

## LA /ESSEX PRIMARY HEADS' ASSOCIATION SOUTH AREA

**THURSDAY 16 NOVEMBER 2023**

### MEETING SUMMARY: ISSUES AND RECOMMENDATIONS

Agendas and minutes for these meetings available at [www.essexprimaryheads.co.uk](http://www.essexprimaryheads.co.uk)

<b>Attendance List</b>	
<p><b>DISTRICT AND EPHA AGENDA (a.m.)</b> <b>(Notes below)</b> <b>Nicky Stone-Riley, Chair</b></p> <p><b>SEPHA meeting</b></p>	<p><b>Welcome to the following Headteachers:</b></p> <p>Ronnie Branch    Sunnymede Primary (infant and junior amalgamated) Deola Emmanuel    St Margaret's Academy Sally Townsley    Canvey Juniors Shaun Kelliher    St Joseph the Worker Catholic Primary Robert Watson    Hogarth Primary Jennifer Cole    Rayleigh Primary Shiv Chetty    Greensted Primary Claire Jacques    Kelvedon Hatch Primary (Interim Headteacher) Gill Marrion    Down Hall Primary (Interim) Rachelle Tidiman    Ghyllgrove Primary Katie Herbert    Winter Gardens Primary Emily Perryman    Westwood Primary Dean Moran    St Thomas of Canterbury Primary ( infant and Jun amalgamated) Liz Bundy    Shenfield St Mary's Primary ( Head of School)</p> <p><b>Farewell to the following headteachers:</b></p> <p>Jane Robinson    Hilltop Infants</p> <p>Nicky Stone-Riley</p>
p 1	<p><b>AREA AGENDA</b> LA updates on current priorities including:</p>
p 2-6	<ul style="list-style-type: none"> <li>• Director's welcome and update    Clare Kershaw</li> </ul>
p 6 - 10	<ul style="list-style-type: none"> <li>• SEND Sufficiency plan and Inclusion strategy    Ralph Holloway Ondrea Bloom</li> </ul>
p 10	<ul style="list-style-type: none"> <li>• Autism update</li> </ul>
p 12	<ul style="list-style-type: none"> <li>• Local Quadrant update    Lisa Fergus/Maz Norman</li> </ul>
p13 -15	<p><b>Elective Home Education and Attendance Compliance update</b>    Anita Patel-Lingam</p>
p16 -18	<p><b>Education Access team update</b>    Julie Keating</p>
<b>Key dates</b>	<p><b>SOUTH headteacher meetings 2023/24</b> Thursday 29 February 2024 Thursday 13 June 2024</p> <p><b>Headteachers' Annual Conference 2024</b> Friday 22 March 2024    Chelmsford City Race Course</p> <p><b>Deputy Headteachers' Annual Conference 2024</b> Friday 11 October 2024    Colchester Football Stadium</p>
<p>* Page numbers refer to the full minutes (posted on the EPHA website) of the Autumn term Area meetings with LA Officers and Headteachers <a href="https://essexprimaryheads.co.uk/meetings/termly-area/composite/">https://essexprimaryheads.co.uk/meetings/termly-area/composite/</a></p>	

**LA /ESSEX PRIMARY HEADS' ASSOCIATION SOUTH AREA  
DISTRICT AND AREA MEETING  
THURSDAY 16 NOVEMBER 2023  
ATTENDANCE**

**Basildon/Billericay/Wickford**

Gareth Allen	Millhouse Primary
Rachel Anthony	Runwell Primary
Liz Benjeddi	South Green Juniors
Julie Braithwaite	Lincewood Primary
Annie Bristow	Wickford CE Infants
Luke Bulpett	Brightside Primary
Terri Chudleigh	Briscoe Primary
Lynn Cooney	Oakfield Primary
Stephanie Crump	Leigh Beck Juniors
Sandra Dorrington	Canvey Island Infants
Donna Dry	Bardfield Primary
Deola Emmanuel	St Margaret's Academy
Kelly Hamilton	Fairhouse Primary
Katherine Parker	St Peter's Catholic Primary
Lisa Patient	Noak Bridge Primary
Penny Pepper	Eversley Primary
Harriet Phelps-Knights	Janet Duke Primary
Lorraine Ramet	Wickford Primary
Tom Robinson	The Willows Primary
Nicky Stone-Riley	Cherry Tree Primary
Rachelle Tidiman	Ghyllgrove Primary
Mike Wade	Quilters Infant & Junior
Robert Wade	Whitmore Primary
Aaron Wright	Leigh Beck Juniors

