

## PROFESSIONAL OFFICER'S TERMLY REPORT MAY 2016 – OCTOBER 2016

Date of meeting	Meetings attended on behalf of EPHA	Focus/agenda/content of meeting <i>(Notes and/or the minutes of the meeting are also available on request)</i>	Any action, implications or recommendations for primary headteachers
03.05.16	Recruitment workshop <b>Chaired by</b> Helen Edwards	Meeting led by Helen Edwards (ECC Workforce Development) and Edwin Parsons (HR) – Nikki Harris, Simon Thompson & Phil Bell (ASHE) also in attendance, plus Gareth Burton (ECC Comms) – presentation from Amy Morris, Penna. Focus on the future of advertising and recruitment – a move away from traditional paper advertising, what support do schools need etc	PL to find out if any schools use social media (Facebook, Twitter etc) to advertise and, if so, the impact
06.05.16	EPHA Executive meeting <b>Chaired by</b> Harriet Phelps-Knights	Discussion of LA proposal to work in partnership with EPHA and ASHE to offer school improvement services over the coming years. Ralph Holloway attended the meeting to discuss primary permanent exclusions and potential support for schools, alternative provision etc. Noted that he will be taking a paper to Schools Forum to seek £1.5m revenue funding – proposal	
06.05.16	EPHA Executive with LA Officers meeting <b>Chaired by</b> Clare Kershaw	Further discussion around LA proposal. Requested a list of services that school receive and so would lose when the ESG is removed and/or services currently contracted by the LA but paid from the DSG.	CK to provide detailed list of services that schools will lose when ESG is removed
09.05.16	School led SEN Project Steering Group <b>Chaired by</b> Kate Martin	This project group has been revived, with a new name (was the Cluster funding group) but, frankly, the same principal – that SEN should be school rather than LA led.	
09.05.16	Schools Forum pre-meeting <b>Chaired by</b> Yannick Stupples-Whyley	Primary representatives meeting to prepare for the Schools Forum meeting.	
10.05.16	Meeting with Simon Rea, ISOS	Simon is meeting with individual members of the School Led Improvement System Project Board to discuss their vision of an ideal system and the future of the Project Board. I blasted him for an hour!	

Date of meeting	Meetings attended on behalf of EPHA	Focus/agenda/content of meeting <i>(Notes and/or the minutes of the meeting are also available on request)</i>	Any action, implications or recommendations for primary headteachers
12.05.16	Children's Partnership Board <b>Chaired by</b> Councillor Dick Madden	This group includes representatives from a range of agencies, including ECC, the Headteacher Associations, social care, health, the police, youth offending, schools facilitators, Local Partnership Boards, ESCB etc The meeting included information/discussion about the two police inspections in the last year focusing on safeguarding and protecting children and vulnerable people (both judgements were inadequate), the impact of the new Welfare Reforms, publication of the Essex Children and Young People's Plan, and implications of the education White Paper.	
16.05.16	Primary Leadership Conference	Annual primary leadership conference run by the Local Authority for primary headteachers and Chairs of Governors. Opening update by Clare Kershaw, keynote speaker, Jon Cole who focused on the current changes and "tectonic plates" in education. Second speaker, Marie-Claire Bretherton (Kyra TSA) talking about her alliance's experience of effective partnership working. All attendees were given a copy of the recently published NET collection of essays: Self-improving schools The journey to excellence, which includes essays by Clare and Tim Coulson, among others.	
18.05.16	Schools Forum <b>Chaired by</b> Rod Lane	Key decisions included an agreement to fund the revenue funding for SMEH provision in the 8 ASC (Autism Spectrum Condition) hubs- without this they cannot operate. Impact of the White Paper and national funding formula. Predicted budgets based on possible models, but showing a likely reduction in funding to many Essex schools and most critically to small schools. Big discussion about the need to make sure that schools are aware of the future risks and are taking decisions to ensure their own futures, rather than waiting "to see what will happen". Less critically, information about Broadband, procurement for gas, electricity, water and sewage.	PL and NH to be on PRU Management Committees, to ensure that primary voice and needs are considered.
20.05.16	WEPHA summer conference	Morning presentation by Viv Grant, Integrity Coaching. Viv Grant is a former Headteacher and has been in the teaching profession for over twenty-seven years. A passionate advocate for the promotion of coaching in schools, she is the Director of Integrity Coaching, the UK's leading provider of coaching support for Headteachers and senior school leaders. Her book " <b>Staying A Head</b> " [published 2014] is the seminal work in the field and has received much praise from those in the education sector.	
24.05.16	EES conversion to academy training	Really (surprisingly) useful academy conversion information from HR, Governor Services, solicitors and accountants.	
26.05.06	Alternative Behaviour conference	Conference 2 of a sequence – this one focused on practical strategies. Disappointing key note, but excellent workshop on behaviour management (Steve Phillips).	
07.06.06	Safeguarding Network Group meeting	Very useful update, particularly on domestic violence.	

