

LA /ESSEX PRIMARY HEADS' ASSOCIATION WEST AREA

WEDNESDAY 5 NOVEMBER 2025

MEETING SUMMARY: ISSUES AND RECOMMENDATIONS

Agendas and minutes for these meetings available at www.essexprimaryheads.co.uk

Attendance List

DISTRICT AND EPHA AGENDA (a.m.)
(Notes below)
Chris Jarman, Chair

Welcome to the following Headteachers:

Sarah Bailey	Debden CE Primary
Vicky Childs	Roseacres Primary
Jordan Coombes	Lambourne Primary
Kirsty Johnson	Alderton Infants
Andy Lorkins	Matching Green CE Primary
Claire Smyth	Fritch Green Academy (Exec head autumn term)
Annie Stockdale	St Thomas More's Catholic Primary, Saffron Walden
Nicola Wix	Hatfield Heath Primary

Farewell to the following headteachers:

Lorna Stephenson	Sheering CE Primary
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Threatening incidents and harassment in schools

Janet Bloomfield and Becky Duff, Essex Police, Child Centred Policing Team

Re-integration of excluded pupils into mainstream schools

Steve Philipps, CSS

Primary Science Teaching Trust
WEPHA meeting

Tom Holloway
Chris Jarman

AREA AGENDA

LA updates on current priorities including:

- | | | |
|---------|--------------------------------|---------------------------|
| p 1-12 | • Director's LA updates | Clare Kershaw |
| p 12 | • Attendance table discussions | Emma Jordan |
| p 12-18 | • Ofsted inspection framework | Peter Stonier, Senior HMI |

p 18-19 **Key dates**

WEST headteacher meetings 2025/26

Wednesday 4 March 2026

Wednesday 24 June 2026

WEPHA conferences

Friday 30 January 2026

Friday 15 May 2026

Headteachers' Annual Conference 2026

Friday 20 March 2026 Chelmsford City Race Course

Deputy Headteachers' Annual Conference 2026

Friday 9 October 2026 Colchester Football Stadium

*Page numbers refer to the full minutes (posted on the EPHA website) of the Autumn term Area meetings with LA Officers and Headteachers.

LA /ESSEX PRIMARY HEADS' ASSOCIATION WEST AREA
DISTRICT AND AREA MEETING
WEDNESDAY 5 NOVEMBER 2025
ATTENDANCE

Present

Ros Allsop	Clavering Primary	Lucy Hays	Stebbing Primary
Dale Bateman	Coopersale & Theydon Garnon Primary	Katie Henson	St Andrew's North Weald
Nikki Batt	Moreton CE Primary	Andy Lorkins	Matching Green CE Primary
Anne Marie Black	St Albans Catholic Primary	Teresa Phillips	Thomas Willingale School
Nicky Brogan	Henham and Ugley Primary	Andrew Price	Manuden Primary
Vicky Childs	Roseacres Primary	Colin Raraty	Rodings Primary
Bryony Collins	Felsted Primary	Marne Reynecke-Raybould	Ashdon Primary
Sarah Cowley	Henry Moore Primary	David Rogers	Bentfield Primary
Casey Cox	St James CE Primary	Helen Russell	Chipping Ongar Primary
Caroline Crompton	Thaxted Primary	Amy Sargeant	Great Chesterford CE Primary
Matt Curzon	St Mary's CE Primary, Stansted	Angie Skinner	Kingsmoor Primary
Michael Doughty	Milwards Primary	Annie Stockdale	St Thomas More Catholic Primary
Kathleen Faherty	Harlow Fields School	Linda Todd	Elsenham CE Primary
Claire Jackman	Great Easton Primary	Sharon Vessey	Birchanger CE Primary
Chris Jarman	St Mary's CE Primary/West Chair	Kevin Watts	Great Dunmow Primary
Chris Jarvis	Churchgate CE Primary	Nicola Wix	Hatfield Heath Primary
Claire Kearney	Dunmow St Mary's Primary		
Anne-Marie Kendal	St Luke's Catholic Primary		
Patrick Kenney	St John Fisher CPS		
Alison Kerrell	Holy Cross Catholic Primary		

