

## ESSEX PRIMARY HEADTEACHERS' ASSOCIATION

### MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON WEDNESDAY 24 JANUARY 2018 at 9.00 am – 11.30 am 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
	*Amanda Buckland-Garnett	South Woodham Ferrers
	*John Clements	Uttlesford South
	*Anna Conley	Witham
	*Lyn Corderoy	South Treasurer/Wickford
	Dawn Dack	Maldon
	*Emma Dawson	Castle Point and Benfleet
	Sarah Donnelly	Halstead
	*Fiona Dorey	Mid Chair
	*Andy Douglas	South Vice-Chair
	*Melissa Eades	Billericay
	Mary Jo Hall	West Treasurer/Uttlesford North
	Bridget Harris	North East Treasurer
	*Shelagh Harvey	Brentwood
	*Nigel Hookway	EPHA Executive Director
	*Nick Hutchings	EPHA Vice-Chair/North East Chair/ Colchester West
	*Pam Langmead	EPHA Professional Officer/County Treasurer
	Julie Lorkins	West Vice-Chair
	*Ian MacDonald	Tendring Mid
	*Jacq Martin	Colchester South
	*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
	*Karen Tucker	Canvey Island
	*Jonathan Tye	Harlow
	*Matt Woolard	Epping Forest South

Also in attendance

Yannick Stupples-Whyley ECC Finance Manager



A local MFG (minimum funding guarantee) has been set at 0% which ensures all schools receive the same amount of per pupil funding as in 2017/18. Previously this has been set at -1.5% - the decision by Schools' Forum was made in recognition of the budgetary pressures faced by schools.

### **Pupil Premium amounts**

Primary £1,320

Secondary £935

Service children £300

Looked after children £2,300

Looked after Children increases £400 per pupil but schools lose £100 per pupil as former LAC factor (£500 per pupil) has been removed.

### **De-delegation from maintained schools**

De-delegation applies only to maintained primary and secondary schools and concerns the following services where funding has been delegated to schools since 2013/14.

Service	Per-pupil 2017/18	Per-pupil 2018/19
Behaviour Support Service	£7.79	£7.79
School meals	£4.12	£1.72 This amount has decreased as the service will be traded from 1 <sup>st</sup> September 2018.
Licences/subscriptions	£8.53	£8.53
Public duties	£1.00	£1.00
Schools Broadband	£18.40	£24.13

The Schools Broadband increase reflects the cessation of the ESG (Education Service Grant).

### **Licences/subscriptions**

The DfE has agreed with the following agencies to purchase a single national licence for all state funded schools in England:

- Copyright Licensing Agency (CLA)
- Education Recording Agency (ERA)
- Public Video Screening Licence (PVSL) - Filmbank Distributors Ltd
- Motion Picture Licensing Company (MPLC)
- Newspaper Licensing Authority (NLA)
- Schools Printed Music Library (SPML)
- Christian Copyright Licensing International (CCLI)
- Mechanical Copyright Protection Society (MCPS)
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)

### **Schools Meals**

It was noted that schools have not been given any indicative costings for the Schools Meals service once it becomes a traded service from September. It was noted that

schools need this information as a matter of urgency to enable them to budget accurately for the 2018/19 financial year. Yannick **AGREED** to discuss this with Clare Kershaw.

Y SW

The Executive were reminded that the Local Authority has lost the Education Services Grant, but has the right to ask Schools Forum to retain a certain amount to fund statutory duties. The following figures to fund the statutory duties have been **AGREED** by the Schools Forum:

	Retained duties – amount funded by all state-funded schools	Funded by maintained schools
Clothing grants		£16,000
Education welfare	£1,934,000	£1,934,000
School improvement		£2,007,000
Asset management	£641,000	£432,000
Statutory/regulatory duties	£505,000	£372,000
Premature retirement costs		£1,315,000
<b>Total</b>	<b>£3,080,000</b>	<b>£4,142,000</b>

This has resulted in a big increase in delegated funds - £28.39 per pupil in 2017/18 increased to £53.71 in 2018/19.

