

**MINUTES OF THE LA AND EPHA EXECUTIVE COMMITTEE MEETING
TUESDAY 13 OCTOBER 2015 starting at 1.00 pm**

In attendance	Representing	email address
Clare Kershaw CK	Interim Director of Commissioning, Education and Lifelong Learning	clare.kershaw@essex.gov.uk
Alison Fiala	Primary Improvement Commissioner	alison.fiala@essex.gov.uk
Lisa Fergus	Primary Improvement Commissioner	Lisa.fergus@essex.gov.uk
Nicola Woolf	Primary Improvement Commissioner	Nicola.woolf@essex.gov.uk
Christina Pace	Head of Commissioning for Vulnerable People	Christina.Pace@essex.gov.uk
Gill Burns	NELFT	
Lehla Abbott	EPHA North East Vice-Chair	head@broomgrove-inf.essex.sch.uk
Cheryl Allard	EPHA Central Chair/Chelmsford South	head@oaklands-inf.essex.sch.uk
Dawn Baker	EPHA Mid Treasurer	headteacher@lawfordmead-jun.essex.sch.uk
Sue Bardetti	EPHA Tendring South	admin@hollandhaven.essex.sch.uk
Nicky Barrand	EPHA South Vice-Chair	htpa@cherrytree-pri.essex.sch.uk
Amanda Buckland-Garnett	EPHA South Woodham Ferrers	abg@collingwood.essex.sch.uk
Rachel Callaghan	EPHA Uttlesford North	head@katherinesemar-jun.essex.sch.uk
Claire Claydon	EPHA Tendring Mid	cclaydon@brightlingsea-jun.essex.sch.uk
John Clements	EPHA Uttlesford South	jhclm@hotmail.com
Anna Conley	EPHA Witham	head@howbridge-inf.essex.sch.uk
Lyn Corderoy	EPHA South Treasurer	admin@grange.essex.sch.uk
Brenda Dalley	EPHA South Chair	brenda@hadleigh-inf.essex.sch.uk
Sarah Donnelly	EPHA Halstead	sdonnelly@richarddeclare.essex.sch.uk
Fiona Dorey	EPHA Braintree	Head@greatbradforde-jun.essex.sch.uk
Helen Dudley-Smith	EPHA Colchester East	headteacher@friarsgrove.essex.sch.uk
Andrew Gillett	EPHA Chelmsford West	admin@margaretting.essex.sch.uk
Mary Jo Hall	EPHA West Treasurer	Head@st-thomasmore.essex.sch.uk
Shelagh Harvey	EPHA Brentwood	headteacher@ingatestone.essex.sch.uk
Nick Hutchings	EPHA North East Chair/EPHA Vice-Chair	head@st-johns-colchester.essex.sch.uk
Ceri Jones	EPHA Mid Chair	Head@chippinghill.essex.sch.uk
Lesley Lewis	EPHA West Treasurer/Epping Forest	admin@theydonbois.essex.sch.uk
Jacque Martin	EPHA Colchester South	Headteacher@langenhoe.essex.sch.uk
Kate Mills	EPHA Chelmsford North	Headteacher@barnesfarm-inf.essex.sch.uk
Hayley O'Dea	EPHA Rochford	head@greatwaking.essex.sch.uk
Donna Parker	EPHA Tendring North	head@st-marys-ardleigh.essex.sch.uk
Harriet Phelps-Knights	EPHA Chair	Head@janetduke.essex.sch.uk
Lorna Pigram	EPHA Rayleigh	admin@rawreth.essex.sch.uk
Angela Russell	EPHA Basildon West	angelarussell@st-anneline-inf.essex.sch.uk
Jan Tunney	EPHA Epping Forest South	admin@limesfarm-inf.essex.sch.uk
Kay Wills	EPHA Harwich and Dovercourt	admin@twovillage.essex.sch.uk
Pam Langmead	EPHA Professional Officer	langmead@tesco.net

Action

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Lois Ashforth, Isobel Barron, Melissa Eades, Graham Lancaster, Julie Lorkins, Clive Reynolds and Jonathan Tye.

