

## ESSEX PRIMARY HEADTEACHERS' ASSOCIATION

### MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON THURSDAY 11 OCTOBER 2018 at 11.00 am – 12.20 pm at Chelmsford City Football Club

<b>Distribution</b>	Lehla Abbott	North East Vice-Chair
	*Lois Ashforth	Dengie
	*Dawn Baker	Chelmsford West/Mid Treasurer
	*Sue Bardetti	Tendring South
	*Nicky Barrand	South Chair/Basildon East & Pitsea
	*Isobel Barron	West Chair
	*Liz Benjeddi	Billericay
	*Amanda Buckland-Garnett	South Woodham Ferrers
	*John Clements	Uttlesford South
	*Anna Conley	Witham
	*Dawn Dack	Maldon
	Emma Dawson	Castle Point and Benfleet
	*Sarah Donnelly	Halstead
	*Fiona Dorey	Mid Chair
	*Andy Douglas	South Vice-Chair
	Mary Jo Hall	West Treasurer/Uttlesford North
	Bridget Harris	North East Treasurer
	*Shelagh Harvey	Brentwood
	*Nick Hutchings	EPHA Vice-Chair/North East Chair/ Colchester West
	Chris Jarman	Epping Forest South
	*Pam Langmead	EPHA Professional Officer/County Treasurer
	Julie Lorkins	West Vice-Chair/ Epping Forest Rural
	*Ian MacDonald	Tendring Mid
	*Mark Millbourne	Harwich and Dovercourt
	*Kate Mills	Braintree
	*Nicola Morgan-Soane	Mid Vice-Chair/ Chelmsford South
	*Hayley O'Dea	Rochford
	*Donna Parker	Tendring North
	*Paula Pemberton	Colchester East
	Lorna Pigram	Rayleigh
	*Harriet Phelps-Knights	EPHA Chair
	*Amanda Reid	Chelmsford North
	*Angela Russell	Basildon West
	*Suzy Ryan	Colchester South
	*Karen Tucker	Canvey Island
	*Jonathan Tye	Harlow
	vacancy	Wickford

#### Also in attendance

Anna Davies	Substituting for Mary Jo Hall, North Uttlesford
Nicki Harris	Schools HR

## 1. WELCOME AND APOLOGIES FOR ABSENCE

Action

Harriet Phelps-Knights, the EPHA Chair, welcomed everyone to the meeting, including new colleagues on the EPHA Executive:

- Liz Benjeddi, who represents Billericay
- Suzy Ryan, who represents Colchester South

Chris Jarmain has been elected as the new representative for Epping Forest South (but was unable to attend this meeting).

Apologies were received from:

- |                 |                                      |
|-----------------|--------------------------------------|
| • Lehla Abbott  | North East Vice-Chair                |
| • Emma Dawson   | Castle Point and Benfleet            |
| • Mary Jo Hall  | West Treasurer/Uttlesford North      |
| • Chris Jarmain | Epping Forest South                  |
| • Julie Lorkins | West Vice-Chair/ Epping Forest Rural |
| • Lorna Pigram  | Rayleigh                             |

## 2. PROFESSIONAL OFFICER ROLE

*The Professional Officer left the meeting at this point.*

The EPHA Chair noted that she and the Vice-Chair had carried out a performance management review meeting with the Professional Officer, and reported that the feedback to Pam Langmead about her work in the last year had been very positive. The Professional Officer had asked if the Executive would consider a pay increase to bring her hourly rate in line with an amount equivalent to that of the Executive Director role, as she felt that her job had expanded in the last year and she was now covering this role in addition to her continuing duties as Professional Officer.

The EPHA Chair explained to the Executive what the financial implications would be if the Professional Officer's hourly pay was increased to that of the previous Executive Director's. The EPHA Executive members voted on the proposal and **AGREED** unanimously that the hourly rate for the Professional Officer should be increased in line with the proposal.

*The Professional Officer returned to the meeting and the decision was explained.*

## 3. BUSINESS INTERESTS REGISTER

All Executive members in attendance completed a business interests' form. It was **AGREED** that Executive members who were not at the meeting should be asked to complete a form at the earliest opportunity.

Executive members not in attendance

## 4. MINUTES OF THE PREVIOUS MEETING

The minutes of the Executive meeting held on 10 May 2018 were confirmed as an accurate record. The following matters arising were raised:

### a) Chartered College of Teaching (Minute 2c refers)

There was no update about the Chartered College of Teaching. The Professional Officer confirmed that she had forwarded the link to the Impact magazine following the last meeting. The link is <https://impact.chartered.college/> (NB the current issue focuses on "designing a curriculum").

