

ESSEX PRIMARY HEADTEACHERS' ASSOCIATION

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON TUESDAY 13 OCTOBER 2015 COMMENCING AT 9.20 am

Headteachers present

Lehla Abbott	Broomgrove Infants
Cheryl Allard	Oaklands Infants
Lois Ashforth	Cold Norton Primary
Dawn Baker	Lawford Mead Primary
Sue Bardetti	Holland Haven Primary
Nicky Barrand	Cherry Tree Primary
Suzie Bliss	Walton Primary
Amanda Buckland-Garnett	Collingwood Primary
Rachel Callaghan	Katherine Semar Juniors
Claire Claydon	Brightlingsea Juniors
John Clements	Hatfield Heath Primary
Anna Conley	The Howbridge Infant School
Lyn Corderoy	Grange Primary
Brenda Dalley	Hadleigh Infant School
Sarah Donnelly	Richard de Clare Primary
Fiona Dorey	Great Bradfords Junior School
Helen Dudley-Smith	Friars Grove Primary
Melissa Eades	Sunnymede Junior School
Andrew Gillett	Margaretting CE Primary School
Mary Jo Hall	St Thomas More Catholic Primary School
Shelagh Harvey	Ingatestone Infant School
Nick Hutchings	St John's CE Primary, Colchester
Ceri Jones	Chipping Hill Primary
Pam Langmead	EPHA Professional Officer
Lesley Lewis	Theydon Bois Primary
Jacque Martin	Langenhoe Primary
Kate Mills	Barnes Farm Infant School
Amanda Mitchelson	Old Heath Primary
Hayley O'Dea	Great Wakering Primary
Donna Parker	Ardleigh St Mary's Primary
Daren Partridge	Leigh Beck Junior School
Lorna Pigram	St Nicholas CE Primary & Canewdon Primary
Harriet Phelps-Knights	Janet Duke Primary
Clive Reynolds	Hamilton Primary
Angela Russell	St Anne Line Catholic Infant School
Janice Tunney	Limes Farm Junior School
Kay Wills	Two Village CE Primary
Linda Wiskin	The Cathedral School

| Action

1. APOLOGIES FOR ABSENCE

Apologies were received from:

Isobel Barron	Roseacres Primary
Charlotte Booth-Rylett	Unity Academy
Lesley Brennan	Kingsmoor Academy
Susannah Edom-Baker	Newlands Spring Primary
Wendy Fuigera	St Peter's West Hanningfield Primary
Heather Hann	Holy Trinity CE Primary, Eight Ash Green
Karen Harden	Southminster Primary
Julie Lorkins	St Andrew's CE Primary, North Weald
Val Metcalf	Harwich Primary & Nursery
Samantha Norfolk	Alton Park Juniors
Heather Tetchner	Dedham CE Primary
Jonathan Tye	Churchgate CE Primary
Ant Welch	Holland Park Primary

2. WELCOME

Harriet Phelps-Knight, Chair of EPHA, welcomed everyone to the meeting and introduced herself to colleagues.

3. REPORTS ON THE 2014/2015 YEAR

A. EPHA CHAIR'S REPORT

Harriet Phelps-Knight gave a report about the previous year as Chair of the Essex Primary Heads' Association. She noted that it has been a busy year for EPHA with a lot of changes.

“As an Association we now have more of a voice and are more respected within the wider community and the region. We have developed a positive and constructive relationship with the local authority. Executive members have regular meetings with the LA Officers, regional association chairs and the regional schools commissioner - Tim Coulson.

The current issues for all counties seem to be the same: recruitment, inconsistencies in inspections, headteacher wellbeing, governor recruitment and skill set, universal free school meals and the impact on Pupil Premium and the vulnerability that KS2 results can bring. The deferment of EYFS places is causing some issues in other counties, Cambridgeshire in particular.

Primary headteachers now have a stronger voice on the Schools Forum, which is having an impact on how DSG is being used and whether it should be top-sliced from schools budget. A comprehensive re- evaluation of how money was being spent across the county took place with Pam Langmead and Lyn Corderoy representing primary headteachers at the consultative meetings.

