda Reid	Perryfields Infant School
Angela Russell	St Anne Line Catholic Infant School
Suzy Ryan	Fingringhoe Primary
Karen Tucker	Canvey Junior School
Jonathan Tye	Churchgate Primary
Nicola Whybrow	Braiswick Primary
Jo Barclay	Schools Safeguarding Manager
Anna Davies	St Thomas More Catholic Primary

1. APOLOGIES FOR ABSENCE

Apologies were received from:

Lehla Abbott	Broomgrove Infants
George Athanasiou	Great Sampford Primary
Lyn Corderoy	Grange Primary
Emma Dawson	Thundersley Primary
Emma Flinn	Great Yeldham
Mary Jo Hall	St Thomas More Catholic Primary
Kerry Greary	The Phoenix Primary
Chris Jarman	St John's CE Primary, Buckhurst Primary
Julie Lorkins	St Andrew's CE Primary, North Weald
Maire O'Regan	Margaretting Primary
Amanda Reid	Perryfields Infants
Kevin Watts	Great Dunmow Primary

2. WELCOME

Harriet Phelps-Knight, Chair of EPHA, welcomed everyone to the meeting and introduced herself to colleagues.

3. REPORTS ON THE 2017/2018 YEAR

A. EPHA CHAIR'S REPORT

Harriet Phelps-Knight gave a report about the previous year as Chair of the Essex Primary Heads' Association.

There have been a number of highs and lows this year - as ever in the education system.

Highs have included:

- the support we have provided for colleagues in challenging circumstances
- The introduction of the Small School strategy
- Continued collaborative working with ASHE and ESSET
- The introduction of the SEND round table and the generation of the inclusion statement
- Starting to build a relationship with Sue Baldwin, Regional Schools' Commissioner and the Eastern region associations
- Briefings that Pam provides for clusters – these are growing in number
- The annual Headteachers' conference and Deputy heads' conference

- Introduction of 7-minute staff meetings, which schools find very useful
- Building a relationship with social care partners to address the issues that are causing schools' stress, and to share good practice across schools and social workers
- Area meetings and the reorganisation of them to ensure that the focus is on schools and what Headteachers want at their meetings

Lows have included

- the debacle around Schools Broadband and the service they provide to schools
- GDPR implementation
- The Provide information sharing protocol that continues to be a bone of contention. We are arranging a meeting with Provide to put our point across that this is a completely useless document that is asking schools to agree to take responsibility for things they have no knowledge of.
- EWHMS and the apparent lack of commitment and progress on promises to provide support to schools.
- Funding issues and the representation we are making on behalf of all schools - across the 3 sectors and a positive of this is that the schools budgets for 19/20 will see £71 more per Primary pupil, the minimum funding guarantee increased to 0.5%

We continue to work on supporting new Headteachers and Headteachers new to Essex

We want to continue to work with social care to ensure that this service is having the necessary impact on pupils and schools.

EWHMS - we are working closely with the commissioning group to hold EWHMS to account and ensure that the terms of the contract are fulfilled in order to adequately support schools and pupils

Mental health and wellbeing continues to be a national issue and focus and we are keen to ensure that the work load for schools in this area is proportionate and manageable and that Headteacher and staff wellbeing is as much of a priority as parents and pupils.

Thank you to Pam for all her hard work and commitment in ensuring that EPHA goes from strength to strength and continues to be a valued addition to a Headteacher and school's daily life. Pam has taken on a number of additional meetings since we decided not to re appointment an Executive Director and this is working very well for us.

Thank you to Nick for being a supportive, challenging, critical friend as Vice-Chair.

Thank you to everyone one of you on the Executive who have represented heads at meetings, explored, researched and networked in order to support colleagues and ensure the pupils of Essex get the best education and opportunities possible.

B. EPHA PROFESSIONAL OFFICER'S REPORT

Pam Langmead gave the following report, reflecting on her work on behalf of EPHA over the last year.

2017/18 was a busy year for the Association, with continued good attendance at the primary headteacher meetings, and two extremely successful conferences for Headteachers and Deputy Heads. (Helped hugely by booking the marvellous Sir John Jones at each event.)

The headteacher briefings continue to be a key part of my role, particularly in the first few weeks of each term. I am now delivering these briefings to 21 clusters across the county. I think that most headteachers who attend find these valuable, if a bit demanding (the dreaded “do-list”)! It certainly gives me an opportunity to meet with, and hear feedback from, groups of primary headteachers across the county, and enables me to keep up to date with the main issues in each locality.