**In Attendance**

Pam Langmead	EPHA Professional Officer
Jenny Haken	Millhouse Primary
Hannah Simpkin	Robert Drake Primary
Courtney Freese	Berlesduna MAT
Jennifer Milner	Wyburns Primary
Lisa Cracknell	Parkwood Academy
Michelle Cole	Widford Lodge
Carolyn Hainsby	CSS Wickford

**LA Officers**

Clare Kershaw	Director of Education
Lisa Fergus	Assistant Director, South
Jo Barclay	Education Safeguarding
Ralph Holloway	SEN Strategy Lead
Anita Patel-Lingam	Compliance Manager
Julie Keating	Education Access Team
Maz Norman	Head of Education, South
Ondrea Bloom	Autism Strategy Lead
Hilary Luckman	School Effectiveness Partner
Bethan Russell	School Effectiveness Partner
Mel Clapton	School Effectiveness Partner

**Rochford/Rayleigh/Castle Point/Canvey Island**

Jen Burdett	Great Wakering Primary
Martyn Clarke	Glebe Primary
Lucy Fynn	Hadleigh Infants
Richard Green	Grove Wood Primary
Katie Herbert	Winter Gardens Primary
Gill Marrion	Down Hall Primary
Samantha Murrell	Lubbins Park Primary
Jo Parkes	Kents Hill Juniors
Claire Smith	Riverside Primary
Gemma Thurston	Kents Hill Infants

**Brentwood**

Steve Bowsher	Larchwood Primary
Clare Branton	Willowbrook Primary
Liam Daley	St Helen's Catholic Juniors
Jenni Evans	Warley Primary
Andrea Farrant	Blackmore Primary
Amanda McAuliffe	St Helen's Catholic Infants
Dean Moran	St Thomas of Canterbury Primary
Ingrid Nicholson	Doddinghurst Infants
Matt O'Grady	West Horndon Primary
James Rogers	Ingrave Johnstone CE Primary
Sally Taggart	St Mary's CE Primary, Shenfield
Robert Watson	Hogarth Primary

**Apologies**

Phil Andrews	Rettendon Primary
Heidi Blakeley	Abacus Primary
Natalie Jackson	Robert Drake Primary
Penny Coe	Robert Drake Primary
Sharon Walker	North Crescent Primary
Neil Taggart	Ingatestone & Fryerning Juniors
Aaron Cross	Kingston Primary
Claire Richardson	Holt Farm Juniors
Robert Watson	Hogarth Primary

Note: If your attendance or apologies have not been noted please contact the EPHA Professional Officer at [pam@langmead.me.uk](mailto:pam@langmead.me.uk) for amendment.

## SOUTH EPHA AREA MEETING MINUTES 16 NOVEMBER 2023

### 1. WELCOME

Nicky Stone-Riley, SEPHA Chair, welcomed headteachers to the meeting.

#### **Welcome to the following Headteachers:**

Ronnie Branch	Sunnymede Primary (infant and junior amalgamated)
Deola Emmanuel	St Margaret's Academy
Sally Townsley	Canvey Juniors
Shaun Kelliher	St Joseph the Worker Catholic Primary
Robert Watson	Hogarth Primary
Jennifer Cole	Rayleigh Primary
Shiv Chetty	Greensted Primary
Claire Jacques	Kelvedon Hatch Primary (Interim Headteacher)
Gill Marrion	Down Hall Primary (Interim)
Rachelle Tidiman	Ghyllgrove Primary
Katie Herbert	Winter Gardens Primary
Emily Perryman	Westwood Primary
Dean Moran	St Thomas of Canterbury Primary ( infant and Jun amalgamated)
Liz Bundy	Shenfield St Mary's Primary ( Head of School)

#### **Farewell to the following Headteacher:**

Jane Robinson	Hilltop Infants
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If you are leaving please make use of the EPHA new heads' checklist, and complete it for your successor. This is available on the EPHA website at

<https://essexprimaryheads.co.uk/info-and-documents/good-practice/>

### 2. ELECTIVE HOME EDUCATION NOTIFICATIONS

Anita Patel-Lingam, Statutory Education Compliance Manager, attended the meeting to share information about Elective Home Education notifications. She also gave an update about attendance compliance and the DfE plans in relation to penalty notices.