<b>Date of meeting</b>	<b>Meetings attended on behalf of EPHA</b>	<b>Focus/agenda/content of meeting</b> <i>(Notes and/or the minutes of the meeting are also available on request)</i>	<b>Any action, implications or recommendations for primary headteachers</b>
08.06.06	North East EPHA meeting <b>Chaired by</b> Nick Hutchings	Meeting included the Area AGM, consideration of future working with and support from the LA. Afternoon session: Joel Shaljean, Essex Steps – well attended by Heads.	
08.06.06	Children’s Partnership Board <b>Chaired by</b> Cllr Dick Madden	Development session to discuss implementation of Essex Strategic Plan and effectiveness of the Children’s Partnership Board.	
09.06.06	South EPHA meeting <b>Chaired by</b> Brenda Dalley	Meeting included the Area AGM, consideration of future working with and support from the LA. Afternoon session: David George (Gifted and Talented) – enjoyed by some, but rather out of date material!	
09.06.06	Meeting with 4My Schools	Harriet, Nigel and I meeting with Simone Payne, 4MySchools, to discuss future relationship and allocation of any contribution from the agency. Agreed that donations should be spent on CPD for supply staff rather than one off contributions to conferences etc.	
10.06.16	Meeting with Jason Walmsley	Met with Jason to discuss future of school meals advisory service.	Suggest setting up an advisory group to support the service and schools’ needs
27.06.16	Mid Essex Place Planning event	First of four meetings sharing the 10 year place plan for Essex schools.	
28.06.16	Chairs and Professional Officers meeting <b>Chaired by</b> Jo Wincott	Meeting for the three Headteacher Associations to get together and discuss current issues (no Special School representation) – focus on the forthcoming MP visit, school improvement developments, recruitment and retention, 4MySchools project to improve CPD for supply teachers.	
30.06.16	Meeting with Sally Rundell and LA peer reviewers	Meeting with LA peer reviewers from Suffolk, Bedfordshire and Luton, following up on LA peer review conducted two years ago and last year. Feedback on LA progress and performance.	
01.07.16	Meeting with Mark Eagling	Meeting to progress EPHA website. (Nearly there?!)	
05.07.16	SEND IASS meeting <b>Chaired</b>	SEND Information, Advice and Support Service the service, is a statutory requirement for Las set out in the SEND Code of Practice. The service has a new responsibility for children (under 16s) and	