The “Seven minute staff meetings” continue to prove popular with headteachers. Whilst they mainly focus on safeguarding topics, I did branch out last year and produced presentations about data protection and GDPR. These are intended to be used to keep staff informed and up to date about key topics, and each “staff meeting” includes a PowerPoint presentation and an accompanying information handout. Soon after we started these The Key introduced something along the same lines – imitation being the sincerest form of flattery?!

One of my roles is to try to make sense of legislation that schools have to adhere to. Last year we struggled with GDPR (and the world didn't end on 25th May) and EPHA worked hard to provide supportive – and free – information for headteachers, including numerous checklists for policies, the website and safeguarding.

EPHA continues to provide free training for headteachers – last year we organised training on “An introduction to Professional Supervision”. I am considering organising a residential conference in the summer term, and would welcome comments from headteachers about this idea.

I continue to attend numerous meetings on behalf of EPHA, as detailed in my termly report to the Executive and, following Nigel's retirement as Executive Director at the end of March, I have increased the number of meetings where I represent primary headteachers. In addition to attendance at those meetings (and writing follow-up reports), my work for the Association has included:

- Information, emails and communications with all headteachers;
- Responding to queries and actions from the Executive, ECC, interested companies;
- Researching, writing and delivering the termly headteacher briefings;

- The production and maintenance of a Primary Support Directory;
- Maintaining the website and administration of the association (including writing a business continuity plan to ensure that the management of EPHA is sustained);
- Individual support for headteachers when issues arise;
- Identifying, contacting and supporting new headteachers;
- Managing the bookings and organising the annual headteacher and deputy conferences, WEPHA conference and termly meetings, and any free training sessions;
- Managing the EPHA finances: paying claims and invoices, producing reports, paying in cheques, organising the annual audit etc
- Other tasks as required.

As ever, it is a great privilege to work for and support primary headteachers in Essex and I look forward to another busy year in 2018/19.

4. CONSTITUTION

It was noted that the Constitution for the Essex Primary Headteachers' Association was available on the website in advance of the AGM, and was reviewed by headteachers at the meeting. There were no proposed changes to the Constitution.

It was **AGREED** that the Constitution would be **ADOPTED** for the coming year. The document would be updated by the EPHA Professional Officer and would be circulated with the minutes of the meeting and posted on the EPHA website.

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5. TREASURER'S REPORT

Pam Langmead, Professional Officer and treasurer, circulated reports relating to the EPHA accounts:

- a Current Account income and expenditure statement from 1 August 2016 – 31 July 2018;
- a statement of the conference account from 1 August 2017 – 31 July 2018.

Both statements have been checked and agreed as a fair and accurate record of the accounts, by Ann Cutting, School Business Manager at Burnham-on-Crouch Primary School.

The **Current Account Income and Expenditure** statement for the period 01 08 17 to 31 07 18.

	Expenditure	Income	Balance
a) OPENING BALANCE			£209,474.80
Miscellaneous	£9,315.44	£3,062.00	
DSG		£145,920.00	
Subscriptions		£00.00	
Supply	£13,807.25		
Travel & mileage	£4,813.55		
Executive Director	£15,120.40		
Professional Officer	£50,203.99		

Meetings	£57,231.31	
Totals	£132,607.87	£148,982.00

Closing balance for account 00795978 **£225,848.93**

Notes

The DSG top-slice equates to 456 schools each paying £320.

The Professional Officer expenditure for 2017/18 is broken down into

- professional fees £41,392.50
 - mileage £3,718.35
 - expenses paid on behalf of EPHA £5,093.14
- £50,203.99

b) The Conference account Income and Expenditure statement for the period 01 08 17 to 31 07 18.

	Expenditure	Income	Balance
OPENING BALANCE			£57,936.34
Headteacher conference	£19,931.32	£22,640.00	
Deputy conference	£20,068.21	£23,700.00	
WEPHA conferences	£5,781.08	£5,910.00	
Totals	£45,780.61	£52,250.00	
Closing balance for conference account			£64,405.73

Total of Current account and conference account statements end of July 2018:

Bank balance account 00795978	£225,848.93
Conference account	£64,405.73
Total assets	£290,254.66

The Treasurer confirmed that, in line with the recommendation from the Schools Business Manager who has audited the accounts last year, she investigated whether or not EPHA needs to formalise its legal status, and possibly register for VAT. It has been confirmed that EPHA can continue to run as an unincorporated association (in the same way that ASHE is set up) and is exempt from VAT as the income is from schools. The Association needs to acquire professional indemnity insurance, which the Treasurer will arrange.

