

**MINUTES OF THE LA AND EPHA EXECUTIVE COMMITTEE MEETING**  
**THURSDAY 26 JANUARY 2017 starting at 11.45 am**  
**(lunch between 12.30 pm and 1.15 pm)**

<b>In attendance</b>	<b>Representing</b>	<b>email address</b>
Clare Kershaw CK	Director of Commissioning, Education and Lifelong Learning	clare.kershaw@essex.gov.uk
Lisa Fergus	Primary Improvement Commissioner S	Lisa.fergus@essex.gov.uk
Nicola Woolf	Primary Improvement Commissioner W	Nicola.woolf@essex.gov.uk
Jacky Castle	Primary Improvement Commissioner NE	Jacky.castle@essex.gov.uk
Graham Lancaster	Primary Improvement Commissioner	Graham.lancaster@essex.gov.uk
Shamsun Noor	Head of Schools Admissions & Transport	shamsun.noor@essex.gov.uk
Lehla Abbott	EPHA North East Vice-Chair	head@broomgrove-inf.essex.sch.uk
Cheryl Allard	EPHA Mid Chair/Chelmsford South	head@oaklands-inf.essex.sch.uk
Lois Ashforth	EPHA Dengie	Head@coldnorton.essex.sch.uk
Dawn Baker	EPHA Chelmsford West	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
Isobel Barron	EPHA West Chair	head@roseacres.essex.sch.uk
Amanda Buckland Garnett	EPHA South Woodham Ferrers	abg@collingwood.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
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@greatbradfords-jun.essex.sch.uk
Helen Dudley-Smith	EPHA Colchester East	headteacher@friarsgrove.essex.sch.uk
Melissa Eades	EPHA Billericay	m.eades@sunnymede-inf.essex.sch.uk
Mary Jo Hall	EPHA West Treasurer	Head@stmsw.co.uk
Shelagh Harvey	EPHA Brentwood	headteacher@ingatestone.essex.sch.uk
Nigel Hookway	EPHA Executive Director	nigelhookway@hotmail.com
Pam Langmead	EPHA Professional Officer	pam@langmead.me.uk
Lesley Lewis	EPHA Epping Forest	admin@theydonbois.essex.sch.uk
Kate Mills	EPHA Braintree	head@johnrayinfants.essex.sch.uk
Donna Parker	EPHA Tendring North	head@st-marys-ardleigh.essex.sch.uk
Lorna Pigram	EPHA Rayleigh	head@canewdon.essex.sch.uk
Harriet Phelps-Knights	EPHA Chair	Head@janetduke.essex.sch.uk
Amanda Reid	EPHA Chelmsford North	admin@perryfields-inf.essex.sch.uk
Angela Russell	EPHA Basildon West	angelarussell@st-anneline-inf.essex.sch.uk
Karen Tucker	EPHA Canvey Island	head@canvey-jun.essex.sch.uk

**1. APOLOGIES FOR ABSENCE**

Apologies were received from:

Rachel Callaghan	Uttlesford North
Lyn Corderoy	South Treasurer/Wickford
Nick Hutchings	EPHA Vice-Chair/NE Chair
Ceri Jones	Mid Vice-Chair

**Action**

Julie Lorkins                      West Vice-Chair  
Jacq Martin EPHA Colchester South  
Hayley O'Dea                    Rochford  
Jonathan Tye                    Harlow  
Alison Fiala                    Primary Improvement Commissioner

Clare Kershaw welcomed headteachers and LA Officers to the meeting.

## 2. **MATTERS ARISING FROM THE EPHA EXECUTIVE MEETING**

### a) **Specialist Teacher Team and Statutory Assessment Service review**

The Executive asked about the outcome of the review of the Specialist Teacher Team and Statutory Assessment Service, conducted by Simon Carpenter last term. Clare Kershaw noted that she had met with Simon Carpenter the previous day to discuss the outcomes of the review. He will prepare a report for schools, and a version for those in the service. Simon has given a number of recommendations, although the report acknowledges that the Specialist Teacher Team is valued by many schools. However, the service needs to be reorganised to ensure it is fit for purpose in the future, in particular given the reduced funding for LAs and schools. Clare stressed that she wants to work with EPHA to redesign the service to meet the needs of schools going forward.

### b) **Education Health and Care Plans**

Headteachers continue to have concerns about the time it takes to process EHCPs. Clare shared these concerns and noted that the service is still under severe pressure. She stressed the importance of EHCPs having value and remaining child-centred, not solely being driven by the statutory timeframe for completion. Simon Carpenter's review also looked at the Statutory Assessment Service and the LA will respond to the outcomes of that review and consider his recommendations. Clare noted that, currently, the physical writing of EHCPs is carried out by an external company, but that system will change from Easter when this task will be taken back in-house. She is also looking at the possibility of increasing capacity within the team to manage the backlog of EHCP requests.

The Local Authority monitors the time taken to produce EHCP, on a monthly basis, and has tightened up the supervision arrangements in order to manage the process; however, part of the challenge is the (essential) involvement of health and social care, which can delay the process.