Clare Kershaw (CK) welcomed headteachers and LA Officers to the meeting.

2. **NEW PROVISION OF EMOTIONAL WELLBEING AND MENTAL HEALTH SERVICE FOR CHILDREN AND YOUNG PEOPLE IN ESSEX**

Gill Burns, Deputy Director of NELFT, and Christina Pace, Head of Commissioning for Vulnerable People in Essex, were welcomed to the meeting. They gave a presentation about the introducing of new provision the emotional wellbeing and mental health service for children and young people in Essex.

Background

- Child and Adolescent Mental Health Services (CAMHS) were previously provided by a number of different health and social care organisations across the county of Essex
- The services young people received were different depending on where they lived
- The Commissioners (who pay for services) in all the areas got together and decided it would be best for young people if one organisation provided the same service for all young people in the county of Essex
- They chose NELFT – North East London Foundation Trust - to provide these services
- This means that from 1 November 2015, “CAMHS” will be called the Emotional Wellbeing and Mental Health Service (EWMHS)
- Provision for Essex, Thurrock and Southend, for young people aged 0 to 18 - and up to age 25 for young people with Special Educational Needs (SEN)

About NELFT

- NELFT has a lot of experience providing services for children and young people
- They provide mental health services for children and young people in four London Boroughs
- They provide community health services for children and young people with physical health needs in parts of Essex and London
- They also provide a range of health services for adults in parts of Essex and London

www.nelft.nhs.uk

Twitter: @NELFT

Structure of the Emotional Wellbeing and Mental Health Service

- **Three** Children’s Single Point of Access (CSPA) teams
- **Seven** Locality teams – each team includes a team manager and personnel from Tiers 2 and 3.
- **Three** Crisis Response teams
- “Hub and Spoke” structure – this will offer advice, clarification and sign posting.

Children’s Single Point of Access locations (CSPA)

- North Essex: Essex House, Colchester Business Park, Essex
- Southend: Civic Centre, 2 Southend on Sea, Essex
- Thurrock: Thurrock Council Civic Offices, Essex

All staff working in the CSPA will be part of a linked locality team and rotated into the CSPA on a daily basis (9am - 5pm) to provide:

- Telephone advice
- Triage
- Signposting, preventative planning and an early offer of help
- Allocation of the referral to a locality team for a NICE compliant care “Pathway”

- Feedback to the person making the referral

Crisis Response team locations

- Basildon & Brentwood, Castle Point & Rochford, Southend and Thurrock: Acorn House, Basildon, Essex
- North East Essex: Colchester Business Park, Essex
- West and Mid Essex: Aylmer House, Harlow, Essex

9am - 5pm on site (From 1 November 2015) and on-call cover 24 hours a day

9am – 9pm on site (From April 2016) and on-call cover 24 hours a day

Referral Criteria

The following needs will be met through a “Pathway” approach - a “Pathway” is a best practice treatment package that is informed by NICE guidelines

The referral criteria are as follows:

- mood and anxiety disorders
- behavioural and conduct disorders
- emerging personality and attachment disorders
- eating disorders
- psychotic disorders
- deliberate self-harm and suicidal ideation
- substance misuse including dual diagnosis
- autistic spectrum disorder (ASD)
- attention deficit hyperactivity disorder (ADHD)
- neurodevelopmental disorders
- prolonged bereavement problems

NELFT referral process and response times

Referrers seeking advice will be contacted within 24 hours of the initial request

Referrals to the CSPA will be reviewed daily, screened within two working days and responded to within five working days once allocated to the locality team

All referrals will be prioritised according to the presenting clinical need

All assessments will take place within 18 weeks

All consultant and non-consultant led treatment will start within 18 weeks of the referral (RTT)

