

# ESSEX PRIMARY HEADTEACHERS' ASSOCIATION

## MINUTES OF THE ANNUAL GENERAL MEETING HELD ON TUESDAY 14 OCTOBER 2014 COMMENCING AT 9.00 am

### Headteachers present

Cheryl Allard	Oaklands Infants
Lois Ashforth	Cold Norton Primary
Dawn Baker	Lawford Mead Primary
Mike Blant	EPHA Liaison Officer/County Treasurer
Amanda Buckland-Garnett	Collingwood Primary
John Clements	Hatfield Heath Primary
Anna Conley	The Howbridge Infant School
Lyn Corderoy	Grange Primary
Tony Cosans	Montgomerie Primary
Brenda Dalley	Hadleigh Infant School
Fiona Dorey	Great Bradfords Junior School
Helen Dudley-Smith	Friars Grove Primary
Andrew Gillett	Margaretting CE Primary School
Mary Jo Hall	St Thomas More Catholic Primary School
Shelagh Harvey	Ingatestone Infant School
Helen Hutchings	Highwoods Primary
Vicky Jackson	Great Clacton CE Juniors
Pam Langmead	EPHA Manager
Lesley Lewis	Theydon Bois Primary
Julie Lorkins	St Andrew's CE Primary, North Weald
Val Metcalf	Harwich Primary & Nursery
Kate Mills	Barnes Farm Infant School
Hayley O'Dea	Great Wakering Primary
Daren Partridge	Leigh Beck Junior School
Harriet Phelps-Knights	Janet Duke Primary
Clive Reynolds	Hamilton Primary
Debbie Rogan	Wickford CE Infant School
James Rogers	Vange Primary
Angela Russell	St Anne Line Catholic Infant School
Heather Tetchner	Dedham CE Primary
Tracey Thornton	Maldon Primary
Janice Tunney	Limes Farm Junior School
Jonathan Tye	Churchgate CE Primary

### 1. APOLOGIES FOR ABSENCE

Apologies were received from:

Liz Benjeddi	South Green Juniors
Simon Billings	St John's Green Primary
Nicky Barrand	Cherry Tree Primary
Isobel Barron	Kingsmoor Academy
Rachel Callaghan	Katherine Semar Juniors
Claire Claydon	Brightlingsea Juniors
Rick Cranfield	Heathlands Primary
Geraldine Denham-Hale	St Mary's CE Primary, Burnham-on-Crouch

### Action

Sue Dodd	Woodham Walter CE Primary
Sarah Donnelly	Richard de Clare Primary
Elizabeth Drake	Kingswode Hoe
Melissa Eades	Sunnymede Junior School
Wendy Fuigera	St Peter's West Hanningfield Primary
Nick Hutchings	St John's CE Primary, Colchester
Alison Kerrell	Great Bardfield Primary School
Pauline MacMillan	Oakfield Primary
Donna Parker	Ardleigh St Mary's Primary
Lorna Pigram	St Nicholas CE Primary & Canewdon Primary
Sarah Randall	Kingswood Infants
Jane Simmons	All Saints Primary School, Great Oakley

## 2. WELCOME

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

## 3. REPORTS ON THE 2014/2015 YEAR

### A. EPHA CHAIR'S REPORT

Harriet Phelps-Knight gave a brief report about the previous year as Chair of the Essex Primary Heads' Association. She noted that EPHA continued to work proactively and cooperatively with the Local Authority and, in particular, had built a good relationship with Tim Coulson; it had been disappointing when he left Essex after just 2 years in the role of Director for Education and Learning.

She stressed that it continues to be important to communicate the views of primary headteachers to the LA and noted that the Leadership Group meeting at the start of each term is a helpful addition to the meeting schedule. This is attended by EPHA representatives including the Chair, Vice-Chair, Area Chairs, EPHA Liaison and Manager, who meet with the (Interim) Director for Commissioning: Education and Lifelong Learning (currently Chris Kiernan), Clare Kershaw, the Area Standards and Excellence Leads and other LA officers as invited. The meeting is an off the record discussion about primary leadership in Essex, strategic priorities for the LA and a chance to discuss the partnership with EPHA. The discussions at the meeting also feed into the agenda of the Executive meeting later in the term.