## 5. PRIORITIES FOR EPHA FOR THE 2018/19 YEAR

The following priorities were suggested as a focus for EPHA in the coming year.

### a) Developing a colleague support system for headteachers

The EPHA Executive members discussed this at the earlier Annual General Meeting, and a number of decisions were made to develop a colleague support system, in particular for new and acting headteachers. Developing and establishing this system will be a priority for the Association.

### b) School funding

This continues to be a serious issue for most schools, and is becoming more acute as additional cost pressures are added to schools' budgets. One Executive member expressed his frustration that the per-pupil grant that the DfE is providing to partly fund the increase in teachers' pay this year (and next) is considerably more for secondary schools, even given the historic differential between the sectors.

### c) Accountability measures

Developing a collective view around accountability, with less focus on pupil outcomes. This coupled with the need to introduce a broader balance in the curriculum.

### d) Providing mental health support

EPHA is concerned about the growing expectation that schools will have to diagnose and provide significant mental health support to children and families. This is against the background of insufficient funding in schools and a confusing array of training and support offers in the County.

### e) Termly headteacher meetings

Continuing to ensure that that the termly headteacher meetings are worthwhile and informative. It was noted that the meetings are fully funded by EPHA and that the Association should therefore take the lead on the agenda and content of the meetings.

## 6. MATTERS TO BE RAISED WITH THE LOCAL AUTHORITY

### i) Attendance

Concern was expressed that the attendance officers are sometimes giving inconsistent advice to parents about penalty notices. It was **AGREED** that this should be raised at the meeting with LA Officers later in the day.

Meeting  
with LA  
Officers  
11 10 18

### ii) Admissions

Similarly, it was noted that schools have raised concerns about the information given to parents about admissions. It was **AGREED** that this should also be raised at the meeting with LA Officers later in the day.

Meeting  
with LA  
Officers  
11 10 18

### iii) Sale of EES

It was agreed that Clare Kershaw should be asked for an update about the sale of EES (whilst recognising that she does not manage this service). There continue to be concerns about the privatisation of EES in relation to future effectiveness and cost of the services, and also a view that the money raised from the sale of the service should at least partly be returned to the education budget, as Essex schools have paid into the service for many years. The Professional Officer noted that she had raised this point with Councillor Ray Gooding, but his response suggested that he believed that this sale was no different from the sale of any company to another buyer, and that schools were service users, not shareholders of the business.

The Chair stressed that the headteacher and governor associations had asked for the HR for Schools service to remain within the Local Authority portfolio and not be part of the sale, but this had not been agreed by councillors. She expressed her disappointment at how the views of the Headteacher Associations were misrepresented at the Cabinet Committee call-in meeting.

*The transcript of that meeting is available at*

<https://cmis.essexcc.gov.uk/essexcmis5/CalendarofMeetings/tabid/73/ctl/ViewMeetingPublic/mid/410/Meeting/4122/Committee/130/SelectedTab/Documents/Default.aspx>

## 7. HR UPDATE

Nicki Harris, was welcomed to the meeting.

### Teachers' Pay 2018

The Teachers' Pay Award has been agreed for September 2018.

- 3.5% has been added to the minimum and maximum of the main pay range and unqualified pay range
- 2% to the minimum and maximum of the upper pay range, leading practitioner pay range and all allowances
- 1.5% to the minimum and maximum of the leadership pay range.

**These are national increases and schools are only obliged to apply these increases at the minimum of each range/allowance.** As in previous years, it is for schools to determine if, and how, to apply the award above the minima.

For Leadership the minimum means the minimum of the whole range and also each group size range.

Discretionary Reference Points (provided by the LGA) and the 2018 Model Pay Policy are now available on the Latest News page of the website.

As you know the Government have confirmed funding for a pay grant September 2018 – March 2020 which will be distributed by formula based on pupil numbers.

The funding covers the difference between 1% and the pay award as the Government assumes schools budgeted for 1% increase. The way the money is being distributed and depending on how many staff each school has on each pay range, will impact on how much of the cost is actually covered for each school.

The DfE have already issued guidance on the methodology for the teachers' pay grant, based on a per-pupil amount, but it is not yet clear which year's census the pupil numbers are based on.

Nicki confirmed that there is no information about funding beyond March 2020.

### **Pensions contribution**

The outcome of the re-evaluation of the Teacher's Pension Scheme is that the implementation of the change to the employer contribution rate will be from 1<sup>st</sup> September 2019 (rather than 1<sup>st</sup> April 2019) due to the delay in this outcome.