Date of meeting	Meetings attended on behalf of EPHA	Focus/agenda/content of meeting <i>(Notes and/or the minutes of the meeting are also available on request)</i>	Any action, implications or recommendations for primary headteachers
	by Simon Nurser	young people, and the demand for the service has increased dramatically as parents now have a stated right to mediation and support. My main task has been to ensure that the group (which is VERY parent focused) understands the myriad of pressures on schools, and that the service doesn't become adversarial in its relationships with schools.	
05.07.16	Primary pre Schools Forum meeting	Primary Schools Forum representatives meeting with Yannick Stupples-Whyley to discuss the agenda in advance of the Schools Forum meeting on 13 <sup>th</sup> July. The independent review of the Schools Broadband service has concluded that it offers value for money, but doesn't comment on the effectiveness of the service. Other agenda items will include an Early Years update, a recommendation to increase the Hard to Place dowry, report on the schools' budget outturn (maintained schools, academy data not yet available). The plan had been to extend the meeting to discuss the National Funding Formula consultation outcome, but that has now been put on hold (as has the White Paper) as a result of the EU referendum result and the Conservative leadership changes.	
06.07.16	Visit to Westminster	Harriet, Nigel and I, with Simon Thompson and Jo Wincott (ASHE), met with four Essex MPs (Will Quince, John Whittingdale, Rebecca Harris and James Cleverly) and a number of (VERY YOUNG) aides from other MPs offices. A useful discussion, focusing on school funding, teacher training, recruitment and retention (and the pressure of future place planning in Essex), academisation, assessment and qualification reform, pupil attendance, the narrowness of the curriculum and the current negative perception (in the media and sometimes from Government itself) of the value of education and the profession – neither of which is helping staff morale or retention in teaching.	The MPs urged headteachers to invite them to visit, and to celebrate anything happening in their schools. They promised to respond!
12.07.16	Specialist Teacher Team review Led by Simon Carpenter	Harriet, Ceri Jones and I met with Simon Carpenter to discuss the Specialist Teacher Team and the Statutory Assessment Service. Agreed that the STT can be very valuable, but there is something of a postcode lottery and it is essential that the teachers keep up to date with specialisms, particularly given that children are displaying extremely challenging behaviour at a younger and younger age. SAS too bureaucratic, frustrating and time consuming process.	
13.07.16	SEN school led funding – <b>Chaired by</b> Liz Cornish	Focus on a number of research projects that are taking place across the county to explore and develop effective and collaborative ways to deliver SEND provision in mainstream schools.	
14.07.16	School Led Improvement System Project Board <b>Chaired by</b>	The Schools Led Improvement Partnership picture so far: 19 SLIS partnerships funded –covering 254 schools 6 partnerships awaiting approval – 54 schools Plus: HEP, BEP, Tendring clusters Development Visits underway, with follow up visits to come.	

Date of meeting	Meetings attended on behalf of EPHA	Focus/agenda/content of meeting <i>(Notes and/or the minutes of the meeting are also available on request)</i>	Any action, implications or recommendations for primary headteachers
	Rosemary Lovatt	Discussion around the future (and KPIs!) for the Project Board	
15.07.16	Teachers Schools Alliance strategic meeting <b>Chaired by</b> Clare Kershaw	17 TSAs represented – interesting meeting. I feel that communication about TSAs is still patchy and limited (sometimes) to their strategic partnerships. Lots of frustration around future funding and some anxiety around accountability.	
18.07.16	JSNA <b>Chaired by</b> Clare Hardy	Mental Health joint strategic needs assessment workshop. (Probably enough said!)	
20.07.16	Recruitment and retention task and finish group workshop <b>Chaired by</b> Graham Lancaster	Attended with Simon Thompson, Helen Edwards, Graham – to discuss and develop a paper giving suggestions for recruitment and retention, based on feedback from EPHA survey.	
06.09.16	Essex Safeguarding Children’s Board <b>Chaired by</b> Paul Picton	New Independent Chair in post – he also chairs the Adults’ Board and Herts SCB. A performance report for the ESCB was presented, including statistics about safeguarding practice and children and young people vulnerability, including stats from the British Transport Police, uptake of training in different sectors, and an update on the review of the Suicide and Self Harm Toolkit. Also, discussion of the Child Death Review Annual Report and information about Serious Case Reviews. Feedback following the CSE schools survey that took place in the second half of the summer term-around 2700 pupils involved, but just 650 in Year 6. Some concerns expressed that not all parents were willing to let their children take part in the survey. <i>The ESCB continues to have a huge membership and much of the information circulated is confidential and so it can be difficult to disseminate information effectively.</i>	
06.09.16	Attendance Code of Conduct Steering Group <b>Chaired by</b> Julie Weddell	The current LA Attendance Code of Conduct was developed in February 2015, and tightened guidance about the use of Penalty Notices. However, the Platt v Isle of Wight case has caused huge issues for all LAs and Julie Weddell wanted to discuss whether the HT associations wished to review and adapt the CofC at this stage or wait until the appeal has been heard by the Supreme Court (probably not until the spring). We agreed not to change the Code yet, but to issue more guidance about when the LA will follow through on penalty notices and, if necessary, take non-payers to court. I also brought up the matter of new statutory legislation about reporting children who enter and leave schools, arguing that the requirements are overly burdensome, and duplicate the work of schools – however, Julie explained that the requirement only related to children who move within the school year, not at normal transition periods. It was agreed that this was not clear in the	