The minutes of this part of the meeting are within the composite minutes of the Autumn term Area meetings with LA Officers and Headteachers, available on the EPHA website at <https://essexprimaryheads.co.uk/meetings/termly-area/composite/>

### 3. EDUCATION ACCESS TEAM UPDATE

The number of permanent exclusions in Essex rose by around 56% last school year, in line with national figures. Julie Keating, Education Access Team Manager, attended the meeting to give an update on the data and to share recently published guidance which outlines the support and advice for Essex schools.

The minutes of this part of the meeting are within the composite minutes of the Autumn term Area meetings with LA Officers and Headteachers, available on the EPHA website at <https://essexprimaryheads.co.uk/meetings/termly-area/composite/>

#### 4. EPHA UPDATES

##### a) Transition agreement with secondary schools

Nicky thanked headteachers for the feedback that they have given about the new arrangements for transition, that were agreed with ASHE (Association for Secondary Heads in Essex). Most secondary and primary schools adhered to the new arrangements, including the transition week (the last week in June) and most secondary schools used the form that had been agreed.

Headteachers were reminded that, this school year, the Year 6 transition week will be during the week commencing 24<sup>th</sup> June 2024 and they were asked to keep this clear of trips and visits.

##### b) The Autumn term EPHA newsletter, including dates for the 2023/24 school year, was circulated to headteachers in advance of the meeting -these can also be found on the EPHA website [www.essexprimaryheads.co.uk](http://www.essexprimaryheads.co.uk).

##### c) EPHA Annual Subscription

Funding for EPHA will be continue to be top-sliced from the Delegated Schools Grant. Area meetings will continue to be “free” to all primary headteachers, as will the website, headteacher briefings and advice and support from the Professional Officer.

<https://essexprimaryheads.co.uk/files/what-headteachers-get-in-return-for-their-epha-contribution-2022-23.pdf>

##### d) EPHA County Annual General Meeting

The EPHA county AGM was held on Thursday 5<sup>th</sup> October at the Lion Inn, Boreham. The following headteachers were re-elected as EPHA officers for the coming year:

- Harriet Phelps-Knights Chair
- Nick Hutchings Vice-Chair
- Nicky Stone-Riley Executive Treasurer

##### e) Conferences

The annual EPHA Headteachers Conference will be held on Friday 22<sup>nd</sup> March 2024, Chelmsford City Race Course. The programme and booking form will be sent out in January – presenters include Andrew Hall, Nerys Hughes, Humphrey Walters, Dave Harris and Helen Youngman.

Next year’s Deputy Heads Conference will be held on Friday 11 October 2024, at Colchester Football Stadium. (Programme and booking form will be sent out in June 2024)

##### f) Governor and staff online training

We’re pleased to report that around 300 governors, trustees and staff have attended recent online and face to face training focused on exclusions meeting a real need in the county.

The Professional Officer will be running another session on the latest suspensions and exclusions guidance, with a particular emphasis on the governor’s role in the process.

The date/time of the **exclusions training** is Wednesday 22<sup>nd</sup> November 2023, at 4.00 pm – 6.00 pm.

She will also run a training course on **managing complaints**, again focused on the role of governors. Two dates are available (course repeated, pick one):

- Tuesday 28<sup>th</sup> November 2023, at 4.00 pm – 6.00 pm; OR
- Thursday 7<sup>th</sup> December 2023, at 6.00 pm – 8.00 pm.

Please ask any interested governors or staff to contact Pam Langmead, at [pam@langmead.me.uk](mailto:pam@langmead.me.uk) indicating which training session they want to attend –she will send them a confirmation email with the Zoom link, and slides in advance of the session.

**5. FUTURE DATES**

**SOUTH headteacher meetings 2023/24**

Thursday 29 February 2024

Thursday 13 June 2024

**Headteachers' Annual Conference 2024**

Friday 22 March 2024 Chelmsford City Race Course

**Deputy Headteachers' Annual Conference 2024**

Friday 11 October 2024 Colchester Football Stadium