The Treasurer explained that, while the Association's assets are currently very healthy, the EPHA expenditure has risen considerably in the last two financial years, as EPHA is now paying all of the expenses for the termly headteacher meetings and the Executive meetings, as well as running an increasing number of events and conferences for headteachers.

c) EPHA funding

The EPHA Chair proposed that the DSG top-slice in the 2018/19 financial year should, once again,

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be £320 per school. If this is agreed, there will be no requirement for the Schools Forum to revisit this decision. Taking into account the continuing costs for the Association and, in particular, the uncertainty of future funding, it was unanimously **AGREED** that the top-sliced contribution from the DSG should be £320 in the 2018/19 financial year.

d) Financial Regulations

It was noted that the Financial Regulations for the Essex Primary Headteachers' Association were available on the website in advance of the AGM, and were reviewed by headteachers at the meeting. There were no proposed changes to the Financial Regulations.

It was **AGREED** that the Financial Regulations would be **ADOPTED** for the coming year. The document would be updated by the EPHA Professional Officer and would be circulated with the minutes of the meeting and posted on the EPHA website.

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6. ELECTION OF OFFICERS

a) Election of Chair

It was noted that one nomination had been received prior to the meeting for the position of Chair for the Essex Primary Headteachers' Association, from Harriet Phelps-Knights (Janet Duke Primary).

There were no further nominations received at the meeting and **Harriet Phelps-Knights was duly elected as Chair**. She was thanked for the work she has done on behalf of Essex Headteachers during the year and for agreeing to continue as Chair of the Association.

b) Election of Vice-Chair

It was noted that one nomination had been received prior to the meeting for the position of Vice-Chair for the Essex Primary Headteachers' Association, from Nick Hutchings, (Hamilton Primary, Colchester).

There were no further nominations received and **Nick Hutchings was duly elected as Vice-Chair**. He was thanked for the work he has done on behalf of Essex Headteachers during the year and for agreeing to continue as Vice-Chair of the Association.

c) Election of Executive Treasurer

It was proposed that the Association should continue to elect a headteacher to act as Executive Treasurer, to oversee the work of the county treasurer/Professional Officer, including approving her professional claims. **Dawn Baker (Lawford Mead Primary)** nominated herself for this role and was duly elected.

It was noted that Pam Langmead, Professional Officer, will continue to undertake the day to day work and financial administration as County Treasurer.

d) Area and Local Delivery Group Representatives

Following the Area AGMs that took place during the summer term, it was confirmed that the

following headteachers will represent the South, Central (Mid), North-East and West Areas and Local Delivery Groups (or locality equivalents) on the Executive Committee:

SOUTH Area

Chair	Nicky Barrand	Cherry Tree Primary
Vice-Chair	Andy Douglas	Riverside Primary
Wickford	vacancy	
Billericay	Liz Benjeddi	South Green Juniors
Rochford	Hayley O'Dea	Great Wakering Primary
Rayleigh	Lorna Pigram	St Nicholas CE Primary
Canvey Island	Karen Tucker	Canvey Junior School
Basildon East/Pitsea	Nicky Barrand	Cherry Tree Primary
Basildon West	Angela Russell	St Anne Line Catholic Infants
Castle Point/Benfleet	Emma Dawson	Thundersley Primary
Brentwood	Shelagh Harvey	Ingatestone Infants
Treasurer	Lyn Corderoy	Grange Primary

MID Area

Chair	Fiona Dorey	Great Bradfords Junior School
Vice-Chair	Nicola Morgan-Soane	Trinity Road Primary
Braintree	Kate Mills	John Ray Infant School
Chelmsford North	Amanda Reid	Perryfields Infant School
Chelmsford West	Dawn Baker	Lawford Mead Juniors
Chelmsford South	Nicola Morgan-Soane	Trinity Road Primary
Maldon	Dawn Dack	Wentworth Primary
Dengie	Lois Ashforth	Cold Norton Primary
Witham	Anna Conley	The Howbridge Infants
South Woodham Ferrers	Amanda Buckland-Garnett	Collingwood Primary
Halstead	Sarah Donnelly	Richard de Clare Primary
Treasurer	Dawn Baker	Lawford Mead Juniors

