

ESSEX PRIMARY HEADTEACHERS' ASSOCIATION CONSTITUTION

1. TITLE

- 1.1 The association shall be called the Essex Primary Headteachers' Association.

2. MEMBERSHIP

- 2.1 All headteachers of Essex State-funded Nursery and Primary-phase schools and academies.

3. AIMS

1. To provide a forum for the membership of the association.
2. To promote the advancement of Primary education in Essex and nationally.
3. To meet regularly to consider issues pertinent to Primary education in Essex.
4. To develop further effective communication and liaison between Essex primary Headteachers and those who have an interest in Primary education.
5. To work in partnership with the Local Authority to enhance Primary education.
6. To form a focus for collective knowledge.
7. To provide advice relating to Primary education matters.
8. To provide advice and guidance to the DfE.
9. To act as mutual support for the membership.

4. MANAGEMENT

- 4.1 The **County Executive Committee** shall consist of the following membership:

- Chair
- Vice-Chair
- Executive Treasurer
- Professional Officer

- The Area Chair and Vice-Chair from each of the four Areas: West, East, Mid and South.

- The representatives from Epping Forest Rural, Epping Forest South, Harlow, Uttlesford North, Uttlesford South, Colchester West, Colchester East, Tendring Mid, Tendring North, Tendring South, Harwich and Dovercourt, Braintree, Chelmsford South, Chelmsford North, Chelmsford West, Maldon, Dengie, Witham, South Woodham Ferrers, Halstead, Wickford, Basildon East/Pitsea, Basildon West, Billericay, Castle Point and Benfleet, Rochford, Rayleigh, Canvey Island, and Brentwood.

- The Lead Headteachers representing partnerships in each of the four quadrants: West, East, Mid and South.

- 4.2 All members of the County Executive Committee must be serving primary headteachers in Essex, except for the Professional Officer and the County Treasurer who may be paid non-serving headteachers.

- 4.3 The Chair, Vice-Chair and Executive Treasurer of the County Executive Committee will be elected at the Annual General Meeting. The term of office for each post will be one year (or until the next Annual General Meeting, which should be held within at least 18 months of the previous AGM), but officers may be re-elected to the position. To ensure effective succession planning the Vice-Chair of EPHA will normally be expected to succeed the outgoing Chair.

Members of the EPHA Executive will be invited to nominate themselves for the position of Chair, Vice-Chair or Executive Treasurer of EPHA. Where there is more than one nomination for an office, the result will be determined by secret ballot at the Annual General Meeting.

- 4.4 The quorum for any County Executive Committee meeting and vote must be one half (rounded up to a whole number) of the complete membership of the County Executive Committee; not including any vacancies.
- 4.5 The chair will conduct all meetings of the County Executive Committee except that in his/her absence, the chair will be taken by the vice chair.
- 4.6 If both the chair and vice-chair are absent from a meeting, the County Executive Committee will elect a chair for that meeting.
- 4.7 If the chair resigns, or has to relinquish the office for any reason, the vice-chair will act as chair until a successor is appointed at the next meeting of the County Executive Committee.
- 4.8 If the vice-chair resigns, or has to relinquish the office for any reason, a successor will be appointed at the next meeting of the County Executive Committee.
- 4.9 If both the chair and vice-chair resign, or have to relinquish their offices for any reason, the County Executive Committee will hold a special meeting within 28 days to elect their successors, such meeting to be chaired by the EPHA Professional Officer until the chair is elected.
- 4.10 The County Executive Committee can remove the chair from office. A motion to remove the chair or vice-chair must be an agenda item for a County Executive Committee meeting and the agenda must be circulated to County Executive Committee members seven days in advance of the meeting. The member proposing the removal must state his/her reasons for doing so at the meeting. The chair or vice-chair must be given the opportunity to make a statement in response before he/she withdraws from the meeting and the County Executive Committee votes on the proposal to remove the chair or vice-chair from office.

5. ADDITIONAL MEMBERS AND ADVISERS

- 5.1 Additional members of EPHA and independent advisers may be invited to the meetings of the County Executive Committee with the agreement of committee members.

6. WORKING PARTIES

- 6.1 All members have the right to represent EPHA on appropriate consultative groups or working parties, with the agreement of the County Executive Committee.
- 6.2 Representatives on consultative groups or working parties are required to report back to the County Executive Committee.

7. MEETINGS

- 7.1 Area Associations will hold at least one meeting each term.
- 7.2 The County Executive meeting will be held in advance of the Area Association meetings each term.
- 7.3 Meetings may be held in person at an agreed venue, or held online using virtual meeting platforms such as Zoom or Microsoft Teams.

8. ANNUAL GENERAL MEETINGS

- 8.1 The Area Association summer term meeting will be the Area Annual General meeting.
- 8.2 The County Executive Committee annual general meeting will be held in the summer term or early in the autumn term in addition to the termly meeting.

9. AMENDMENTS TO THE CONSTITUTION

- 9.1 Changes to the Constitution may only be made at the County Executive Committee Annual General Meeting subject to a majority vote. The quorum shall be equal to one half of the membership of the County Executive Committee (rounded up, and not including vacancies).

10. FINANCES (to be read in conjunction with the Financial Regulations)

- 10.1 If used, the subscription paid by each Primary school in Essex to EPHA will be determined by the County Executive Committee. Alternatively, funding may be provided by top-slicing from the DSG in advance of delegation, with the approval of the Schools Forum.
- 10.2 The County Executive Committee accounts must be audited annually and a statement presented to the County Executive Committee Annual General Meeting.
- 10.3 Headteachers representing EPHA have the right to claim expenses; the criteria and amount for any claim will be determined by the Executive Committee.
- 10.4 The financial year will end on 31 July.

11. PUBLICITY

- 11.1 All press releases issued on behalf of County EPHA should be ratified by the Chair and two additional members of the EPHA Executive Committee.

Adopted at the EPHA Annual General Meeting on **2 October 2025**.

Signed Harriet Phelps-Knights, EPHA Chair