LA Officers

Clare Kershaw	Director of Education
Nicola Woolf	Assistant Director West
Emma Jordan	Education Manager - West
Jo Barclay	Education Safeguarding
Beate Hallawell	SEND Quadrant Manager
Debs Bower	ECC Senior IP
PJ Prince	ECC SEP
Sarah Foster	ECC SEP
Sarah English	EYEP
Sally Allan	ECC
Jim Fotopoulou	ECC
Gemma Boreham	ECC Private Fostering
Nin Escallier	ECC Private Fostering

In Attendance

Pam Langmead	EPHA Professional Officer
Peter Stonier	Ofsted Senior HMI
Amanda Beggs	Leverton Primary
Jan Bloomfield	Essex Police, Child Centred Policing Team
Becky Duff	Essex Police, Child Centred Policing Team
Steve Phillips	CSS/ECC/Virtual School
Amanda Beggs	Leverton Primary

Apologies

Claire Phillips	Takeley Primary
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Note: If your attendance or apologies have not been noted please contact the EPHA Professional Officer at pam@langmead.me.uk for amendment.

WEST EPHA AREA MEETING MINUTES 5 NOVEMBER 2025

1. WELCOME

Chris Jarmain, the West Area Chair, welcomed headteachers to the meeting.

Welcome to the following Headteachers:

Sarah Bailey	Debden CE Primary
Vicky Childs	Roseacres Primary
Jordan Coombes	Lambourne Primary
Kirsty Johnson	Alderton Infants
Andy Lorkins	Matching Green CE Primary
Claire Smyth	Flitch Green Academy (Exec head autumn term)
Annie Stockdale	St Thomas More's Catholic Primary, Saffron Walden
Nicola Wix	Hatfield Heath Primary

Farewell to the following headteachers:

Lorna Stephenson	Sheering CE Primary
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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. THREATENING INCIDENTS AND HARASSMENT IN SCHOOLS – WHAT SUPPORT ARE THE POLICE ABLE TO OFFER

Jan Bloomfield, Rebecca Duff and Jo Barclay were welcomed to the meeting. Jan explained that she is the Manager of the Child Centred Policing Team for Essex police. Their role is to support children's services with potentially criminal incidents and to offer advice. They do not record crimes or investigate incidents, but can help liaise with police teams and conduct out of court work. Jan explained that there are 6 members of the team located across the county.

Jan talked through a presentation and explained the legal position in relation to harassment and threatening incidents:

What offences might be committed in schools towards teachers?

Harassment – course of conduct (more than once) with intent to cause harassment, alarm or distress. *This may include* persistent abusive emails or calls, turning up uninvited, following a teacher, spreading damaging rumours online or in community, targeted intimidation or threats, sending personal insults

Public Order S4A – intent to cause harassment, alarm or distress by using threatening, abusive or insulting words or behaviour or display any writing that is threatening, abusive or insulting. *This may include* shouting or swearing at the school gate, aggressive behaviour that disrupts the school environment, threats of violence, physical intimidation in communal spaces

Common Assault – intentionally or recklessly causing someone to fear immediate physical harm (or causing a minor injury of battery).
e.g. pushing, 'facing up' to threaten.

Malicious Communications – intent to harass, threaten, intimidate by sending indecent, offensive, threatening messages via letters, electronic to cause distress or anxiety.
This is often used when all the behaviour is online and not in person)

Other offences that school staff can be victims of

Sexual offences, damage, weapons, theft, hate crimes – like any other victim

Education Act – causing a nuisance or disturbance on school premises under the Education Act 1996, S.547 (without lawful authority *and* causing a nuisance or disturbance (usually aimed at protesters or intruders).

So, school staff are protected by the same suite of criminal offences as any other person (assaults, threats, harassment, theft, damage, weapons etc)

A check list: Criminal incidents against Staff or a flow chart?

- Ensure immediate safety: In emergency call 999 and ensure safety of staff member
- Preserve Evidence: e.g. CCTV, messages, emails, photo's
- Record Incident Details: Time, Date, Location, people involved, witnesses, description of events
- Notify SLT: Including immediately updating headteacher and DSL
- Report to police: 101 or online reporting and obtain reference of incident
- Apply any relevant Education Act law if appropriate
- Contact Local Authority, Governors if appropriate
- Consider exclusions if pupil at the school or exclusion from school premises if parent
- Support victim: medical, counselling, employee assistance etc
- Review Safeguarding procedures
- Follow up: if delay in police response, email CCPT for further guidance or contact CYP officer

What can I do before it reaches that level?

