

LA /ESSEX PRIMARY HEADS' ASSOCIATION WEST AREA

WEDNESDAY 20 NOVEMBER 2019

MEETING SUMMARY: ISSUES AND RECOMMENDATIONS

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

Attendance List																																		
<p>DISTRICT AND EPHA AGENDA (a.m.) (Notes below) Isobel Barron, Chair</p>	<p>Welcome to the following Headteachers:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Nikki Batt</td> <td style="width: 50%;">Moreton CE Primary</td> </tr> <tr> <td>Elizabeth Bradshaw</td> <td>Waltham Holy Cross Primary (Acting)</td> </tr> <tr> <td>Tara Bristow</td> <td>Alderton Infants (Acting)</td> </tr> <tr> <td>Casey Cox</td> <td>St James CE Primary</td> </tr> <tr> <td>Amy Dowling</td> <td>Chigwell Row Infants (Acting)</td> </tr> <tr> <td>Jodie Evans</td> <td>High Ongar Primary</td> </tr> <tr> <td>Jonathan Furness</td> <td>St John's CE Primary</td> </tr> <tr> <td>Matt Hawley</td> <td>Debden Primary</td> </tr> <tr> <td>Chris Jarman</td> <td>St Mary's CE Primary Saffron Walden</td> </tr> <tr> <td>Tina Kearney</td> <td>Oak View Special School</td> </tr> <tr> <td>Simon Rance</td> <td>Ashdon Primary</td> </tr> <tr> <td>Michael Ross</td> <td>St John Fisher catholic Primary</td> </tr> <tr> <td>Rebecca Sigston</td> <td>Ivy Chimneys Primary</td> </tr> <tr> <td>Gina Bailey</td> <td>William Martin Infants & Juniors (Executive headteacher)</td> </tr> </table> <p>Farewell to the following Headteachers:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Erica Barnett</td> <td style="width: 50%;">Waltham Holy Cross Primary</td> </tr> <tr> <td>Matt Woolard</td> <td>Hereward Primary</td> </tr> </table>		Nikki Batt	Moreton CE Primary	Elizabeth Bradshaw	Waltham Holy Cross Primary (Acting)	Tara Bristow	Alderton Infants (Acting)	Casey Cox	St James CE Primary	Amy Dowling	Chigwell Row Infants (Acting)	Jodie Evans	High Ongar Primary	Jonathan Furness	St John's CE Primary	Matt Hawley	Debden Primary	Chris Jarman	St Mary's CE Primary Saffron Walden	Tina Kearney	Oak View Special School	Simon Rance	Ashdon Primary	Michael Ross	St John Fisher catholic Primary	Rebecca Sigston	Ivy Chimneys Primary	Gina Bailey	William Martin Infants & Juniors (Executive headteacher)	Erica Barnett	Waltham Holy Cross Primary	Matt Woolard	Hereward Primary
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<p>WEPHA meeting Phoenix SEMH provision</p>	<p>Isobel Barron and Pam Langmead Marios Solomonides</p>																																	
<p>p 2 -7</p>	<p>AREA AGENDA Updates on:</p> <ul style="list-style-type: none"> •2019 Outcomes •2019/20 Priorities •SEND Redesign and new ways of working •Pupil Population Growth •2020/21 Funding proposals 	<p>Nicola Woolf, Assistant Director, West Essex</p>																																
<p>p 8 -13</p>	<p>Ofsted Education Inspection Framework</p>	<p>Alison Fiala</p>																																
<p>p 16 -17</p>	<p>The Country Trust</p>	<p>Sally Hetherington-Aherne</p>																																
<p>p 17 -18</p>	<p>National Young Carers in School Award</p>	<p>David Mirzai</p>																																
<p>p 18 -21</p>	<p>Leading for staff wellbeing</p>	<p>Mark Solomons</p>																																
<p>p 21 -24</p>	<p>HR Update</p>	<p>Nicki Harris</p>																																
<p>p 24</p>	<p>Key dates</p>	<p>WEST meetings with the Local Authority officers 2018/19 -at The Stansted Centre (Weston Homes Business Centre) Takeley Wednesday 11 March 2020 Wednesday 17 June 2020</p> <p>Headteachers' Annual Conference 2020 Friday 20 March 2020 Stock Brook Country Club, Nr Billericay</p> <p>Deputy Headteachers' Annual Conference 2019 Friday 2 October 2020 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.</p>																																		