The Executive questioned why the Local Authority was receiving the same amount of funding from maintained schools when there has been a reduction in numbers (due to conversion to academy status). Yannick noted that there have been some reductions and the retained duties are funded by all school including academies. In addition, the Executive questioned the figure for School Improvement. It is understood that the Local Authority are concerned with supporting and improving all Essex schools whatever their status, but there was some concern that the maintained schools appear to be subsidising the school improvement service for all schools. Yannick **AGREED** to break down the costs of the school improvement service.

Y SW

Yannick was asked whether the clothing grant was accessible to all schools, as this funding would almost entirely be contributed by primary schools. He agreed to investigate the criteria for this funding.

*Following the meeting Yannick confirmed the following criteria:*

*In exceptional circumstances, an award will be made for a school uniform grant (secondary) or a clothing allowance (primary). You should also consider other forms of financial support.*

*Eligibility*

- The child for whom an application is made must be attending an Essex maintained primary or secondary school*
- You, the parent or carer must be able to demonstrate exceptional circumstances and low income*

*In addition, you must be in receipt of one of the following benefits:*

- *Income Support*
- *Income-Related Employment and Support Allowance*
- *Job Seekers Allowance (income based)*
- *Child Tax Credit, but not Working Tax Credit, with an annual income of less than £16,190*
- *The Guaranteed Element of Pension Credit*

*You may be eligible for a clothing grant if you meet one of these criteria in addition to demonstrating low income (these are examples, other exceptional circumstances will also be considered):*

- *Enforced re-housing and an associated move of school - e.g. the property being unsafe to live in, or the housing department enforcing the move. A letter from the housing department would be needed as evidence. If the application had any choice in the move, then they will not be eligible*
- *Parent and children in a refuge necessitating a change of school. The location of the refuge or circumstances must lead to the child/ren not being able to reasonably attend the previous school. A letter from the Women's Aid would be needed as evidence*
- *Enforced move of school through bullying, generally with evidence of physical harm. The school's anti-bullying process must have been followed. A letter from the previous school's headteacher would be needed as evidence*
- *Exceptional circumstances requiring the replacement of uniform or the need for additional clothing. Low income alone is not an exceptional circumstance. Qualifying circumstances include fire damage, flood damage, theft etc. A letter from the Education Welfare Officer would be needed as evidence*

*How to apply*

*For an application form, please contact the Education Transport and Awards team on 0345 603 2200 or email [educationawards@essex.gov.uk](mailto:educationawards@essex.gov.uk).*

*Evidence of receipt of a qualifying benefit and evidence of the exceptional circumstances will be required with the completed application form (details of appropriate evidence are listed on the application form).*

*Unfortunately the DfE stipulates that we can only have a single per pupil rate for former ESG funded services so we cannot differentiate between sectors based on expenditure.*

The Executive discussed the future costing model for the Schools Broadband Service agreed by Schools Forum in November. Yannick explained that the service was partly set up to ensure that all schools in Essex, including small rural schools, could access and afford a service. From outset, costs were smoothed out and the cost for some schools was subsidised by the contribution from everyone. However, the increase in academies has led to fewer schools paying for the service, which includes the 10 year contract charge for improvements made to the infrastructure in 2013/14. The model that has been chosen means that academies pay the actual cost of the service, with an increase of £5.17. In their case, they pay the "last mile" cost. In some cases, rural academies are paying more for their broadband service, but many urban academies will have a reduced bill.

One Executive member asked what funding was available for capital maintenance projects for maintained schools. It was accepted that the funding for these projects has reduced and so only the most critical projects are being funded by the LA.

The EPHA Chair stated that, given the critical state of most schools' budgets, the Executive should give consideration to how EPHA could support schools that are suffering from increasing financial pressures. This support is likely to be in the form of offering free training events, as well advice and guidance via briefings and the website, and producing training materials, model policies, checklists and so on.

### 3. MINUTES OF THE PREVIOUS MEETING

The minutes of the Executive meeting held on 12 October 2017 were confirmed as an accurate record. The following matters arising were raised:

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

Lehla confirmed that she has had no further information from the Chartered College of Teaching, but will follow this up.

Lehla Abbott

#### b) EWMHS attendance at EPHA area meetings

The Chair asked whether having EWMHS leads at the headteacher meetings in November had been useful and well-received. The area chairs felt that this had been useful, and had opened a communication route welcomed by headteachers. The Professional Officer noted that she had had feedback that headteachers understood the EWMHS offer following the meetings. The weekly telephone consultation line, run by Jon Large is also useful.