### B. EPHA LIAISON OFFICER'S REPORT

Mike Blant gave the following report, reflecting on his work on behalf of EPHA over the last year.

Activities/events undertaken:

- School Facilitator Meetings
- RAG Rating moderation autumn 2013. 4/5 HT reps for 2014 ratings
- Early Intervention Foundation Workshop & Early Intervention Programme
- Child Sexual Exploitation (CSE) SET Strategy Group
- CAMHS (EHWB) Strategy Group & CAMHS Stakeholder meetings
- 4myschools updates & distribution of grants
- HT & DHT Conferences
- AMP Consultation Group (Asset Management Planning)
- Pupils displaying inappropriate sexualised behaviour – Ralph Holloway
- Parent Partnership Steering Group
- Warning notices - meetings with HTs/LA resulting in changes for this year

- Children with Disabilities Family Operations Consultation
- Chinese delegation support in school
- JDAT Triage Domestic Abuse notifications – reviews of progress
- HR updates and HR TUPE arrangements
- Penalty Notice Steering Group
- Emma Joyce & Pippa Shukla re: Infolink improvements
- ESCB including pre-meeting for education reps to strengthen school voice
- ESCB meeting re: strengthening primary HT representation
- School meal provision: Quality assurance of school bid criteria & decisions
- Police Commissioner re: Domestic Abuse; Reducing Children & YP Crime
- ECC/Essex Police – workshop around youth offending
- Essex Education Services research & development - Liam Donnison
- Anti-bullying strategy: Ralph Holloway
- Primary Leadership Academy: discussions around £1m leadership project
- School Improvement Procurement: Pam & I advised in the decision making
- EPHA Treasurer

### **Frustrations and successes**

- The constant re-organisation of the Local Authority and its personnel – new groups are constantly forming (and falling away) and it is difficult to keep track of who and what is going on.
- Domestic Violence notifications - a partial success in that schools are now receiving notifications, but only those of open cases.
- The Child Sexual Exploitation group was established and has done some useful work.
- SEND Local Offer – this was published rather late and schools need to check the information posted on the LA website, as this may give incomplete or inaccurate information about a school's SEN provision.
- Warning Notices- Mike suggested that the onus is on headteachers to argue with the LA if they receive a warning letter than they do not feel is justified. Helen Dudley-Smith agreed, noting that she was aware of school that had been issued a warning letter based in inaccurate data.

### **SEN Project Board**

Erica Barnett (Briscoe Primary - Basildon), Kate Mills (Barnes Farm Infants - Chelmsford) represent EPHA on this new board set up to oversee SEND Strategy including Capital projects based on Invest- to-Save and to look at how resources might be devolved in localities to find solutions to long-standing frustrations in the system – e.g. hard-to-place children.

Nicky Barrand asked how the members of the SEN Project Board were chosen. Mike reminded her that an email had been sent out to all schools, including information about the role and the criteria for a representative on the Board. Other members include Ralph Holloway, Liz Cornish and Elaine White (who are currently commissioned by the LA to develop the SEN and EBD strategy for the LA), Jo Twine and representatives from the Special School sector.

### **Essex Safeguarding Children's Board**

Simon Billings and myself now sit on this board together with a secondary school rep and a special school rep. Simon's input has been both refreshing and invaluable and is already having an impact in terms of strengthening the voice of schools.

### **The future of the Liaison Officer role**

I have performed the role of Liaison Officer since May 2010 and whilst I am happy to continue in the role for this academic year, EPHA ought to consider replacing me with a newly retired headteacher who will bring to bear recent experiences of working in schools – the joys and the frustrations, knowing what works well and knowing which Local Authority strategies either hinder or enhance the work of schools.

#### 4. TREASURER'S REPORT

- a) Mike Blant, the EPHA Liaison Officer, circulated reports relating to the EPHA accounts:
- a Current Account income and expenditure statement from 1 August 2013 – 31 July 2014;
  - a statement of the conference account from 1 August 2013 – 31 July 2014.