- Excluding parents from school premises
- Restricting communication channels (e.g. head teacher only)
- Issue formal warning letters
- Document the small stuff.....dates, details, screenshots, write it up, witnesses, impact, action taken
- Notice of barring from premises
- Communications boundaries agreement (supportive)

She shared an example of a letter that could be used to warn a parent of inappropriate behaviour

Dear Parent,

I am writing to inform you that your behaviour/communication on (date) has caused significant concern, harassment, alarm, distress.... This behaviour included

Such behaviour is unacceptable and falls below the standard expected in our school community. All staff have the right to work without experiencing harassment, intimidation or distress.

I must ask that you conduct all future communication with the school in a respectful and appropriate manner. Failure to do so may result in further action, including restricting access to the school premises, reporting the matter to the Local Authority or involving the police under The Protection from Harassment Act 1997 or the Public Order Act 1986.

We are committed to working cooperatively with all parents in the best interest of the pupils.

Yours sincerely

Jan was asked when (if) a parent was informed by the police that they have a crime recorded against them? She explained that there is no time limit, and that this will depend on the time frame and case load of the investigating officer. There were a number of concerns expressed about the communication (or lack of) with the police; one headteacher said that she had waited for two years for a response to an email to the police. Jan recommended contacting her team, the Child Centred Policing Team. They cannot report crimes, but can liaise and advise on behalf of schools.

Jan showed headteachers the online reporting system, and advised that this is the most efficient and effective way of reporting a crime. Headteachers were encouraged to contact the Child Centred Policing Team if they need advice or support.

Contacts and links

Jan Bloomfield (Child Centred Policing Team Manager)

Janet.Bloomfield@essex.police.uk (works Monday to Wednesday).

Child Centred Policing Team

Criminal.justice.child.centred.policing.team@essex.police.uk (8am – 4pm M-F)

Essex Police online reporting

[Report a crime | Essex Police](#)

When to call the police

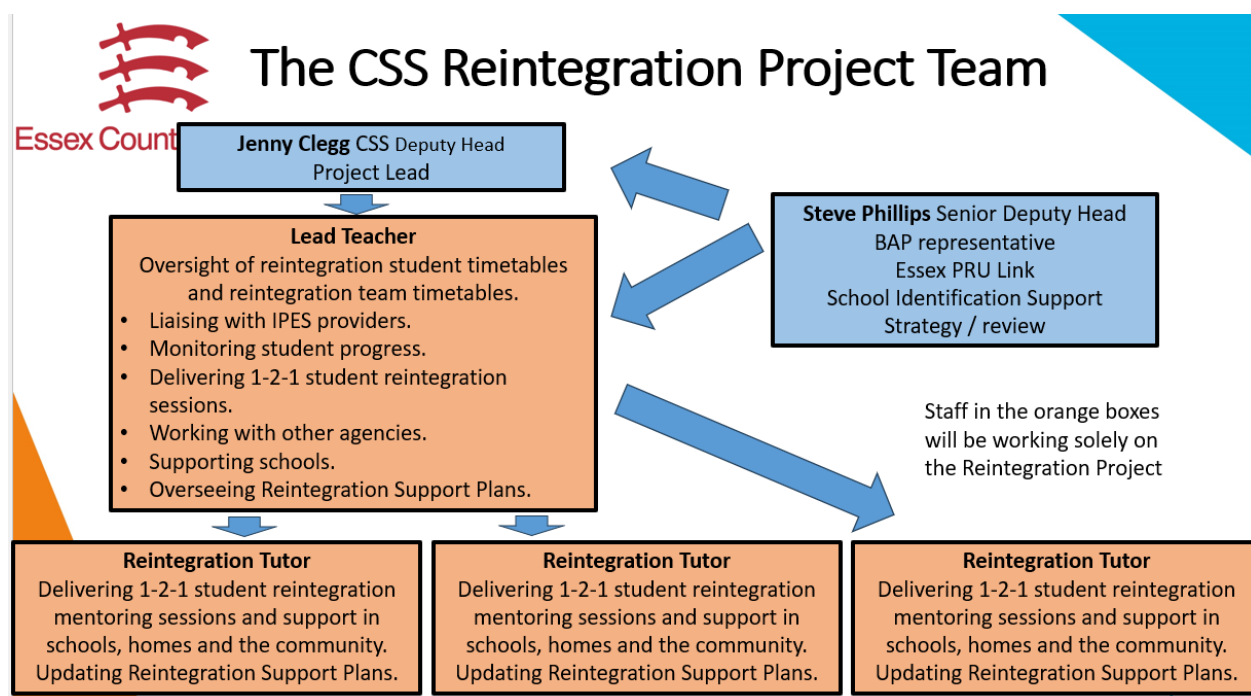
[when-to-call-the-police--guidance-for-schools-and-colleges.pdf](#)