#### c) Model letters to MPs (Minute 3 refers)

At the last meeting the EPHA Executive Director agreed to draft model letters for headteachers to personalise and send to MPs, in order to target them on a series of issues. The Executive Director confirmed that he had produced a letter about school funding which had been sent to schools. However, he had also agreed to draft a letter focusing on the challenge of providing a broad and balanced curriculum and this action remains outstanding.

Executive Director

### 4. FINANCE REPORT

The EPHA Treasurer circulated a finance report at the meeting, including information about the current account and conference account.

#### Current account income and expenditure 31.07.17 – 22.12.17

Expenditure	Income	
Miscellaneous	£1,140.73	
DSG		£0.00
Subscriptions		£0.00
Supply	£4,905.00	
Travel & mileage	£1,622.75	
Executive Director	£10,232.60	
Professional Officer	£19,313.18	

Meetings	£20,673.16	
<b>Totals</b>	<b>£57,887.42</b>	<b>£0.00</b>

*The Professional Officer expenditure for August - December is broken down into*

• professional fees	£15,525.00
• mileage	£1,341.90
• expenses paid on behalf of EPHA	£2,446.28
	<b>£19,313.18</b>

#### **Bank statements for account 00795978**

31.07.17	£209,503.60
<b>09.01.18</b>	<b>£152,236.18</b>

#### **The Conference account Income and Expenditure 31.01.17 – 22.12.17**

	Expenditure	Income
Balance		
Deputy conference 2017	£23,690.00	£19,968.21
£3,721.79		
WEPHA conference Sept 2017	£2,300.00	£1,755.00
(£545.00)		

#### **Bank statements for account 00795978**

31.07.17	£57,936.34
22.12.17	£54,271.53
<b>15.01.18</b>	<b>£54,616.53</b>

The Executive members were reminded that the WEPHA conferences are held termly and West headteachers who attend pay a fee for the conference venue. If necessary, speakers are subsidised by EPHA, reflecting the balance of the West area account which has now transferred to the county account. It was noted that this arrangement may need to be reviewed in future.

## **5. EPHA REPRESENTATION ON WORKING GROUPS AND COMMITTEES**

### **a) Chair's report**

Harriet Phelps-Knights reported on a number of groups that she and other EPHA Executive members are involved with.

#### **i) SEND Headteacher roundtable**

Harriet and the Professional Officer represent EPHA on this group, along with a number of other primary headteachers. There have been a range of discussions about the provision of SEND in the county, and general agreement, including from secondary headteachers, that early intervention should be a priority.

A review of Alternative Provision is underway, and the group has asked for a review of the High Needs Block expenditure. Figures were shared at a meeting in November, but there was some concern about their accuracy, so a more in depth analysis has been requested.

The group have discussed why the number of EHCPs is comparatively high in Essex, and there have been discussions about whether or not the curriculum at all phases is



appropriate and accessible for children with SEND. There continues to be a perception from some parents that schools will always provide one to one provision, despite the funding pressures and the fact that this may not offer the best outcomes for a pupil. The EPHA Executive noted that it would be helpful to know what percentage of EHCPs were triggered by the school, and how many by parents.

The group has reiterated the need for health to be more actively involved with the EHCP process – not simply referring parents and children back to schools (sometimes inappropriately). This was echoed by a member of the EPHA Executive who gave an example of a paediatrician who told parents to apply for an EHCP via the school, even though the child does not have SEN. This case has now gone to court.

It has been noted by one secondary headteacher that the transition of SEND pupils to secondary school can be difficult, not least because they come from a range of feeder primaries. It was felt that secondary schools need to be more involved and aware of the SEND provision in primary schools.

The Roundtable has agreed that there should be an Essex definition of inclusion, which would help encourage all schools to take responsibility for children with SEND. One Executive member asked who they should tell if they know or believe a school is not being inclusive of children with special educational needs, or is perhaps suggesting to parents that another school would be more appropriate; it was suggested that this information could be sent to the Professional Officer, who can pass it on at the Roundtable meeting.