**LA /ESSEX PRIMARY HEADS' ASSOCIATION WEST AREA
DISTRICT AND AREA MEETING
WEDNESDAY 20 NOVEMBER 2019
ATTENDANCE**

Present

Rob Aiken	Katherine Semar Infant & Junior	Lucy Mawson	Stebbing Primary
Ros Allsop	Clavering Primary	Sue McGuiggan	Holy Cross Catholic Primary
George Athanasiou	Great Sampford Primary/ West Vice-Chair	Bernadette Miele	Tany's Dell Primary
Gina Bailey	William Martin Schools	Annette Norris	Katherines Primary
Dale Bateman	Coopersale & Theydon	Tracey O'Donnell	Epping Primary
Isobel Barron	Roseacres Primary/ West Chair	Christine Peden	Pear Tree Mead Primary
Nikki Batt	Moreton CE Primary	Teresa Phillips	Thomas Willingale School
Claire Berry	Birchanger CE Primary	Julie Puxley	Katherine Semar Infant and Junior Schools
Elaine Brook	Chigwell Primary	Simon Rance	Ashdon Primary
Linda Chesworth	Milwards Primary	Colin Raraty	Rodings Primary
John Clements	CEO LPT	Linda Reid	Elsenham CE Primary
Bryony Collins	Felsted Primary	David Rogers	Bentfield Primary
Casey Cox	St James CE Primary	Michael Ross	St John Fisher Catholic Primary
Jackie Diggle	Freshwaters Academy	Marios	Magna Carta Primary
Mark Evans	Little Parndon Primary	Solomonides	
Jonathan Furness	St John's CE Primary	Sonia Strickland	Little Hallingbury CE Primary/ St Mary's Hatfield Broad Oak
Lawrence Garside	Felsted Primary	Linda Todd	Radwinter CE Primary
Elizabeth Gelston	Hatfield Heath Primary	Emma Vincent	RA Butler Academies
Lisa Gibbs	Leverton Primary	Kevin Watts	Great Dunmow Primary
Clare Griffiths	Dunmow St Mary's Primary	Nikki Willis	Dr Walkers CE Primary
Kim Hall	Henham & Ugley Primary	Hannah	Farnham & Rickling Primaries
Jane Harvey	Staples Road Primary	Wheatcroft	
Michelle Hughes	Thaxted Primary	Matt Woolard	Hereward Primary
Claire Jackman	Great Easton Primary	In Attendance	
Chris Jarman	St Mary's CE Primary	Pam Langmead	EPHA Professional Officer
Anne-Marie Kendal	St Luke's Catholic Primary	Sarah Cowley	The Henry Moore Primary
Ian Kendal	Our Lady of Fatima Trust	Christine Lee	The Henry Moore Primary
Alison Kerrell	Great Bardfield Primary	Victoria Marrow	The Learning Partnership Trust
Sophie Laing	Little Parndon Primary	Jane Bass	Connected Learning MAT
		Simon Webb	Connected Learning MAT
		Sam Lambert	Milwards Primary
		Mark Solomons	Welbee
		Nicki Harris	Schools HR, Juniper Education
		Sally Hetherington-Aherne	The Country Trust

LA Officers

Nicola Woolf	Assistant Director West
Alison Fiala	Head of Education and EY, Mid
Jacky Castle	SEP
Robin Taverner	SEP
Derai Lewis-Jones	Attendance Specialist
Daisy Alexander	Attendance Specialist
Karen Musgrove	ECC Early Years
David Mirzai	ECC Young Carers
Yannick Stupples-Whyley	Senior Finance Business Partner

Apologies

Clare Kershaw	Director of Education
Karla Martin	Head of Education and EY, West
Julie Lorkins	St Andrew's North Weald
Tina Kearney	Oak View School
Claire Kearney	William Martin Schools
Amy Dowling	Chigwell Row Infants
Sarah Mitchell	Great Chesterford Primary

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 20 November 2019

1. WELCOME

Isobel Barron, the West Area Chair, welcomed headteachers to the meeting. She asked everyone to complete the evaluation form circulated at the meeting, which is used to help EPHA shape future meetings, to ensure that they are useful and positive for headteachers.