**This has not been confirmed but it is estimated that the employer contribution rate will be increasing to 23.6% (from 16.48%) for the period of 1<sup>st</sup> September 2019 until 31<sup>st</sup> March 2023.**

It is likely that funding from the DfE for the financial year 2019/2020 will be available to help maintained schools and academies meet the additional costs resulting from this and a consultation process will take place to determine final funding arrangements.

### **Local Government Pay Award 2019**

Nicki reminded the Executive that a two year Pay Award was agreed earlier this year for the period April 2018 to March 2020. The April 2018 award has been applied.

The April 2019 Award is complicated. Because of increases in the national minimum and living wages, the bottom end of the LG has rapidly increased, squeezing the differentials between points and scales.

So from April 2019 the LG pay spine national has been reconfigured to merge some of the lower points and therefore ensuring differentials are maintained.

As you will also be aware since Single Status in 2001, each employer has determined locally (usually at Local Authority Level) how the national pay spine will be applied locally. In Essex we have Pay Bands and these have remained unchanged since Single Status (other than pay awards).

NB any Schools outside of Essex will need to look to their Home Local Authority for the application of the Award to their scales. Academies may have their own local agreements.

In **Essex** for April 2019 HR has needed to look at the impact of the changes to the National Pay Spine on the local Pay Bands. Any changes to the Pay Bands must be determined in negotiation with the Trade Unions and a Collective Agreement reached. In beginning discussions with Trade Unions, they have expressed concerns about the length of the Pay Bands, in particular the potential for them to be discriminatory on the grounds of age. Although pay progression on the Essex Pay Bands is by performance not "time served", this does not rule out a discrimination challenge.

In any case, the Unions will not make an agreement on the changes for the April 2019 pay award (which primarily impacts Band 1 and 2), unless HR looks at the pay bands in their entirety.

The LA will be working with the Trade Unions during the Autumn Term to seek a Collective Agreement.

It is likely that a new structure will have more Bands, with fewer points in each and that staff will assimilate across on their current points in April 2019. It should be noted however that any review of grading boundaries means that some staff will fall into a lower or higher range so there will be some anomalies where pay protection may apply.

Nicki noted that HR was extremely mindful, in entering these negotiations, of the need to minimise disruption, administration and cost. To this end HR will consult with schools during the negotiations.

### **Who will be affected?**

Although all schools, and most academies, operate under Local Government Terms and Conditions, the Local Authority is only empowered to reach a collective agreement on behalf of Community and Voluntary Controlled Schools.

The Local Authority will encourage Foundation and Voluntary Aided Schools to also accept the Agreement, but this will have to be agreed by each Governing Body. The alternative will be for each Governing Body to negotiate its own agreement, which we imagine is not an attractive prospect.

Academies, similarly could agree to adopt the Local Agreement, or alternatively negotiate their own agreement with the Trade Unions.

### **In the meantime**

HR is conscious that schools need to understand the implications for the 2019 Pay Award for budget purposes. The increases are considerable, particularly at the lower end of the pay structure.

HR has therefore provided a spreadsheet which indicates where staff will assimilate to on the new pay points – Nicki stressed that schools should be aware this cannot be confirmed or actioned until a Collective Agreement is agreed.

The EPHA Executive asked Nicki how these and other negotiations with Unions would be managed following the sale of EES. Nicki said that she has been told that there will be an agreement between the LA and the new company to continue the current negotiations, but was unable to confirm who might lead on this.

One member of the Executive raised his concern that the pay grant for secondary schools was, percentage-wise (as well as the sum), much greater than that for primary schools. Nicki agreed, but was unable to comment on this.

Nicki was thanked for attending the meeting.

## **8. EPHA REPRESENTATION ON GROUPS AND COMMITTEES**

### **i) Leadership Group meeting**

The EPHA Chair reported that the EPHA Leadership Group (Chair, Professional Officer and Area Chairs) met with the Education Director, Assistant Directors and (some of) the quadrant leads for Early Years and Education on 17 September 2018. The meeting focused on a number of issues including the quadrant team restructure, provisional outcomes for 2018 and the allocation of SEPs, and an update on the SEND strategy.

A member of the Executive noted that they had received a letter from the Local Authority congratulating her and her school on their pupil outcomes; however, she was disappointed as the letter did not address her by name. This concern was echoed by others. It was **AGREED** that this would be mentioned at the meeting later in the day with LA Officers.

**Meeting  
with LA  
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**ii) Appeals meetings**

It was noted that there continues to be some inconsistency around appeals, and one headteacher is having to contest a further appeal to the ombudsman, around the process of a recent appeal meeting.