The minutes of the Roundtable meetings are available on the EPHA website at <https://essexprimaryheads.co.uk/info-and-documents/send-strategy/>

## **ii) Social Care**

Following a heated debate about Social Care at the North East termly headteachers' meeting, the EPHA Chair and Vice-Chair met with Nicky O'Shaughnessy, Lee Bailey and Sukriti Sen. They discussed the issues raised at the meeting, and agreed that a number of projects, such as an induction session held for new headteachers in the West quadrant, would be useful for all new heads across the county. In the North East there is a regular forum where headteachers and other school staff can meet with social care team members, and this is proving helpful to build relationships and improve communication.

It is recognised that, while level 2 support is generally provided by schools, Social Care do want to oversee the effectiveness of Team Around the Family and level 2 support. It was noted that the term "referral" is being replaced with a "request for services"!

At the Executive meeting it was noted that, if the school wants to receive information about a case, it must make a note to that effect on the referral form. It was agreed that this should be followed up with Social Care.

It was noted that the quadrant leads for Partnership Delivery will attend the termly headteacher meetings in February/March to remind headteachers about the Effective Support Directory available on the Infolink.



Nicky O'Shaughnessy will attend the next EPHA Executive meeting on 10 May, and she has asked for any concerns about individual cases to be sent directly to her. Her email address is Nicky.O'Shaughnessy@essex.gov.uk or these can be sent via the Professional Officer.

The EPHA Chair reported that the termly EPHA leadership team meeting had not taken place as Clare Kershaw had been away on the date arranged.

### **iii) Eastern Region Headteachers' Associations Meeting**

The EPHA Chair, Executive Director and Professional Officer attended this meeting on Monday 22 January. The various headteacher association representatives (from Essex, Havering, Norfolk, Suffolk, Cambridgeshire and Redbridge) shared their key issues, many of which echoed those from Essex. Harriet noted that our key issues included:

- the number of new headteachers in post in the county (58 last term and 16 in the spring term);
- The review of SEND provision and the introduction of the SEND roundtable, number of free schools that are being built to extend Special School provision,
- The number of exclusion in Essex, coupled with the lack of alternative provision;
- Referrals to Social Care and an increasing number of mental health referrals;
- Small schools challenges;
- The cost and challenges of the Schools Broadband service.

Later in the morning the new Regional Schools Commissioner attended the meeting, and explained the work that she and her department is doing with schools. She stressed, for example, that her discussions with schools that have been identified as coasting should be supportive and developmental, rather than punitive. She is currently undertaking MAT reviews with CEOs and Chairs, particularly focusing on the effectiveness and understanding of governance. She is keen to work with Essex schools and has been asked to attend the next Executive meeting.

There was a discussion about SRIBs – Sub-Regional Improvement Boards. These are established by the RSC and work with LAs and Diocese officers to consider school improvement in the region. It was clear that in some authorities Headteacher Associations are involved with these, and the EPHA Chair asked the RSC to consider the involvement of EPHA and ASHE on the Essex SRIB.

### **iv) Leadership Team meeting**

The termly Leadership Team with the Education Director and Lead School Effectiveness Partners didn't take place as Clare Kershaw was on holiday on the scheduled date. However, the EPHA Chair, Vice-Chair and Professional Officer met with Clare on Monday 22 January. The main focus of the discussion was about the decisions taken by Schools Forum around the Schools Broadband Service and our concerns that EPHA was apparently being blamed for the decisions that were proving unpopular with some schools. In particular the disparity between costs for academies and maintained schools has been criticised, and the fact that, following the Schools Forum decision in November, schools were unable to opt out of the service. There were just 7 responses to the Schools Forum consultation, so the decision to continue de-delegation was agreed.

The EPHA Chair stressed that EPHA's stance is to support all schools, whatever their location or budget, to ensure that every school can access an effective Broadband service at a reasonable cost. Following the decision in November, maintained schools and academies that buy the service are now contracted for another two years. Clare Kershaw is attending a meeting in February to consider the future management of the service. It is clear that schools want better customer service and communication from the Schools Broadband team, but it continues to be an issue that, in some cases, the problems stem from the school's infrastructure rather than the delivery of broadband.