Date of meeting	Meetings attended on behalf of EPHA	Focus/agenda/content of meeting <i>(Notes and/or the minutes of the meeting are also available on request)</i>	Any action, implications or recommendations for primary headteachers
		notification to schools and she would send me clarification to circulate to schools. The steering group will meet again to review the Code of Conduct when the outcome of the Platt appeal is known.	PL to send out clarification to schools about CME registration
07.09.16	Schools Broadband Schools Forum sub-group	Sub-group of the Schools Forum – meeting held with the four members of the Schools Broadband team. Much of the time taken up with a presentation from Sally French (DUCL) so, frustratingly, there wasn't the opportunity to discuss the most important item on the agenda, deciding options for future pricing structures. The meeting will have to be reconvened before Schools Forum in October to come to some sort of decision.	
12.09.16	Meeting with EPHA Chair and Executive Director	Catch up meeting to share what has happened so far this term and to decide EPHA priorities – these likely to be around: <ul style="list-style-type: none"> <li>• Schools Forum decisions including Schools Broadband;</li> <li>• Organisation of SECs and Local Authority services</li> <li>• Recruitment and retention – effective strategies</li> <li>• Use of PO and ED time and meeting priorities</li> </ul>	
14.09.16	SEN funding and development – Schools Forum sub-group	Consideration of new banding descriptors and associated funding for pupils with SEND (in all schools). There will be further consultation with schools to ensure that the new banding descriptors (9 levels of need, increasing in complexity) match the resources that are being offered for each band. The following recommendations will be taken to Schools Forum on 12 October. <ul style="list-style-type: none"> <li>• To approve the proposed banding descriptors grid as the future method for identifying pupils' special educational needs and allocating SEN top-up resources to mainstream schools, academies, free schools, special schools and enhanced provisions;</li> <li>• To approve further testing of the financial values attributed to each band during the autumn term;</li> <li>• To agree the consultation process and implementation plan</li> </ul>	
14.09.16	Schools Forum <b>Chaired by</b> Rod Lane	Additional meeting to discuss response to national Early Years funding consultation. Response from Schools Forum agreed and will be submitted by Yannick Stupples-Whyley.	
14.09.16	EPHA Leadership Team meeting with Clare Kershaw and LA Officers	Termly meeting with EPHA Chair, Vice-Chair, Area Chairs, and Standards and Excellence lead commissioners. Agenda items included: national and local update, Fair Access Protocols and place planning, raising attainment for disadvantaged pupils, feedback from LA Peer review, education performance data, changes to the SEC team, future agendas.	

<b>Date of meeting</b>	<b>Meetings attended on behalf of EPHA</b>	<b>Focus/agenda/content of meeting</b> <i>(Notes and/or the minutes of the meeting are also available on request)</i>	<b>Any action, implications or recommendations for primary headteachers</b>
14.09.16	Schools Led Improvement System – funding allocation sub group	Considered and approved 2 more bids for the Schools Led Improvement Partnership grant, and discussed the feedback given to a number of the other partnerships.	
20.09.16	Termly headteacher briefing delivered to the Chelmsford Education Network	Briefing for CEN headteachers, giving an update and “do-list” for the term ahead, including Ofsted, safeguarding, DfE direction and guidance, pupil premium, policies, school website, governance, Local Authority, EPHA.	
20.09.16	Being a CEO	Presentation (at the CEN meeting) delivered by Andrew Smith (Lyons Hall) and Stuart Ellis (Notley Green) about being a Chief Executive Officer of a MAT.	
21.09.16	ESSET conference	Heard Clare K’s updated “View from the Bridge” (with a focus on SEND development) and then delivered a presentation to Special School heads and deputies about “How school to school collaboration partnerships work in practice – a primary perspective”.	
23.09.16	WEPHA conference	<p>Termly West heads “pay as you go” conference. Keynote presenter, Natasha Devon.</p> <p>Natasha Devon has been visiting schools, colleges and universities working with young people on issues relating to mental health and body image since 2007. To date, the two organisations she co-founded, the Body Gossip Education Programme and the Self-Esteem Team, have worked with almost 70,000 teenagers from throughout the UK.</p> <p>On 30 August 2015, the Department for Education (DfE) appointed Devon as its first ever mental health champion for schools. Announcing the decision, the Education and Childcare Minister said: "Natasha is an inspiration to many young people and I'm delighted to have her on board as our first mental health champion. I know that together we can make a real difference in encouraging more young people to talk openly about mental health". 'However, in May 2016 it was announced that her role was being axed. The move came after Devon linked poor mental health in young people to Conservative austerity measures, Gove’s education policy and to rigorous testing in schools. Despite her role being independent, the government felt that Devon was ‘out of [their] control’.</p> <p>Subsequently, Devon said ‘I may not be the government’s champion anymore, but I still want to be the people’s and will use my voice to stand up for the rights of children, young people and those who teach them’.</p> <p>In this workshop Natasha shared her experiences and offered ideas to support children in order to raise their self-esteem and wellbeing.</p>	