**iii) SEND IASS**

The Professional Officer noted that there is a meeting of the Essex SEND IASS (SEND Information, Advice and Support Service) on 20 November, which she can now not attend as this clashes with the Small Schools Conference. It was **AGREED** that the Professional Officer will arrange for an Executive member to attend the meeting, as it is important that primary schools are represented at this meeting.

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**iv) SLIS Partnership Board quadrant meetings**

It was **AGREED** that the Professional Officer should attend each of the quadrant Schools Led Improvement Partnership lead headteacher meetings in order to gain an overview of what is happening across the county. EPHA Chairs or Vice-Chairs may also attend the meetings, but Pam will attend all that she can.

Nick Hutchings reported that he had attended the North East SLIS quadrant meeting held on 9 October. During the meeting there was discussion about the role, availability and deployment of NLEs, LLEs and SLEs (National, Local and Specialist leaders of education). He also challenged the LA around withholding the Partnership Data booklets, and subsequently it was agreed that these should be shared with the school partnerships in advance of the meetings with the School Effectiveness Partner.

**v) Professional Officer report**

The report gave details of the meetings attended by Pam Langmead on behalf of EPHA. In addition to the attendance at meetings (and writing follow up reports), her work for EPHA has included:

- Information, emails and communications with all headteachers;
- Responding to queries and actions from the Executive, ECC, other association officers, interested companies;
- Individual support for headteachers when issues arise;
- Identifying and supporting new headteachers;
- Briefings to headteacher groups – 21 partnerships/clusters are now holding termly briefings – researching and writing briefing notes and presentations –and keeping them up to date as new directives, guidance and documents are introduced;
- Follow up and advice re GDPR including briefing paper and training sessions;
- Writing quiz and training module relating to Keeping Children Safe in Education 2018;
- Developing support materials for schools, including statutory policy lists, website lists, and the Support Directory;
- Organisation and management of the area meetings in the summer and autumn terms;
- Organisation and management of the WEPHA conferences;
- Organisation and support for the West Expansive Education Network;



- Managing the EPHA finances: paying claims and invoices, supporting area treasurers, producing reports, paying in cheques;
- Managing the bookings, organising and running the Deputy Headteacher conference, future planning for Deputy and Heads' conferences;
- Updating EPHA records and website;
- Writing a Business Continuity Plan for EPHA;
- Other tasks as required.

**vi) Schools Forum report**

Harriet Phelps-Knights, one of the School Forum representatives, noted that Clare Kershaw had written an editorial in Education Essex explaining the funding decisions made at the Schools Forum meeting in September.

**9. ANY OTHER BUSINESS**

**Verification of social worker details**

One of the Executive members noted that her school had been left a message by a Social Worker but, when they phoned the Children and Families Hub to verify the identity of the caller, the person on the switchboard said that they could not pass on any information about individuals, leaving the school unsure as to whether the contact from the Social Worker was genuine. It was **AGREED** that this concern should be shared with Nicky O'Shaughnessy, the Director of Local Delivery who has responsibility for the Hub.

PO

**10. DATES AND TIMES OF MEETINGS FOR THE 2018/19 SCHOOL YEAR**

**Executive meetings** (Chelmsford City Football Club)

Thursday 24 January 2019

Thursday 9 May 2019

**Area Heads Meetings**

Autumn term 2018

N-EAST	Wednesday 7 November	Weston Homes Community Stadium
SOUTH	Thursday 8 November	Holiday Inn, Basildon
MID	Wednesday 14 November	Chelmsford City Football Club
WEST	Thursday 15 November	Weston Homes Business Centre, Takeley

Spring term 2019

N-EAST	Wednesday 6 March	Weston Homes Community Stadium
SOUTH	Thursday 7 March	Holiday Inn, Basildon
WEST	Wednesday 13 March	Weston Homes Business Centre, Takeley
MID	Thursday 14 March	Chelmsford City Football Club

Summer term 2019

N-EAST	Wednesday 12 June	Weston Homes Community Stadium
SOUTH	Thursday 13 June	Holiday Inn, Basildon
WEST	Wednesday 19 June	Weston Homes Business Centre, Takeley
MID	Thursday 20 June	Chelmsford City Football Club



### **Conferences**

Headteachers' Conference

Friday 22 March 2019      Stock Brook Country Club, Nr. Billericay

Deputy Headteachers' Conference

Friday 4 October 2019      Weston Community Homes Stadium

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Harriet Phelps-Knights

Chair of EPHA

Pam Langmead

EPHA Professional Officer