EPHA representatives are involved with the school to school support programme, including looking at the criteria for groups, the allocation of funds and further development and monitoring of the strategy

A key focus this year has been the restructure of EPHA and the introduction of the Professional Officer as well as advertising for the Executive Director role, following Mike Blant's retirement as EPHA Liaison Officer. Nick Hutchings and I visited all Area meetings in June to introduce the draft structure and put the proposal to all heads in attendance. At the South meeting there was an overwhelming decision to top-slice all the subscriptions so that schools didn't have to pay directly,

which saves on administration for them and the Association, and also ensures that all schools pay a contribution. This was then taken as a proposal to all areas and, in retrospect, to the North East meeting. There was a majority agreement for all aspects of the proposal, and the financial element will save on area treasurer time as there will no longer be the need for them from April 2016; the proposal to top-slice funding for EPHA is being taken to Schools Forum on 14 October for consideration and approval.

Future focus for EPHA:

- Executive director interviews 19/11/15
- SE+ working party to identify a way forward for schools to engage and use this product (depending on outcome of Schools Forum meeting)
- Headteacher wellbeing
- Recruitment and retention
- To raise the profile and influence of EPHA further to ensure a clear and authoritative voice
- A series of alternative provision/behaviour conferences – the first to include invited headteachers
- Data analysis across EPHA to be shared at regional meeting to get a clear picture of strengths and weakness to supporting lobbying on shared concerns.

We have come a long way in the last year and I hope that we will be able to maintain that momentum for the coming year.

Thank you to the Executive members as you all play an important role by gathering the views of colleagues and representing us at a variety of meetings. Please keep up the good work.”

B. EPHA PROFESSIONAL OFFICER’S REPORT

Pam Langmead gave the following report, reflecting on her work on behalf of EPHA over the last year.

This has been a busy year for the Association, with good attendance at the primary headteacher meetings, and two successful conferences for Headteachers and Deputy Heads. My role has grown and I was delighted to be appointed as Professional Officer in the summer term; as a result, I now attend numerous meetings on behalf of EPHA, as detailed in my termly report to the Executive. 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 (mainly wanting to come to present at termly meetings!);
- Individual support for headteachers when issues arise;
- Contact with new headteachers;
- Organisation for the WEPHA conference and other area meetings;
- Managing the bookings and organising the conferences;
- Updating EPHA records and website;
- Managing the finances and treasurer role for the Association;
- Writing a guest editorial for Education Essex!
- Other tasks as required.

As ever, it is a great privilege to work for and support primary headteachers in Essex and I look forward to another busy year in 2015/16.

4. TREASURER'S REPORT

- a) Pam Langmead, Professional Officer and treasurer, circulated reports relating to the EPHA accounts:
- a Current Account income and expenditure statement from 1 August 2014 – 31 July 2015;
 - a statement of the conference account from 1 August 2014 – 31 July 2015.
- Both statements have been checked and agreed as a fair and accurate record of the accounts, by Ann Cutting, School Business Manager at Burnham-on-Crouch Primary School.

The **Current Account Income and Expenditure** statement for the period 01 08 14 to 31 07 15.

	Expenditure	Income	Balance
OPENING BALANCE			£41,807
Miscellaneous	£9,630.79	£1000.00	
DSG		£55,000.00	
Subscriptions		£25,900.00	
Supply	£10,818.00		
Travel & mileage	£2,112.91		
Clerking	£17,468.14		
Liaison Officer	£9,577.50		
Meetings	£19,593.05		
Totals	£69,200.39	£81,900.14	
Closing balance for account 00795978			£54,507.56

It was noted that the annual subscription for each area is due to be paid to the county account.

The clerking expenditure is broken down into professional fees, mileage and expenses paid on behalf of EPHA (such as stationary, conference expenses, gifts for departing headteachers and so on).

The Association's contribution to the summer term headteacher meetings has not yet been claimed back by the Local Authority (likely to be in the region of £4,700).

The **Conference account Income and Expenditure** statement for the period 01 08 14 to 31 07 15.