Locations of the seven locality hubs

- Basildon & Brentwood: Acorn House, Ground floor, Great Oaks, Basildon, Essex SS14 1AH
- Castle Point & Rochford: Council Offices, Kiln Road, Thundersley, Benfleet, Essex SS7 1TF
- Mid-Essex: County Hall, Duke Street, Market Road, Chelmsford, Essex CM1 1QH
- North East Essex: 651 The Crescent, Colchester Business Park, Colchester, Essex CO4 9YQ
- Southend: Civic Centre, Victoria Avenue, Southend-on-Sea, Essex SS2 6ER
- Thurrock: South Ockendon Health Centre, Darenth Lane, South Ockendon, Essex RM15 5LP
- West Essex: Aylmer House, Kitson Way, Harlow, Essex CM20 1DG

ewmhs@nelft.nhs.uk

Gill Burns responded to questions from headteachers.

How long do the teams work with individual children? Is there the scope to offer longer than the current cut off of six weeks?

GB noted that the various organisations currently work in slightly different ways and once

EWMHS has started there will be a review of practice; the focus will always be on the needs of the child.

A key strategy will be to carry out consultations in schools rather than making children, families and school staff attend meetings at office locations. This will reduce the cost of running these meetings which can be diverted to pay for practitioners.

What capacity does EWMHS have to take on additional cases?

GB explained that there is no additional funding, but a firm intention to use it differently, which should increase capacity. Some funding will be allocated to provide training to skill up the existing and wider workforce.

Through EWMHS there will be access to on-line therapy, the Big White Wall (however, this is for young people aged 16 plus, so won't impact directly on primary provision).

The service will move away from paper-based referrals, using electronic referrals or telephone contact.

3. HEADLINES – FUTURE OF PRIMARY HEADS BRIEFING PAPER

Nicola Woolf explained that the Local Authority's termly briefing paper, produced for the headteacher meetings, had become far from brief and had lost its usefulness. The LA is determined to use the weekly online newsletter, Education Essex, to disseminate information to schools, and so will replace the briefing paper with a short paper called HeadLines, which will give links to recent information provided by ECC services.

4. GOVERNANCE RAG-RATING DOCUMENT

Lisa Fergus, noted that a letter was sent to Chairs of Governors at the end of September, introducing a RAG-rating system for Governing Bodies. This was produced as a follow up to the Excellence in Essex paper and is intended to be used as a self-evaluation tool by Governing Bodies.

It was noted that very few members of the Executive were aware of this letter and document and there was some concern expressed that it had been sent directly to Chairs, without any consultation or notification to headteachers.

It was thought that the document and letter had not been sent to academies, or schools in Basildon or Harlow.

The Professional Officer **AGREED** to send the letter and document to the EPHA Executive members for information and that it should be mentioned at the termly headteachers' meetings in November to ensure that heads were aware of the document.

5. SCHOOL LED IMPROVEMENT SYSTEM UPDATE

Nicola Woolf noted that the School Led Improvement System Project Board has been established and has now met three times; the primary representatives on the Board are the EPHA Chair and the Professional Officer. In addition, the Professional Officer is on the sub-group that was established to consider the first round of bids for pump-prime funding, of up to £25,000 per partnership. 11 bids were received by the end of September and considered at a meeting on 7 October: 7 partnerships were successful, while one was asked for additional information which was received soon after. Three more partnerships gave insufficient information in their bids, and were asked to expand and resubmit their bids in the next round, which closes on 27 November. The sub-group will

**Professional
Officer**

meet on 10 December to consider the next round of applications.

It was confirmed that there is sufficient funding in this budget to support 20 partnerships and additional funding will be made available in the next financial year.

A Peer Review adopter pilot will start in October, working with Maggie Farrer and CfBT. This will involve 40 schools grouped into 5 clusters; not all of these schools are within the partnerships that bid for the school improvement funding.