<b>Date of meeting</b>	<b>Meetings attended on behalf of EPHA</b>	<b>Focus/agenda/content of meeting</b> <i>(Notes and/or the minutes of the meeting are also available on request)</i>	<b>Any action, implications or recommendations for primary headteachers</b>
23.09.16	School Led Improvement System Project Board <b>Chaired by</b> Rosemary Lovatt	Development Day – to review vision, terms of reference and effectiveness of the Schools Led Improvement System Project Board.	
26.09.16	Schools Broadband Schools Forum sub-group	Reconvened to discuss pricing options, for recommendation to Schools Forum. The following principles for a pricing structure for Essex primary schools were agreed: <ul style="list-style-type: none"> <li>• It is essential that the schools broadband continues to offer affordable and accessible internet access to all schools, whatever their size, location and type.</li> <li>• Academies should not be unduly penalised and the offer should be attractive to them as well as maintained schools, not least in order to avoid them leaving the Schools Broadband offer.</li> <li>• When considering a pricing structure, there should not be “winners” in the system, either as a result of size or location. Instead, any funding gained by some schools as a result of a particular model, should be used to offset those who have “lost” to ensure that funding is as equable and stable as possible.</li> </ul>	
26.09.16	Termly headteacher briefing delivered to Brentwood Schools	Briefing for Brentwood headteachers, giving an update and “do-list” for the term ahead, including Ofsted, safeguarding, Dfe direction and guidance, pupil premium, policies, school website, governance, Local Authority, EPHA.	
27.09.16	Meeting with new conference manager at CUFC	Discussing management of the Deputy conference (which is potentially over-subscribed). New manager at the stadium – Andy Gilbert.	
27.09.16	Recruitment and retention task and finish group workshop <b>Chaired by</b> Graham Lancaster	Discussed a number of projects around recruitment and retention, and updates on some that took place during the year (e.g. overseas recruitment). Future projects include discussion with TSAs around recruitment and support of trainee and returning teachers, retention ideas from primary headteachers, links with school led improvement partnerships, discussions with Anglia Ruskin to re-instate teacher training programmes.	



Date of meeting	Meetings attended on behalf of EPHA	Focus/agenda/content of meeting <i>(Notes and/or the minutes of the meeting are also available on request)</i>	Any action, implications or recommendations for primary headteachers
28.09.16	Chairs and Professional Officers meeting <b>Chaired by Jo Wincott</b>	Meeting for the three Headteacher Associations to get together and discuss current issues– focus on recruitment and retention, SEN provision and specialist teacher team, follow up from MP visit, schools facilitator role, Local Authority and DfE update.	
30.09.16	Early Years funding	Sub-group of Schools Forum	
04.10.16	New Headteachers welcome meeting		
04.10.16	ESCB development Day		
05.10.16	School led SEN Project Steering Group <b>Chaired by Kate Martin</b>		

In addition to the attendance at meetings (and writing follow up reports), my 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;
- Consultation on recruitment and retention;
- Consultation about primary services to schools and collation of results;
- Contact with new headteachers;
- Briefings to headteacher groups;
- Organisation and management of the WEPHA conference and other area meetings in the summer and autumn terms;
- Managing the EPHA finances: paying claims and invoices, supporting area treasurers, producing reports, paying in cheques, organising audit etc
- Managing the bookings and organising the Deputy Headteacher conference, future planning for Deputy and Heads’ conferences;
- Development of the new website, badges, conference folders etc;
- Updating EPHA records and website;
- Other tasks as required.