NORTH EAST Area

Chair	Nick Hutchings	Hamilton Primary
Vice-Chair	Lehla Abbott	St George's Infant and Nursery
Tendring Mid	Ian MacDonald	Elmstead Primary
Tendring South	Sue Bardetti	Holland Haven Primary
Tendring North	Donna Parker	Ardleigh St Mary's Primary
Harwich & Dovercourt	Mark Millbourne	All Saints Primary, Harwich
Colchester East	Paula Pemberton	Hazelmere Juniors
Colchester West	Nick Hutchings	Hamilton Primary
Colchester South	Suzy Ryan	Fingringhoe Primary
Treasurer	Bridget Harris	St Thomas More's Catholic Primary

WEST Area

Chair	Isobel Barron	Roseacres Primary
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Vice-Chair	Julie Lorkins	St Andrew's CE Primary, North Weald
Epping Forest South	Chris Jarman	St John's CE Primary
Epping Forest Rural	Julie Lorkins	St Andrew's CE Primary, North Weald
Harlow	Jonathan Tye	Churchgate CE Primary
Uttlesford North	Mary Jo Hall	St Thomas More Catholic Primary
Uttlesford South	John Clements	Hatfield Heath Primary
Treasurer	Mary Jo Hall	St Thomas More Catholic Primary

It was noted that there is a vacancy for the representative from Wickford, and the Professional Office **AGREED** to follow this up.

It was confirmed that the Executive Membership list will be updated to reflect these changes, and will be made available on the EPHA website. All of the Executive members were thanked for their contribution and commitment to EPHA and for representing their local colleagues.

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7. SUPPORT FOR NEW HEADTEACHERS

As there was sufficient time, this item was brought forward from the Executive meeting agenda (later in the morning) in order to discuss the issue with all headteachers in attendance.

The headteachers were reminded that each term the Professional Officer identifies the new headteachers in Essex primary schools, and sends them a welcome pack and support directory. The Vice-Chair of each area (and/or Chair, depending on how they organise this) contacts the new headteacher to welcome them to their new post, and to explain the support available from EPHA. Last year the Executive Director ran a series of meetings for new headteachers, but these were not well attended.

It was noted that in May the EPHA Executive discussed the support offered by the Local Authority for new headteachers and noted that Lisa Fergus took the lead on this for the LA. Since that meeting the Professional Officer has produced a Checklist for New Headteachers, which outgoing heads and/or their Chair of Governors are encouraged to complete, to ensure that the new headteacher has critical information to hand from the first day of their new post. This has been well received by headteachers.

The EPHA Executive continues to be concerned by the lack of consistent support (from the LA) for new and acting headteachers. A number of relatively new headteachers on the Executive noted that they had not been given mentor support or were asked to arrange it themselves. One headteacher said that she was contacted by the School Effectiveness Partner and was offered support "if she needed it".

It was accepted that taking time out of school as a new headteacher was very difficult and sometimes, the new headteacher "didn't know what they didn't know". One headteacher noted that the support from her consortium was invaluable. However, it was agreed that some headteachers might prefer support from another colleague who is not local to them.

One headteacher noted that her consortium has set up a WhatsApp group which heads use to ask questions and find out information in the group. It was noted that the Professional Officer regularly gathers advice from the Executive when she is contacted by headteachers, and this results in useful information being received and shared.

The group discussed the establishment of a more formal mentoring or support system, run by EPHA. It was agreed that if a headteacher took on the role of Colleague Supporter it would be possible for EPHA to pay a fee for the role.

One headteacher noted that her consortium has a formal system of support, including making contact with the new headteacher and following this up with a visit from the Chair of the consortium. The group also produces an induction pack, which includes a pen portrait of each headteacher, so that new heads get to know their colleagues quickly.

It was **AGREED** that the Professional Officer would:

- Produce a job description for the Colleague Support role, with suggested actions over a period of time;
- Develop a formal list of headteachers who were prepared to offer this support;
- Produce a model induction pack that headteacher groups could personalise and use.

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It was also **AGREED** that all new headteachers would be reminded to contact the Professional Officer for support and that this would be flagged up at the area meetings.

Jo Barclay joined the meeting.

8. SAFEGUARDING UPDATE

Jo Barclay, Schools Safeguarding Manager, was welcomed to the meeting. She explained that her laptop has been out of order for four weeks and apologised to anyone who is awaiting replies from her! Jo gave the headteachers an update on a number of safeguarding issues.

a) Domestic abuse notification

The police are launching Operation Encompass, a strategy where they are sharing domestic violence information with schools. They are aiming to pilot this in January, with the aim of launching the strategy in September 2019. Likely pilot areas will be Harlow, Colchester and Chelmsford.