Welcome to the following Headteachers:

Nikki Batt	Moreton CE Primary
Elizabeth Bradshaw	Waltham Holy Cross Primary (Acting)
Tara Bristow	Alderton Infants (Acting)
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Farewell to the following Headteachers:

Erica Barnett	Waltham Holy Cross Primary
Matt Woolard	Hereward Primary

2. WEST EPHA MEETING

a) **The Autumn term EPHA newsletter** was circulated to headteachers at the meeting - this can also be found on the Newsletter page of the EPHA website www.essexprimaryheads.co.uk.

b) EPHA Annual General Meeting

The EPHA Annual General Meeting took place on 10 October 2019 and the following headteachers were elected as officers for the coming year:

- Harriet Phelps-Knights Chair

- Nick Hutchings Vice-Chair
- Nicky Barrand Executive Treasurer

They are supported by 31 headteachers across the county, representing their colleagues in different districts.

The full Executive membership list, minutes of the AGM, and the Constitution and Financial Regulations are available on the EPHA website.

c) EPHA Priorities for 2019/20

At the AGM the headteachers who attended discussed the priorities for the Association for the coming year. It was agreed these should include:

- Headteacher well-being, including the continuation of the Colleague Supporter programme, currently supporting around 16 new and acting headteachers, with 35 heads on its directory all committed to sharing their experience and understanding with new colleagues. We are also particularly concerned about school leaders working in the most challenging and vulnerable schools and aim to offer support wherever we can.
- Continuing the delivery of EPHA training, termly briefings, conferences, resources and website updates – most of these are free (or heavily subsidised), recognising the pressure on all school budgets.
- Working effectively with the other two headteacher associations, ASHE and ESSET, to benefit all of the children and young people in Essex and to present a strong and united front as a large group of schools and academies.
- Lobbying on behalf of schools to ensure that the message about insufficient school funding does not get lost in the current political rhetoric.
- Working with colleagues to develop early intervention, including in pre-schools, with a particular focus on the effective early identification of young children with special educational and learning needs.
- Realising and recognising the prevalence of complex medical conditions in school and working with health professionals to support staff and pupils.
- Continuing our involvement in strategic planning in partnership with the Local Authority - including reacting to schools' ongoing challenges, for example with appropriate training and support.

d) Equality Act training

Following the success of the training on pupil exclusions, led by barrister Tanya Callman, EPHA has organised training on the Equality Act. There are two dates available, Monday 10th February and Monday 16th March. The cost will be £60 per attendee, and EPHA is subsidising this training. To book a place please contact the EPHA Professional Officer at pam@langmead.me.uk

e) School funding consultation

The EPHA Professional Officer explained the approach that the primary headteacher representatives on the Schools Forum had taken when determining a consultation model for the Essex schools finance formula for the next financial year. The Local Authority had stressed that the DfE expected authorities to move toward the National Funding Formula, but Schools Forum members felt strongly that the right formula should be selected, regardless of any political pressure. 9 models were considered by the Finance Review Group (a sub-committee of the Schools Forum). Model 1 was the current formula, but with a higher MFG (minimum funding guarantee), as required by Government next year. Model 9 was the National Funding Formula.

Essex has, for some years, had a greater differential between primary and secondary schools (currently 1:1.31 – the NFF differential is 1:1.27) and a larger lump sum for each schools (currently £150,000, NFF lump sum next year will be £114,000). This lump sum was calculated some 8 years ago as being the minimum basic requirement for any school to operate.

There was some resistance from secondary School Forum representatives around reducing the differential, although that view has not been entirely replicated in some of the consultation responses from secondaries so far. The Local Authority is recommending Model 3 as an affordable compromise formula and, after lengthy discussion, this model was supported by the majority of Schools Forum representatives, including the primary headteachers.