The **Current Account Income and Expenditure** statement for the period 01 08 13 to 31 07 14.

	Expenditure	Income	Balance
<b>OPENING BALANCE</b>			<b>£42,891.81</b>
Local Authority grant		£20,000.00	
Miscellaneous	£12,645.28	£18,453.00	
Subscriptions		£25,800.00	
Supply	£9270.00		
Treavel & mileage	£1,243.20		
Clerking	£15,985.62		
Liaison Officer	£11,610.00		
Meetings	£14,582.90		
<b>Totals</b>	<b>£65,337.00</b>	<b>£64,253.00</b>	
<b>Bank statement 17 July 2014</b>			<b>£45,410.42</b>
Outstanding expenditure	£3602.47		
<b>Adjusted bank balance and closing balance for current account</b>			<b>£41,807.95</b>

Current account and conference account statements as at October 2014:

Bank balance account 00795978	£41,807.95
Conference account	£27,744.93
<b>Total assets</b>	<b>£69,552.88</b>

It was noted that the annual subscription for each area is due to be paid to the county account.

It was noted that a large number of cheques are still to be received in relation to the Deputy Heads' conference being held on 17 October (around £16,000) and a number of expenses, including for the venue and speakers.

The following matters were noted/discussed in relation to the accounts:

##### **i) Miscellaneous income and expenditure**

The miscellaneous cost centre refers to the funding received from 4Myschools during the year, most of which was then paid out to fund bids from schools for development activities. The successful bidders were those groups of schools that could show impact on a large scale.

##### **ii) Meetings expenditure**

It was explained that EPHA pay for half of the cost of venues for the termly headteachers' meetings and for catering during the day.

##### **iii) Local Authority Grant**

It was confirmed that the next annual LA grant of £10,000 for the 2014/15 school year should be paid soon.

##### **iv) Annual Subscription**

It was **AGREED** that the annual subscription will remain at £120 with half being retained by the Area account, the other £60 being forwarded to the County EPHA account.

#### v) Clerking

The total expenditure is broken down into professional fees, mileage and expenses paid on behalf of EPHA (such as stationary, conference expenses, gifts for departing headteachers and so on).

### 4. CONSTITUTION AND FINANCIAL REGULATIONS

It was noted that the Constitution and Financial Regulations for the Essex Primary Headteachers' Association were available on the website in advance of the AGM, and both were reviewed by headteachers at the meeting.

It was noted that an additional district is now being represented in Mid, Halstead, and that this should be added to the Constitution. There were no suggested changes to the Financial Regulations.

It was **AGREED** that the Constitution and Financial Regulations would be amended accordingly and **ADOPTED** for the coming year. The documents would be updated by the EPHA Manager and would be circulated with the minutes of the meeting and posted on the EPHA website.

### 5. 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, (St John's CE 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 Treasurer

It was noted that no nominations from a serving headteacher had been received in advance of the meeting. There were no further nominations received at the meeting and **Mike Blant was duly appointed to continue as 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**

<b>Chair</b>	<b>Brenda Dalley</b>	<b>Hadleigh Infants</b>
<b>Vice-Chair</b>	<b>Nicky Barrand</b>	<b>Cherry Tree Primary</b>
<b>Treasurer</b>	<b>Lyn Corderoy</b>	<b>Grange Primary</b>
Wickford	Pauline MacMillan	Oakfield Primary
Billericay	Melissa Eades	Sunnymede Infants
Rochford	Hayley O'Dea	Great Wakering Primary
Rayleigh	Lorna Pigram	St Nicholas CE Primary

Canvey Island	Daren Partridge	Leigh Beck Junior School
Basildon East/Pitsea	James Rogers	Vange Primary
Basildon West	Angela Russell	St Anne Line Catholic Infants
Castle Point/Benfleet	Brenda Dalley	Hadleigh Infants
Brentwood	Shelagh Harvey	Ingatestone Infants