	Expenditure	Income	Balance
OPENING BALANCE			£27,744.93
Headteacher conference	£19,562.73	£20,020.00	
Deputy conference	£18,029.67	£26,180.00	
Totals	£37,592.40	£46,200.00	
Balance for conference account			£36,997.53
Cheque drawn not yet presented £645			
Closing balance for conference account			£36,352.53

It was noted that a number of cheques are still to be received in relation to the Deputy Heads' conference being held on 9 October (around £7,700) and a number of expenses still to be paid, including for the venue and speakers.

Total of Current account and conference account statements end of July 2015:

Bank balance account 00795978	£54,507.56
Conference account	£36,352.53
Total assets	£90,860.09

In addition, the approximate balances in each of the Area accounts were reported:

North East bank account	£21,687.92
Mid bank account	£21,848.00
West bank account	£21,496.76
South bank account	£25,034.76

In all cases, the Area Treasurers are yet to transfer the subscriptions received from schools for 2015/16 to the county bank account.

The following matters were noted/discussed in relation to the **future funding of EPHA and proposed removal of area treasurers:**

A proposal to fund EPHA by top-slicing funding from the DSG in future years was discussed and agreed at the Headteacher meetings in June. This proposal will be voted on at the Schools Forum meeting on 14 October. If approved, it was agreed that there will no longer be the need to ask individual schools for an annual subscription, which will reduce administration for the Association and for schools themselves. In addition, there will no longer be a need to have Area Treasurers and it was proposed that Area Treasurers should be phased out during the financial year and, in future, all income and expenditure managed centrally by the County Treasurer. It was agreed that at the end of the financial year the balances of all of the Area accounts should be transferred to the County account and the area bank accounts will be closed.

There was some discussion about the need for a West Area Treasurer, as this area holds a termly “pay as you go” conference for its schools. However, it was suggested that this conference could also be managed by the County Treasurer and so there was no need to maintain a separate bank account. Decisions about expenditure at any of the headteacher meetings, e.g. for presenters or speakers, will be made in discussion with the County Treasurer/Professional Officer.

4. CONSTITUTION AND FINANCIAL REGULATIONS

It was noted that the Constitution and Financial Regulations for the Essex Primary Headteachers’ Association were available on the website in advance of the AGM, and both were reviewed by headteachers at the meeting.

There were a number of proposed changes to the Constitution and Financial Regulations, mainly in relation to the removal of annual subscriptions, to be replaced by a top-slice from the primary DSG, and the removal of area Treasurers and area bank accounts.

It was **AGREED** that the Constitution and Financial Regulations would be amended accordingly and **ADOPTED** for the coming year. The documents would be updated by the EPHA Professional Officer and would be circulated with the minutes of the meeting and posted on the EPHA website.

5. ELECTION OF OFFICERS

a) Election of Chair

It was noted that one nomination had been received prior to the meeting for the position of Chair for the Essex Primary Headteachers’ Association, from Harriet Phelps-Knights (Janet Duke Primary).

There were no further nominations received at the meeting and **Harriet Phelps-Knights was duly elected as Chair**. She was thanked for the work she has done on behalf of Essex Headteachers during the year and for agreeing to continue as Chair of the Association.

b) Election of Vice-Chair

It was noted that one nomination had been received prior to the meeting for the position of Vice-Chair for the Essex Primary Headteachers' Association, from Nick Hutchings, (St John's CE Primary, Colchester).

There were no further nominations received and **Nick Hutchings was duly elected as Vice-Chair**. He was thanked for the work he has done on behalf of Essex Headteachers during the year and for agreeing to continue as Vice-Chair of the Association.

c) Election of Executive Treasurer

It was proposed that the Association should elect a headteacher to act as Executive Treasurer, to oversee the work of the county treasurer/Professional Officer, including approving her professional claims. **Lyn Corderoy (Grange Primary)** nominated herself for this role and was duly elected. It was noted that Pam Langmead, Professional Officer, will undertake the day to day work and financial administration as County Treasurer.

d) Area and Local Delivery Group Representatives

Following the Area AGMs that took place during the summer term, it was confirmed that the following headteachers will represent the South, Central (Mid), North-East and West Areas and Local Delivery Groups (or locality equivalents) on the Executive Committee:

SOUTH Area

Chair	Brenda Dalley	Hadleigh Infants
Vice-Chair	Nicky Barrand	Cherry Tree Primary
Treasurer	Lyn Corderoy	Grange Primary
Wickford	Lyn Corderoy	Grange Primary
Billericay	Melissa Eades	Sunnymede Infants
Rochford	Hayley O'Dea	Great Wakering Primary
Rayleigh	Lorna Pigram	St Nicholas CE Primary
Canvey Island	Daren Partridge	Leigh Beck Junior School
Basildon East/Pitsea	Nicky Barrand	Cherry Tree Primary
Basildon West	Angela Russell	St Anne Line Catholic Infants
Castle Point/Benfleet	Brenda Dalley	Hadleigh Infants
Brentwood	Shelagh Harvey	Ingatestone Infants

MID Area

Chair	Cheryl Allard	Oaklands Infants
Vice-Chair	Ceri Jones	Chipping Hill Primary
Treasurer	Dawn Baker	Lawford Mead Juniors
Braintree	Fiona Dorey	Great Bradfords Junior School
Chelmsford North	Kate Mills	Barnes Farm Infant School
Chelmsford West	Andy Gillett	Margaretting CE Primary
Chelmsford South	Cheryl Allard	Oaklands Infant School
Maldon	Sue Dodd	Woodham Walter CE Primary
Dengie	Lois Ashforth	Cold Norton Primary
Witham	Anna Conley	The Howbridge Infants
South Woodham Ferrers	Amanda Buckland-Garnett	Collingwood Primary
Halstead	Sarah Donnelly	Richard de Clare Primary

NORTH EAST Area

Chair	Nick Hutchings	St John's CE Primary, Colchester
Vice-Chair	Lehla Abbott	Broomgrove Infants
Treasurer	Bridget Harris	St Thomas More's Catholic Primary
Tendring Mid	Claire Claydon	Brightlingsea Juniors
Tendring South	Sue Bardetti	Holland Haven Primary
Tendring North	Donna Parker	Ardleigh St Mary's Primary
Harwich & Dovercourt	Kay Wills	Two Village CE Primary
Colchester East	Helen Dudley-Smith	Friars Grove Primary
Colchester West	Clive Reynolds	Hamilton Primary
Colchester South	Jacque Martin	Langenhoe Primary

WEST Area

Chair	Julie Lorkins	St Andrew's CE Primary, North Weald
Vice-Chair	Isobel Barron	Roseacres Primary
Treasurer	Mary Jo Hall	St Thomas More Catholic Primary
Epping Forest South	Janice Tunney	Limes Farm Infant and Nursery
Epping Forest Rural	Lesley Lewis	Theydon Bois Primary
Harlow	Jonathan Tye	Churchgate CE Primary
Uttlesford North	Rachel Callaghan	Katherine Semar Juniors
Uttlesford South	John Clements	Hatfield Heath Primary

It was confirmed that the Executive Membership list will be updated to reflect these changes, and will be made available on the EPHA website. All of the Executive members were thanked for their contribution and commitment to EPHA and for representing their local colleagues.

6. ANY OTHER BUSINESS

i) School Effectiveness Plus

The EPHA Chair noted that a proposal will be presented to the Schools Forum meeting on 14 October 2015, asking primary schools to part fund the development and roll out of SE+ to all primaries over the next two years. The proposed funding hypothecated from the primary DSG is £269,449 in Year 1 and £350,284 in Year 2. The Chair asked for the views of the 34 headteachers at the meeting, in order to inform the discussion at the Schools Forum the following day.

Seven of the headteachers in attendance noted that they had been part of the pilot project, run in the summer term. The Epping consortium of schools had taken part and one participating headteacher explained that the initial audits, based on 28 characteristics of schools and school leadership, had accurately identified the strengths and weaknesses of her school. The schools were offered support from an adviser, and the evaluations from the numerous audits informed a computer-based evaluation, giving a "maturity level" for the school. She noted that there were some benefits to the process (although some headteachers didn't feel that the evaluations told them anything they didn't already know), but that there were concerns about the pressure to buy into follow up training and development programmes; these were seen as good quality training, but at an additional cost to the school.

Another headteacher who took part in the pilot stated that the evaluation process was effective as it involved the whole school community, but she did not feel that the development package was as valuable; however, another headteacher felt that the CPD offered was excellent. Pilot schools have benefited from subsidised prices for the training programmes.

