

Professional Officer Report for EPHA Annual General Meeting 2019

2018/19 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. The Headteachers' conference was particularly well received, largely due to booking national key note speakers, including Lord Robert Winston, Mick Waters and Adam Kay. The challenge, as always, will be to match the conference next March!

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 27 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 and school leaders. Whilst they mainly focus on safeguarding issues, they also include subjects such as data protection and the new Ofsted framework. 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.

An important addition to the EPHA offer last year was the introduction of the Colleague Supporter programme. We have 34 Colleague Supporters on our books and in 2017/18 they supported 12 new and acting headteachers. At the time of writing I am arranging Colleague Support for around 20 new headteachers in primary schools. Thank you to those serving headteachers who have generously given their time and expertise to the programme.

EPHA continues to provide free (or heavily subsidised) training for headteachers. Following well-received sessions at the termly meetings in June, I organised all-day exclusions training delivered by barrister, Tanya Callman. 200 headteachers attended this training and the evaluations confirmed that it was both needed and welcomed. We plan to run training in the spring term, around the equalities act. I have also begun to deliver some training to governors, to support headteachers and their schools, though this is limited by my capacity!

EPHA works closely with the secondary heads' association, ASHE, and in May I ran a session about EPHA and governance to a number of new secondary headteachers. An important development during the year was to strengthen our links with ESSET (Essex Special Schools Education Trust). I attended an ESSET Executive meeting and, as a result, we have encouraged a number of primary-phase to attend EPHA meetings and briefings. ESSET pay an annual contribution to enable their headteachers to be honorary members of EPHA.

I continue to attend numerous meetings on behalf of EPHA, as detailed in my termly report to the Executive and 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, other association officers, interested companies;
- Individual support for headteachers when issues arise;
- Identifying and supporting new headteachers;
- Managing the Colleague Supporter programme;
- Briefings to headteacher groups – 27 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;
- Writing 7 minute staff meetings – County Lines, and the new Ofsted framework, plus a checklist following the notification phone call. Also an update of all of the existing materials, to ensure that they are up to date with new guidance;
- Updating support materials for schools, including statutory policy lists, website lists, and the Support Directory;
- Organisation and management of the exclusions training for the autumn term;
- Organisation and management of the area meetings in the summer and autumn terms;
- Organisation and management of the WEPHA conferences;
- Managing the EPHA finances: paying claims and invoices (including from Colleague Supporters), supporting area treasurers, producing reports, paying in cheques;
- Managing the bookings, organising and running the Deputy Headteacher conference, future planning for Heads' conferences;
- Updating EPHA records and website;
- 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 2019/20.