3. RE-INTEGRATION OF EXCLUDED PUPILS INTO MAINSTREAM SCHOOLS

- a) Steve Phillips, Deputy Headteacher of CSS in South Essex, was welcomed to the meeting. He shared a presentation with headteachers and explained that he is working with the Local Authority on a project to re-integrate children and young people into mainstream schools who are not on a school roll. They may have been permanently excluded, but there is no place in a Pupil Referral Unit, or no appropriate setting in alternative provision.

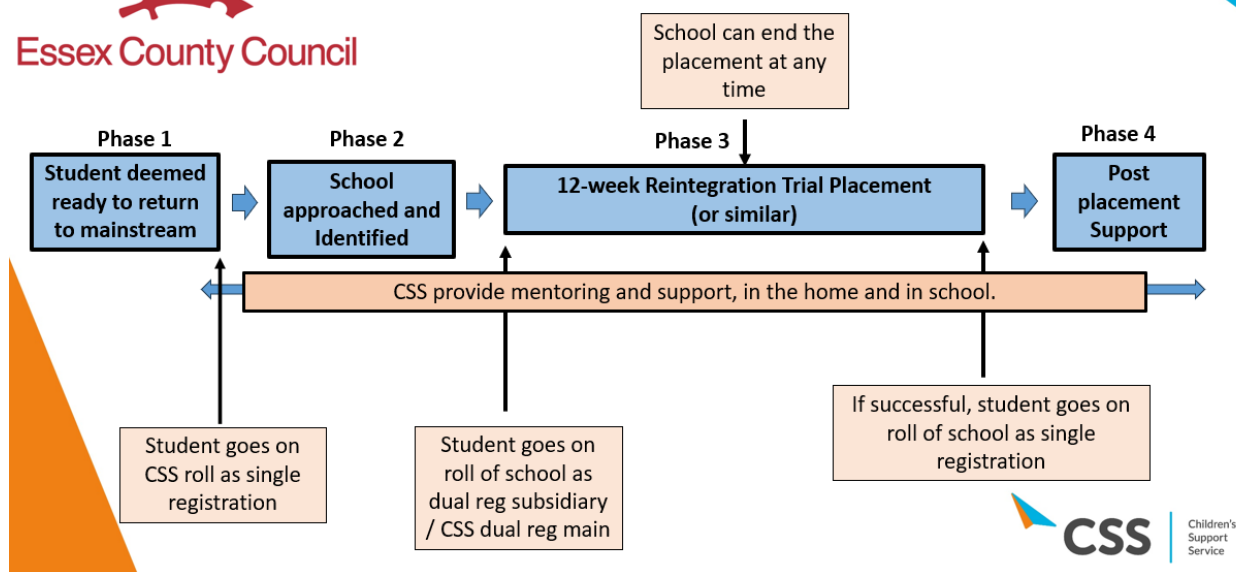
These pupils are currently accessing IPES – Independent Packages of Education Support – which can include 1-1 tuition, virtual learning and alternative provision, but re-integration into a mainstream school may be a more positive outcome for them moving forward. He noted that there are about 500 children not on a school roll (this does not include children/young people who are being home educated). The majority of pupils are secondary age, but there are currently around 20 primary age pupils who are not on roll.

Steve explained the structure of the CSS Reintegration Project Team.



He explained the reintegration process, but stressed that schools are not forced to take a pupil. Initially a pupil would be dual-registered with CSS and the school, with the hope that they could eventually be single registered with the school. CSS and the school would develop success criteria and targets, for example around attendance, to help determine whether the move could become permanent. The transition could involve moving the IPES support into the school for a period of time.