The consultation closed the previous day, and there were 93 responses. There will be a meeting of the Schools Forum on 27th November and a final decision will be taken on the formula for Essex schools next year.

f) Essex Schools Broadband

A reminder that Schools Broadband Service will cease on 31st March 2019. This is when the existing contract with DUCL will end and new suppliers will need to take over your broadband service. There won't be an option to extend the existing contract.

The Broadband service team is keen that the schools are aware that, in order for providers to effect any upgrades and changes to the network, they should have made a decision and signed with a new provider by the end of November. This will give new providers a chance to put into place new services and upgrades.

Information has been circulated and the Schools Broadband Pages have been kept up to date with information and FAQ's to support schools. On Monday 2nd November an email was circulated to all affected schools requesting an update on progress and requesting the following:

- Who is the new supplier?
- Who would you like the SB team to liaise with at your school or MAT to make the transition
- Would you like the team's support with transitioning to a new provider?

Please return your responses to [schoolsbbroadband@essex.gov.uk](mailto:schoolsbroadband@essex.gov.uk)

The Broadband team has been made aware that BT have a lead in time for infrastructure changes of up to 100 days which could impact those making a decision post-Christmas. On 18th November we will be taking stock of those schools who have responded to our request for information and making direct contact (telephone) with those who have not as part of our support for schools.

g) Multi-schools Council

The following information was circulated at the meeting about the multi-schools council, forwarded by Kierran Pearce.

What is the multi-school's council?

The multi-school's council is a pupil forum for children from all backgrounds and with all abilities. In simple terms they are a school council meeting but on a bigger scale. They discuss how to break down perceptions towards children with special educational needs and mental health difficulties. The direction of the council is decided upon by the children and we have an agenda which is based on current issues that face children within education.

How does it work?

We hold 3 meetings across the Academic year across 6 strands in Essex. The 6 strands are **Tendring, Colchester, Braintree, Chelmsford, South Essex and West Essex**. Currently we have 154 schools signed up across these 6 strands. For each meeting we invite schools to bring between 5 – 10 young people who could represent their schools (if schools want to bring less than 5 we can be flexible with that too!).

When are the meetings?

We have just completed our first set of meetings across the 6 strands, but the next meetings are on the following dates;

Chelmsford strand – Wednesday 22nd January, Columbus school & College, 10am – 11:30am

Braintree strand – Thursday 23rd January, Notley Green primary, 10am – 11:30am

Tendring strand – Wednesday 29th January, Holland Haven primary, 10am – 11:30am

Colchester strand – Thursday 30th January, St James's primary, 10am – 11:30am

West Essex strand – Wednesday 5th February, Venue TBC, 10am – 11:30am

South Essex strand – Thursday 6th February, Castledon school & College, 10am – 11:30am

How do I get involved?

You can email mschoolscouncil@gmail.com to join our contact list. I ask for a key contact in each school, this may not be you as I often work with SENCO's but some headteachers do choose to be the main contact too.

And finally, what if we can't make the meetings can we still be involved?

Yes! I have a full-time role this year so in addition to our meetings I also offer; Autism awareness class-based sessions, SEND assemblies, Autism awareness training for staff and mental health training for staff. We do also have a mental health resilience programme for children, however that is fully booked until September, we do have a waiting list for September 2020. To enquire/book any sessions please contact mschoolscouncil@gmail.com . **All of this is free!**

3. PHOENIX SEMH PROVISION

Marios Solomonides, headteacher at Magna Carta Primary, **explained that** Phoenix is an enhanced provision for primary aged children with social, emotional and mental health needs in Uttlesford, who are at risk of exclusion. Phoenix is based at Magna Carta Primary Academy in Stansted Mountfitchet.

Phoenix is expected to support up to 5 pupils. (To date, they don't have any pupils on roll, and want to start admitting appropriate pupils.)