The headteachers discussed the advantages or disadvantages of the SE+ package being provided for all Essex schools (funded jointly by the primary DSG, Essex Education Services and ECC). One headteacher noted that schools were already being asked to become involved in many and various programmes, including many undertaking the NAHT Aspire Programme, which is useful but time

consuming and quite costly. Many schools already have their own system for self-evaluation and may not wish to introduce a new package.

It was agreed that it was not clear what the subsidised package would include: the pilot programme includes the on-line evaluation package, but schools have to pay for an adviser and any CPD that they take part in. There were concerns about whether the Local Authority would have sufficient capacity to provide advisers for all schools, or whether this would be another role which headteachers would be asked to provide.

After lengthy discussion the Chair asked the headteachers to vote on the following recommendations that are being taken to Schools Forum:

Should EPHA be part of a working party to implement the roll-out of SE+ to all primary schools?

Yes	0
No	32
Don't know	2

Does EPHA support the proposal to top-slice funding from the primary DSG to roll-out SE+ to all schools in the next two years?

Yes	0
No	34
Don't know	0

The Chair agreed to present these responses to the Schools Forum at the meeting on 14 October.

ii) **Recruitment and retention**

It was noted that the Local Authority has recognised that recruitment and retention of senior leaders and teachers in Essex schools, and has included this in their list of priorities for the future. The headteachers at the AGM discussed this problem and, in particular, the problem of recruiting and retaining headteachers. It was argued that the LA needs to protect headteachers that take on challenging and vulnerable schools, recognising that it is rarely possible to turn a failing or under-performing school around in 12 months, particularly in an area where recruitment of good quality teachers is difficult. The Chair asked if there had been any research into this issue, and suggested that EPHA could undertake a survey of recruitment.

One headteacher suggested that EPHA should be lobbying the DfE as ultimately the Local Authority is simply reflecting the Government approach to failing schools. Another headteacher stated his belief that the LA doesn't understand the pressure and toll on heads that are undertaking multiple roles, such as Executive headships. Another headteacher noted that there is also pressure from the Diocese on those in church schools.

This discussion led on to...

iii) **Headteacher wellbeing and support**

It was agreed that the support for headteachers is patchy and individuals don't always know what is available, particularly when they are at crisis point. The suicide of an Essex headteacher last term has brought this issue to a head, and there are real concerns about what support and advice heads can access. It was noted that the LA is concerned about the wellbeing of headteachers, although one head noted that LA Officers can be a real source of pressure and stress for schools that are vulnerable or having difficulties.

The LA has subsidised Head Space, which involves small groups of headteachers who meet on a regular basis to discuss concerns and issues that they face. This has offered effective support for some, but is not a universal answer. It was noted that the on-line advice line (offered by Teacher

Support) is very useful.

It was argued that headteachers may also benefit from counselling or having an advisor, in much the same way as social workers are offered professional support.

It was suggested that headteachers need to take more time out of school, for dedicated leadership time, and perhaps sabbaticals and respite time; these strategies may make the job more sustainable and attractive in the long term. It was agreed that governors should be encouraged to enable their headteacher to take time out of school; however, it was accepted that sometimes headteachers feel unable to do this because of budget pressures, staff shortages and the pressure of the day job.

It was noted that the Professional Officer will be compiling a directory of support for headteachers, and all ideas and strategies would be welcomed to help inform this directory.

iv) LA Officers attendance at the headteachers' annual conference

The EPHA Chair noted that the Local Authority has asked if officers can attend the EPHA annual headteachers' conference in March. They want to attend in case any heads want to speak to officers, and they would also like to take advantage of hearing the speakers that present at the conferences. The general view of attendees at the AGM was that LA Officers have numerous opportunities to speak to headteachers (not least at the termly meetings) and so did not need to attend the annual conference. In addition, there was a practical problem of space and capacity at the conference. In answer to the question, "Should LA Officers attend the annual conference", the response was 32 against the proposal while 2 abstained.

The meeting ended at 10.45 am

Pam Langmead
EPHA Manager

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Harriet Phelps-Knights
Chair of EPHA