6. PERSPECTIVE LITE

Nicola Woolf explained that SSET will be discontinued at the end of March 2016 and will be replaced by Perspective Lite, an on-line information platform that will be provided free of charge for all Essex Schools. This product has been developed by Angel Solutions. They will contact schools soon to ask for an email address to enable them to provide user names and passwords – Nicola's aim is that all schools will be on the system, and will have logged on at least once, by the end of term. It was noted that heads must use a headteacher email address (not admin@).

The Perspective Lite offers a range of information, both local and national. The LA will use the platform to share visit notes from Commissioners, which may be altered online rather than using email. Schools can also access real time data and information such as Watchsted.

7. LOCAL AUTHORITY INTERVENTIONS AND IMPACT

Alison Fiala reported that an analysis of the impact of interventions in schools causing concern has been carried out by the LA. These include the use of Improvement Boards, Strategic Intervention Boards and IEBs (Interim Executive Boards)

Since the introduction of these intervention boards, 88 schools have been supported in this way:

15 IEBs

26 SIBs

47 Improvement Boards

Half of these are still in place. Of the 88, 29 schools had been judged Grade 4 by Ofsted leading to a delegation of the budget and, in 3 cases, replacement of the Governing Body.

Whilst the process was challenging for some of the schools, the impact has been largely positive – of the 88 schools, only 19 are now RAG-rated as red.

Of the 88:

26 led to a change in leadership

27 became sponsored academies, with 3 more in the process

6 schools closed and were amalgamated.

The improvement in results in many of the schools has been impressive, with an average shift of more than 25% at L4+

8. LOCAL AUTHORITY UPDATE AND ANY MATTERS ARISING FROM THE EPHA EXECUTIVE MEETING

Clare Kershaw gave the following information to the Executive and responded to a number of matters that had been raised at the earlier meeting.

a) 2015 pupil achievement and progress data and Ofsted outcomes

The progress and attainment of pupils in Essex has continued to rise and the data is now finalised. For the first time in years, the Key Stage 2 data is above national average and the GCSE results are up on previous years (which bucks the national trend).

82% of primary schools, 81% of secondary schools and 94% of special schools in Essex are now judged as good or outstanding.

CK stressed however that a key priority for Ofsted in the Eastern Region is to close the gap for disadvantaged children, and also those in care. The outcomes for disadvantaged primary-age children in Essex did rise by 2% last year, but so did the results of those who are not classed as disadvantaged – the gap remains at 16.5%.

There are currently around 1000 children in care in the county, a reduction of 600, and those who remain in care have very complex needs; CK stressed that every school must be able to explain each individual child's story.

At this stage in the term (mid-October) there had been just one Section 8 "good" inspection, and four Section 5 inspections. The message from Ofsted about Section 8s in "good" schools is that the assumption will be that a school will remain "good", but the inspection can convert to a Section 5 at the end of the day if the HMI decides that s/he has insufficient evidence to make a judgement.

b) Schools Forum update

CK noted that a proposal will be made to Schools Forum the following day to subsidise the roll out of School Effectiveness Plus to all primary schools, with the funding being hypothecated to the primary DSG. She stressed that if primaries decide not to support this proposal, the schools that are currently in the pilot will be continued to be subsidised for the next year.

c) EPHA meetings in November

CK suggested that the termly headteacher meetings should include a workshop entitled "Think the Unthinkable", giving headteachers information about what support and guidance is available if a crisis occurs.

In addition, the meetings will include input on Perspective Lite and the Governance RAG-rating system.

d) Content of the Heads in Waiting programme

Headteacher asked whether the programme for deputy and aspiring headteachers, Heads In Waiting, included information and training about HR issues, as the Executive members felt that a significant proportion of a headteacher's time is spent on personnel and staffing matters. It was thought that it probably did not, but CK **AGREED** to find out from Graham Lancaster and Prue Barnes.

e) Section 11 safeguarding audit - letters to schools as a result of non-completion

The Executive noted that a letter was sent by Clare Kershaw to schools that had failed to complete the Section 11 safeguarding audit by the deadline of 31 July 2015, but expressed concern that the letter stating that non-completion could lead to the school

CK

being issued with a Warning Notice by the LA. CK confirmed that this was a possibility, but not a course of action that the LA wished to take.