The post of the Education Liaison Officer (Hailey) continues on a part time basis, and her role is to notify schools of high risk incidents. Jo asked for continued backing from schools to enable her to bid for funding to continue this post from April – this was **AGREED** by the group.

Jo noted that she is considering how to disseminate information from MARAC meetings. NB MARAC stands for **Multi-Agency Risk Assessment Conference**. The Domestic Violence MARAC is a

meeting where agencies talk about the risk of future harm to people experiencing domestic abuse and if necessary their children, and draw up an action plan to help manage that risk. One headteacher noted that she had attended a MARAC meeting to discuss one of her pupils, and had found the experience and information gained very valuable.

b) Keeping Children Safe in Education 2018 and Child Protection Policy

KCSiE 2018 has been published and schools are required to ensure that their Child Protection policy is suitably personalised. Jo noted that one area that has caused some confusion is around the CME (Children Missing Education) arrangements, and she plans to send out (via the EPHA Professional Officer) guidance relating to this section. This will not constitute a new model policy at this stage.

A question was raised about whether or not Multi Academy Trusts should have an individual policy for each school. It was agreed that MATs may have an overarching policy statement, but that each school should have its own localised Child Protection Policy.

Jo was asked what schools should do if a child leaves the country and cannot be located. She explained that schools should make “reasonable enquires” in order to safeguard a child. The schools should retain the child protection files, if they are unsure of who/where the next education establishment is.

c) Safeguarding briefing for new headteachers

Jo noted the discussion about support for new headteachers, and explained that she sends out a specific briefing for new heads, via the EPHA Professional Officer.

d) Mental health issues

The report following the Thematic Review of the teenage suicides in 2017 has been published. Paul Secker (ECC Director of Safeguarding) has been sharing the findings with a number of groups and may attend the four safeguarding forums in November. The Professional Officer **AGREED** to send the Thematic Review report and the updated version of Promoting Positive Emotional Well-being and Reducing the Risk of Suicide (ECC Autumn 2018) to the EPHA Executive, along with the guidance about Keeping Pupils and Staff safe in schools, which focuses on the use of isolation rooms in schools, and the use of reasonable force and restraint.

e) PREVENT

Jo reminded the group that she is the PREVENT lead for schools in Essex and that they should contact her if they have any issues or concerns around children in their schools who may be at risk of radicalisation or extremism.

f) Publication of Working Together to Safeguard Children and the implication for arrangements in Essex.

Working Together was republished in July and the ESCB is considering transition arrangements to meet the new requirements for implementing safeguarding arrangements in the authority. Whilst the three statutory safeguarding partners are now named as the police, health and the local authority, the current ESCB arrangements are likely to stay the same. Schools are named as a

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“relevant agency” and will remain on the Safeguarding Children Board.
Jo **AGREED** to circulate a one-page guide about the ESCB.

g) Ofsted complaints

The Local Authority continues to receive a high number of parental complaints that have been made to Ofsted. If these are not related to safeguarding they get referred back to Ofsted, but Jo explained that if the complaint relates in any way to a safeguarding concern, the LA is duty-bound to investigate. Ofsted is required to remind parent of the school’s complaints procedure, but this does not always happen.

In response to questions, Jo confirmed that the LA receives about 15 – 20 complaints a week in term time (including via Have Your Say, Councillors and MPs) and around 5% of those complaints are founded.

It was noted that a school can close down a complaint from a parent if it is deemed to be serial or persistent and if they are contacting the school repeatedly but making substantially the same points each time. However, Complainants have a right to have any new complaint heard and failure to respond at all to a complainant could mean that the school is failing to comply with its legal obligations. A school needs to ensure that they are acting reasonably and that any genuine complaint can still be heard. (*DfE guidance 2016 Best Practice Advice for School Complaints Procedures 2016*)

h) Children with family members in prison

One headteacher asked how he could find out if a child has a family member in prison, if the family are refusing to share this information. It was noted that schools are not routinely notified of this information and suggested that he contact the Essex CAPI service. (Children Affected by Parental Imprisonment)

<http://www.escb.co.uk/escb2/Aboutus/News/TabId/3177/ArtMID/8353/ArticleID/1551/Children-Affected-by-Parental-Imprisonment-CAPI-Service.aspx>

The meeting ended at 10.35 am

Pam Langmead
EPHA Professional Officer

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Harriet Phelps-Knights
Chair of EPHA