#### **MID Area**

##### **Chair**

##### **Vice-Chair**

##### **Treasurer**

Braintree

Chelmsford North

Chelmsford West

Chelmsford South

Maldon

Dengie

Witham

South Woodham Ferrers

Halstead

**Cheryl Allard**

**vacancy**

**Dawn Baker**

Fiona Dorey

Kate Mills

Andy Gillett

Cheryl Allard

Sue Dodd

Lois Ashforth

Anna Conley

Amanda Buckland-Garnett

Sarah Donnelly

##### **Oaklands Infants**

##### **Lawford Mead Juniors**

Great Bradfords Junior School

Barnes Farm Infant School

Margaretting CE Primary

Oaklands Infant School

Woodham Walter CE Primary

Cold Norton Primary

The Howbridge Infants

Collingwood Primary

Richard de Clare Primary

#### **NORTH EAST Area**

##### **Chair**

##### **Vice-Chair**

##### **Treasurer**

Tendring Mid

Tendring South

Tendring North

Harwich & Dovercourt

Colchester East

Colchester West

Colchester South

**vacancy**

**Nick Hutchings**

**Heather Tetchner**

Claire Claydon

Vicky Jackson

Donna Parker

Val Metcalf

Helen Dudley-Smith

Clive Reynolds

**vacancy**

##### **St John's CE Primary, Colchester**

##### **Dedham Primary**

Brightlingsea Juniors

Great Clacton CE Juniors

Ardleigh St Mary's Primary

Harwich Primary & Nursery

Friars Grove Primary

Hamilton Primary

#### **WEST Area**

##### **Chair**

##### **Vice-Chair**

##### **Treasurer**

Epping Forest South

Epping Forest Rural

Harlow

Uttlesford North

Uttlesford South

**Julie Lorkins**

**Isobel Barron**

**Lesley Lewis**

Janice Tunney

Lesley Lewis

Jonathan Tye

Rachel Callaghan

John Clements

##### **St Andrew's CE Primary, North Weald**

##### **Kingsmoor Academy Primary**

##### **Theydon Bois Primary**

Limes Farm Infant and Nursery

Theydon Bois Primary

Churchgate CE Primary

Katherine Semar Juniors

Hatfield Heath Primary

It was confirmed that the Executive Membership list will be updated to reflect these changes, and will be made available on the EPHA website.

It was noted that a key vacancy is that of North East Chair, following Simon Billings resignation from the position due to pressure of work at his school. It was agreed that not only will Simon be sorely missed by colleagues, it is also important to have a strong, effective and vocal Chair in each Area.

## **6. ANY OTHER BUSINESS**

The EPHA Manager attended a meeting on 9<sup>th</sup> October organised by the Local Authority, which was attended by primary and secondary headteachers from independent schools across Essex. The

LA is already working closely with Independent schools, particularly in relation to safeguarding and Special Educational Needs provision. At the meeting, there was a brief discussion about furthering links between maintained school primary heads and their colleagues in the Independent sector, and the EPHA Manager agreed to take this back to the Annual General Meeting.

The headteachers discussed the implications of furthering links, and wondered whether support from the LA for the independent schools was already taking away resources from maintained schools. John Clements made the point that ECC is running a business model and links with the independent schools may benefit their traded services; however, it appears that some of the support is offered free (for example, attendance at the Safeguarding Network Groups) in order to provide information and guidance to all Essex children, whatever school they attend.

One headteacher argued that it would be hugely beneficial for the private schools to tap into the expertise and knowledge of the state sector; on the other hand, it could be helpful for state schools to work more closely with independent schools and some might be able to access additional facilities. A small number of headteachers argued that they are already in competition with local independent schools and do not have much appetite to work more closely with them.

In terms of developing links, an option might be to invite primary heads of Essex independent schools to become Associate Members of EPHA (through a subscription) which would enable them to access meetings, be part of the email group and receive information and support from the EPHA Manager. It was **AGREED** that the EPHA Manager or Liaison Officer should continue to attend the termly meetings, if invited by the LA.

It was **AGREED** that EPHA representatives should discuss this issue with their local colleagues and gather their views about the possibility of developing links with the independent primary headteachers.

The meeting ended at 10.15 am

Pam Langmead  
EPHA Manager

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Harriet Phelps-Knights  
Chair of EPHA