

**Essex Primary Headteachers' meetings
Autumn Term 2024**

AGENDA

**WEST: Wednesday 6th November 2024
Manor Suite, Manor of Groves, Sawbridgeworth, CM21 0JU**

Welcome from Isobel Barron (West Area Chair) and Clare Kershaw (Director of Education)	9.00 – 9.10 am
Local Authority Education Team <ul style="list-style-type: none"> Director's welcome and view from the Bridge Round Table Discussion & Feedback 	9.10 - 10.45 am
Coffee break	10.45 – 11.15 am
ESSET Outreach programme Emily Welton (ESSET Professional Officer) and Keily Tomlin (Outreach Quadrant Lead for West) will explain the newly launched outreach offer for mainstream primary schools, offering advice, support, training, coaching and modelling to schools staff, to ensure that all feel confident in meeting a wide range of SEND. They will advise how the service can be accessed, and give some examples of case studies where schools already being supported.	11.15 – 11.40 am
Effective report writing What strategies are you using to reduce the workload and stress of report writing? This session will start with a video from Tim Cook, Director of AI Confident, who will introduce how AI tools can be used to support headteachers, senior leaders and teachers in schools. Followed by an opportunity to discuss and share best practice ideas.	11.40 – 12.10 pm
EPHA Area Meeting – Isobel Barron, WEPHA Chair EPHA update, including a discussion of the EPHA priorities for the year ahead.	12.10 – 12.30 pm
Close of EPHA meeting Lunch	12.30 pm
Safeguarding forum In the afternoon Jo Barclay will run the termly safeguarding forum meeting – headteachers are very welcome to stay on and attend, and other DSLs from schools across the area will join the meeting. There is an alternative online option, taking place on Thursday 21 st November 2024, from 3.30 – 5.00 pm. Please book a place via Education Essex.	1.30 – 4.00 pm