Brief overview of reintegration process:



Steve noted that if a pupil is registered with a school on a permanent basis there is some “hard to place” funding available, depending on the age of the pupil.

b) VIRTUAL SCHOOL TRAINING AND SUPPORT OFFER

Steve outlined the free training and support that is on offer from the Virtual School.



Free training and Support Offer



Mental Health training <input type="checkbox"/>	Positive Behaviour Management <input type="checkbox"/>	Attachment Theory into Practice <input type="checkbox"/>
Effective Communication <input type="checkbox"/>	Identify and responding to behaviour <input type="checkbox"/>	Coaching Pupils <input type="checkbox"/>
Stress Analysis <input type="checkbox"/>	Staff Co-regulation Workshop <input type="checkbox"/>	Individual Staff Support <input type="checkbox"/>
Co-regulation Workshop for students <input type="checkbox"/>	Assembly on Emotional Regulation <input type="checkbox"/>	Series of Bitesize (30minute) Staff workshops focusing on working with behaviour <input type="checkbox"/>
Solution Orientated Meetings <input type="checkbox"/>	Restorative Approaches in Schools <input type="checkbox"/>	Putting Trauma Perceptive Practice into practice <input type="checkbox"/>



He noted that all schools are eligible to access this support. A headteacher at the Mid meeting fed back how helpful the training had been for staff in her school.

Contact details

Steve.phillips@css-essex.co.uk

07484 083863

4. PRIMARY SCIENCE TEACHING TRUST

Tom Holloway, Director of the PSTT regional programme, was welcomed to the meeting.

Tom explained that the Primary Science Teaching Trust is a UK charity that promotes science in primary schools. PSTT has been at the forefront of primary science teaching for over 25 years. Their vision is to see excellent teaching of science in every primary classroom in the UK. They offer a number of courses and resources to support primary science teaching and Tom shared the following information:

Primary Science Leader Network meetings - cost, £25

- Termly
- Online, 4pm-5pm
- Supportive community
- Tailored to needs of teachers
- Signposting – teaching resources, local enrichment events, CPD and funding opportunities
- For more information and to book, PSTT events, <https://pstt.org.uk/events/>

East of England dates

- 23 October 2025
- 4 February 2026
- 19 May 2026

Primary Science Conference – Essex - cost, £100

- Developing children’s scientific vocabulary and oracy
- Teaching children to plan effective science enquiries
- Assessment of ‘working scientifically’ skills
- How to effectively link science and maths
- Developing science in Early Years
- Strategies to support SEND/Inclusion
- Free high-quality resources
- For more information and to book, PSTT events, <https://pstt.org.uk/events/>

Venue: Community Building, Bridge Academy Trust, Chelmsford, CM2 9DZ

Date: 20 November 2025

ECT webinar series – free

FREE six-part webinar series covering:

- Good science pedagogy
- Health and safety (with CLEAPSS)
- Lesson planning
- Working scientifically
- Enquiry types
- Assessment

Science days for British Science Week – cost, £95

- Whole school
- 4 live lessons online - EYFS / KS1 / LKS2 / UKS2
- Delivered by PSTT’s award-winning teachers
- Introduce science investigations to children
- Guidance pack for class teachers
- Opportunity to share findings with other schools

Festive Science – whole school – cost, £50

- 4 recorded lessons: EYFS / KS1 / LKS2 / UKS2
- Introduced by award-winning teachers
- Guidance pack for class teachers

- Available: 24 Nov – 19 Dec

Bespoke training and support

Tailored to your individual needs, in-person/online

- 1-2-1 Science Leader support
 - Curriculum development
 - Planning support
- Model teaching
- Ground audits
- Support applying for grants
- Network meetings
- Staff training (including TAs) – staff meeting / INSET

Complete our form - <https://pstt.org.uk/support/>

Or email us –

alison.trew@pstt.org.uk

tom.holloway@pstt.org.uk

For more information and to book, PSTT events, <https://pstt.org.uk/events/>

5. EPHA UPDATES

a) Feedback from the EPHA Annual General Meeting

The EPHA Annual General Meeting took place on 2nd October 2025 and the following headteachers were re-elected as EPHA officers for the coming year:

- Harriet Phelps-Knights Chair
- Nick Hutchings Vice-Chair
- Heidi Blakeley Executive Treasurer

b) EPHA priorities for the 2025/26 school year

Chris shared the following priorities, that have been agreed by the EPHA Executive for the academic year.

i) Local Government Reorganisation, and the implications for EPHA

It was noted that, when local government is reorganised in 2028, whatever unitary structure is decided will have significant repercussions for EPHA, both in terms of the reach and the sustainability of the Association. It was agreed that this should be a priority for the year ahead, and that discussions with headteachers across the county should begin, so that EPHA can plan for the future.

ii) Early Years

It was agreed that Early Years should be priority for EPHA, linking in with SEND, school readiness, engagement with pre-schools settings and so on. It was noted that some settings don't have the expertise or capacity to initiate an EHCP and this can cause a problem when the child reaches school age.

iii) Ofsted focus and support

Following the publication of the new Ofsted Framework it was agreed that this should be a priority for EPHA this year, offering focus and support, as well as sharing experience and information as the inspection cycle begins once again.

EPHA has organised training with Helen Youngman, which will support this priority. (NOW FULL!)

iv) Inclusion in mainstream schools

SEND continues to be the number one challenge in schools, impacting on funding, resources, staffing, pupil outcomes, Ofsted reports, parental concerns and complaints, and so on.

One headteacher noted that he has a meeting on 16th October with senior LA officers to discuss a number of SEND issues, and he asked for information from the EPHA Executive to share at the meeting; it was **AGREED** that he would circulate a questionnaire following the meeting to gather information and feedback.

v) Headteacher wellbeing

It was agreed that Headteacher wellbeing should be a continuing priority for EPHA. One headteacher had shared a challenging experience the previous year and she said that the support from other headteachers had been invaluable. She stressed the importance of networking and attending meetings and conferences and argued that hearing other people's experiences can be reassuring and helpful. The recent wellbeing conference with Emma Kell was well-received.

c) Local Government Reorganisation (LGR)

The government's long-term vision is for simpler council structures, and business cases have been submitted by four councils, including a proposal from ECC of three unitary authorities across Great Essex. Timelines for the remainder of the LGR process are subject to the proposals received. However, elections to shadow authorities could be expected in May 2027 following the 2026 consultation, with new unitaries going live in April 2028.

LGR presents a potential threat to the sustainability and structure of EPHA. Currently, the Association offers a strong voice of 460 headteachers across Essex, which is able to share a coordinated message and mission. A three (or more) unitary system would see the break-up of the existing structure, which represents all primary schools in Essex.

At the AGM, headteachers agreed that EPHA should aim to continue to support all primary schools across Greater Essex, whatever unitary they are part of. However, this does present a number of challenges, including how an expanded Association would operate and be funded across a more fragmented system. The EPHA Executive is asking for the views of headteachers across Essex, to help us shape a future organisation.

- d) The autumn term EPHA newsletter**, including dates for the 2025/26 school year, was circulated to headteachers in advance of the meeting -these can also be found on the EPHA website www.essexprimaryheads.co.uk.

e) Transition agreement with secondary schools

Headteachers were reminded that the Year 6 transition week will be during the week commencing 22nd June 2026, and they were asked not to book Year 6 events during this week. It has been agreed with ASHE that the transition week will always be the LAST full week in June each year.

f) Conferences

Headteachers were reminded that Headteachers' conference will be held on Friday 20th March 2026 at Chelmsford City Race Course and next year's Deputy Headteachers' conference annual will be held on Friday 9th October 2026, at the Colchester Football Stadium.

The programme and booking form for the Headteacher Conference will be emailed to schools in December.

g) Free training for headteachers, staff and governors

Managing Complaints training courses – online – Tuesday 18th November, 4.00 pm– email Pam for link
Suspensions and permanent exclusions training for governors and staff – online – Thursday 27th November, 4.00 pm – email Pam for link

6. FUTURE DATES

WEST headteacher meetings 2025/26

Wednesday 4 March 2026

Wednesday 24 June 2026

WEPHA conferences – Manor of Groves

Friday 30 January 2026 – guest presenter, Laura MacInerney

Friday 15 May 2026

Headteachers' Annual Conference 2026

Friday 20 March 2026 Chelmsford City Race Course

Deputy Headteachers' Annual Conference 2026

Friday 9 October 2026 Colchester Football Stadium