In all instances:

- the school requesting support must demonstrate they have engaged with appropriate external agencies and given recommended strategies adequate time to have an impact;
- the school requesting support must demonstrate through One Planning and Assess, Plan, Do, Review cycles that they have exhausted strategies and resources at their disposal;
- the pupil has social, emotional and mental health needs which are not currently being met.

In some instances pupils may have an EHC plan where SEMH is identified as the main category of need and whose needs cannot be currently met in mainstream primary school.

Intended outcomes

For the pupil:

- to understand the impact of their own behaviour on others;
- to have strategies to self-regulate their behaviour;
 - to raise their self-esteem and self-confidence;
 - to increase their ability to voice their feelings and emotions;
 - to be emotionally ready to access learning which would in turn improve academic outcomes;
- to improve their attendance (where this has been an issue);
- to successfully reintegrate back to their home school.

For the school requesting support:

- to have strategies to implement positive change for the pupil; to have sustainable strategies for implementing positive change for other pupils at the school and therefore reduce the need for further referrals to Phoenix;
- to successfully reintegrate the pupil back to their school.

For Essex to reduce the exclusion rates.

A. Admissions Panel

The admissions panel considers requests for support. It is made up of representatives from Essex local authority as well as headteachers from schools in Uttlesford. The panel will meet once per term to consider requests from home schools. Requests must be made in writing using the *Request for Support* form and be accompanied by supporting evidence, no later than two weeks before the panel meeting. Requests will be acknowledged and confirmation given of the date of the next panel meeting. Headteachers of schools requesting support are expected to attend the panel meeting and may attend with one other appropriate member of staff, e.g., the SENCO.

B. Expectations of Stakeholders

Once the admissions panel has accepted a request for support, Phoenix will gather information from the pupil, parents, the home school and any other agencies which are involved, in order to fully assess the pupil's needs.

During the placement, Phoenix will:

- provide a Magna Carta uniform to the pupil;
- provide regular feedback to parents;
- provide regular feedback to the home school;
- offer sustainable strategies to the home school in order to aid a successful reintegration;
- focus primarily on the pupil's SEMH needs;
- not undertake statutory assessment for any pupil.

Parents will:

- ensure their child attends daily and is on time for arrival and departure as agreed. The agreed timings may fall outside Phoenix's opening hours which are 9:30am until 2:45pm;
- be supportive of the strategies Phoenix uses in meeting their child's SEMH needs;
- put in place at home, recommendations given by Phoenix in meeting their child's SEMH needs.

The home school will:

- ensure transport is arranged if needed;
- actively communicate with Phoenix during before, during and following the placement for an agreed period of time;
- be willing to adopt successful strategies and make changes to practice where such changes are reasonable;
- designate a member of staff to support with reintegration back into the home school;
- be responsible for undertaking statutory assessments where applicable;
- be responsible for attending meetings and completing reports for pupils who are on a Child Protection or Child in Need plan;

C. Funding

Essex local authority pay Magna Carta Primary Academy the cost of staffing the provision. If parents are unable to arrange for their child to travel to and from Phoenix, the home school takes responsibility for travel costs.

If a pupil has an EHC plan with funding, the home school is not invoiced for a proportion of this; instead, it is expected that a member of staff from the home school will be available to attend

sessions at Phoenix as and when appropriate during the pupil's placement.

Home schools are not charged when their pupils are placed at Phoenix, with the following exceptions:

- a proportion of the funding for free school meals including universal infant free school meals (where applicable);
- a proportion of the pupil premium (where applicable).

D. Requests for Support

Requests for support are from Uttlesford mainstream primary schools. Phoenix is based at a new and growing school. Requests for support can only be made for pupils in year groups Reception to Year 3.

For more information

<http://www.magnacartaacademy.org/697/phoenix>

4. FUTURE DATES

WEST meetings with the Local Authority officers 2019/20 -at The Stansted Centre (Weston Homes Business Centre) Takeley

Wednesday 11 March 2020

Wednesday 17 June 2020

Headteachers' Annual Conference 2020

Friday 20 March 2020 Stock Brook Country Club, Nr Billericay

Deputy Headteachers' Annual Conference 2020

Friday 2 October 2020 Colchester Football Stadium