The Executive noted that there had been a number of technical problems with the site making submission problematic, but it was noted these had now been resolved.

CK confirmed that the outcomes of the audit will be collated and a report given to the Essex Safeguarding Children Board in December.

f) Transfer of Education, Care and Health Plans between phases

A headteacher expressed her concern that EHCPs cannot be transferred from pre-schools to infant or primary schools, and that the school has to go through the lengthy and time-consuming process to re-apply for a plan. She noted that a child who has started in Reception had an EHCP approved in the summer term (submitted by his pre-school) but that she had been told that this was not transferable and that the school would have to submit a new application. It was argued that this is an unnecessary bureaucratic burden on schools, which are already struggling to transfer Statements to EHCPs. CK noted that Elaine White has been moved across to lead on Statutory Assessment to help expedite the process of transfers.

g) Specialist teachers

A headteacher has expressed her concern at being told that Specialist Teachers are no longer available to offer one to one support for children with additional needs. CK noted that she would hope that this was incorrect, but will investigate as a matter of urgency.

CK

h) Schools being charged premium rates for ECC services

The Executive reported that schools are being charged 5p a minute for ECC services, including the Finance Support team and the Family Operations Hub (IRT). Schools are extremely concerned about these charges, not least because they are being kept on hold for a long time before the calls are answered. CK **AGREED** to look into this as a matter of urgency.

CK

i) Insurance for LLEs and NLEs

Alison Fiala confirmed that she had asked Graham Lancaster to find out the insurance arrangements for Local and National leaders of education, and would ask him to report back to the Executive.

AF/ GL

j) Jobscene – restricted opportunities for Essex schools

It was noted that, given the current climate of recruitment difficulties, schools are frustrated that Essex Jobscene allows schools in bordering Local Authorities to advertise vacancies, but that this is not reciprocated by other LAs.

CK accepted that the LA needs to undertake a strategic view of recruitment and retention in the LA and that this issue would be taken into account.

k) Education and Lifelong Learning

Clare noted that there will be a restructure of the Education and Lifelong Learning department, including a substantive appointment to the Director post. There will be a more formal split of the commissioned and delivery services, and appointments of a Director of Commissioning and a Director of Operations for Education and Lifelong Learning.

There will be a shift in how school and place planning is operated, and CK noted that Graham Ranby and Julie Aiken have both left the service; their experience, knowledge and expertise will be missed.

10. DATES AND TIMES OF MEETINGS FOR THE REMAINDER OF THE SCHOOL YEAR 2015/16

Executive meetings (Chelmsford City Football Club)

Thursday 28 January 2016

Thursday 5 May 2016

Area Heads Meetings

Autumn term 2015

SOUTH	Tuesday 3 November	Holiday Inn, Basildon
N-EAST	Wednesday 4 November	Weston Homes Community Stadium
MID	Tuesday 10 November	Chelmsford City Football Club
WEST	Wednesday 11 November	Weston Homes Business Centre, Takeley

Spring term 2016

SOUTH	Wednesday 24 February	Holiday Inn, Basildon
N-EAST	Thursday 25 February	Weston Homes Community Stadium
WEST	Wednesday 2 March	Weston Homes Business Centre, Takeley
MID	Thursday 3 March	Chelmsford City Football Club

Summer term 2016

N-EAST	Wednesday 8 June	Weston Homes Community Stadium
SOUTH	Thursday 9 June	Holiday Inn, Basildon
WEST	Wednesday 15 June	Weston Homes Business Centre, Takeley
MID	Thursday 16 June	Chelmsford City Football Club

The meeting ended at 3.05 pm

Pam Langmead, EPHA Professional Officer