In addition, Harriet, Nick and Pam gave Clare feedback about the meeting with Social Care, and she gave an update on the progress of the Education Team restructure. We agreed that we needed to consider the relationship between EPHA and the Local Authority going forward, to ensure that it is cooperative and constructive.

**b) Executive Director's report**

Nigel Hookway circulated a report on his activities since the last meeting. He explained to the Executive members that he would be retiring from his role on 15 March 2018. He noted that he felt that his role had a shelf life, as the further anyone was from active headship, the more difficult it was to empathise with the challenges of being a headteacher. He explained that this wife has now retired and they have planned an extensive trip, travelling around the world. Nigel said that he had enjoyed working for EPHA and felt privileged to represent the Association, and hoped to work again with EPHA in the future.

Nigel was thanked for his contribution to the Association and his work as Executive Director since September 2016.

With reference to his report, Nigel noted that the small schools review would be crucial going forward, and he recognised the particular pressures on the headteachers of small schools, including funding, pupil numbers and the multiple roles that they are required to fulfil in their school. It was noted that Donna Parker had not been invited to join the Small Schools group due to an oversight but that she would be a key member of the group in the future. Nigel noted that he challenged Alison Fiala at the meeting, asking why Donna had not been invited. Nigel **AGREED** to contact Donna and ensure she had the future meeting dates.

Nigel was asked who the Tory Councillor was who he mentioned in one of the reports (who had denied a funding crisis in schools) but he was unable to remember his name. He **AGREED** to find this out and let the EPHA Executive know.

**c) Professional Officer's report**

Pam Langmead referred to her report circulated in advance of the meeting. One of the EPHA Executive members noted how useful the termly headteacher briefings were proving, and thanked Pam for running these.

**d) Any other reports from Headteacher representatives on groups**

There were no additional reports.

**Executive Director**

**Executive Director**

**e) Schools Forum**

Covered during the meeting.

**6. FUTURE PROFESSIONAL SUPPORT FOR EPHA**

The Chair noted that she and the Area Chairs have met to consider the future professional support that might be needed by EPHA, following the resignation of the Executive Director. She explained that the decision has been made not to appoint another Executive Director for the time being, and instead the Executive needs to consider which meetings that Nigel attends that will need to be covered, possibly by Executive Committee members, or by commissioning individuals (possibly serving or retired headteachers) to focus on specific projects.

**7. ANY OTHER BUSINESS/ MATTERS TO BE RAISED WITH LA OFFICERS**

**i) Cost of the Information Governance Service GDPR offer**

A headteacher expressed her concern about the cost of the offer from IGS in relation to GDPR, in particular the cost of the Data Projection Officer service and the Information Audit. She thanked the Professional Officer for the work that she has done for schools in relation to data protection and in preparation for the GDPR.

It was **AGREED** that this issue would be raised later in the meeting with LA Officers.

**Meeting  
with LA  
Officers  
24/01/18**

**ii) Additional items to be raised at the meeting with LA Officers**

The following items were raised at the meeting.

- Costing for the school meals service, once it becomes traded in September 2018.
- Legal requirements for penalty notices – schools being challenged about whether they wish to proceed with a PN.

**Meeting  
with LA  
Officers  
24/01/18**

**8. DATES AND TIMES OF MEETINGS FOR THE REMAINDER OF THE 2017/18 SCHOOL YEAR**

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

Thursday 10 May 2018

**Area Heads Meetings**

Spring term 2018

SOUTH	Wednesday 21 February	Holiday Inn, Basildon
N-EAST	Thursday 22 February	Weston Homes Community Stadium
WEST	Wednesday 28 February	Weston Homes Business Centre, Takeley
MID	Thursday 1 March	Chelmsford City Football Club

Summer term 2018

SOUTH	Wednesday 13 June	Holiday Inn, Basildon
N-EAST	Thursday 14 June	Weston Homes Community Stadium
WEST	Wednesday 20 June	Weston Homes Business Centre, Takeley
MID	Thursday 21 June	Chelmsford City Football Club

**Conferences**

Headteachers' Conference

Friday 23 March 2018      Stock Brook Country Club, Nr. Billericay

Deputy Headteachers' Conference  
Friday 5 October 2018      Weston Community Homes Stadium

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Harriet Phelps-Knights  
Chair of EPHA

Pam Langmead  
EPHA Professional Officer