### c) **Excellence in Essex – RAG rating and warning notices**

It was noted that some headteachers had been led to believe that 2016 data would not be used to change the RAG rating of their school and the Executive asked for confirmation of whether this was the case. Clare stated that previously, if a school's Key Stage 2 data indicated weaknesses, this would have automatically have downgraded the RAG rating. This year the data was scrutinised during the autumn term and, where there was cause for concern, the school's SEC has arranged a visit to discuss data and determine whether additional action should be taken. The pragmatic reason for downgrading a school's RAG rating is to enable additional support from the Standards and Excellence team. In some cases schools have been upgraded.

The Local Authority has stated that it will take a pragmatic approach to the use of Warning Notices, ensuring that schools at risk are involved in discussion about intervention, rather than solely relying on data. She stressed that it is a consultative process, (whilst recognising that it may not always feel that way to the leadership of the school). Clare reminded the Executive that the LA continues to have a statutory role in relation to schools causing concern, whilst recognising that the Regional Schools Commissioner has ultimate power to intervene in any school. However, Essex LA is

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working in partnership with Tim Coulson, the Eastern region RSC, and he hasn't yet taken any action which has overridden decisions made by the LA.

When the LA judges that a school is causing concern, there are a number of possible interventions

- Following discussions, the LA may agree that the school has adequate plans in place to make necessary improvements.
- Alternatively the LA and school may agree to establish a voluntary improvement board, a strategy that has worked well in a number of schools.
- If the concerns are around governance the LA may intervene further, either establishing a Strategic Intervention Board or, more rarely, replacing the Governing Body with an Interim Executive Board (IEB).
- The LA will always offer a meeting with governors to discuss the concerns that the reason for the warning notice

The EPHA Chair noted that a group of schools had asked if we need to question the quality of some Standards and Excellence Commissioners if they are RAG-ing schools incorrectly and is the number of schools currently being issued Warning Notices an indication that schools are not receiving adequate SEC support in the first place. Clare stressed that SECs do not individually RAG-rate schools; the Lead Commissioners look at case studies on a half termly basis with the wider SEC team, and using the data and wider intelligence that the commissioners have about a school, make a decision about the appropriate support a school needs and its RAG rating. However, ratings are only changed once a term (if at all).

Clare noted that if a school is issued with a Warning Notice the LA will certainly review the support that the school has received and she stressed that the LA is determined to ensure that the RAG rating of schools is accurate, not least so that appropriate support will help avoid future intervention.

Clare confirmed that Warning Notices are not used to further the DfE agenda; however, if the LA issues a warning notice the RSC is likely to issue an Academy Order as a matter of course.

### 3. BUDGET 2017

Clare referred to a paper setting out budget and finance implications for 2017 – this had not been circulated in advance of the meeting and it was **AGREED** that the paper should be circulated with the minutes of the meeting.

The Schools Forum discussed and agreed proposals for the 2017/18 schools' budgets (meeting on 18 January 2017), including de-delegation from the DSG. The final allocation of funding in the schools block will be £817.9 million and the Forum agreed that £1.6 million should be moved to the High Needs block, partly to support top up funding.

The Schools Block has increased by £16.3 million of which £13.2 million is due to an increase in pupils numbers, which have increased by 3049 pupils from 185,486 to 188,535 pupils. Primary has increased by 2,460 pupils and secondary by 589 pupils.

An additional £3.1 million increase in the schools block is due to the transfer of the retained element of the former Education Service Grant at £15 per pupil. The DfE expects Schools Forums to allow LAs to retain the funding and this was agreed by the Schools Forum.

There is still a considerable over-spend position in Early Years. There has been an uplift

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in funding this year due to the introduction of the Early Years National Funding Formula which significantly increases funding for Essex by £18 million. The hourly rate for 3 and 4 year olds is £4.47 – an increase of 58p from the 2016/17 baseline. The LA is working with Schools Forum to mitigate the previous overspend in the EY block and is focusing on reducing the LA Early Years' expenditure.

With the number of exemptions now applicable to Key Stage 1 class sizes, the limit of 30 pupils is often exceeded. The LA had proposed to remove the KS1 class size contingency fund altogether, but it was agreed by the Schools Forum (primary representatives) that a fund of £600,000 should be retained for the coming financial year to support affected schools.

In addition to the £3.1m retained by the LA, the LA requested a further retention of £2.3 million to meet its statutory requirements in relation to school improvement and, in particular, to support maintained schools. This works out to £6.55 per pupil. This de-delegation was approved by the Schools Forum.

The Primary AWPU will be £2721.35, an increase of £14.54 per pupil.

### **Schools Broadband**

The LA is working with EPHA and ASHE to improve the schools broadband service to ensure that it is retained next year and in the future. The Local Authority is committed to the principle of providing and enabling Broadband for all schools. As a result of the number of schools leaving the service the per pupil cost needed to increase to cover the cost of the contract and schools broadband service. However, the decision was made by Schools Forum to maintain the per pupil cost (£18.30) for all schools, and to fund the shortfall of £141k by top-slicing all schools and academies in Essex who have benefited from the upgrade of broadband services carried out in 2013. (This is all schools, apart from 8 that have never used the service). This is a one year only arrangement to enable the Schools Broadband service to continue in 2017/18.

### **Apprenticeship Levy**

Clare confirmed that the Local Authority made representations to government and the DfE concerning the application of the apprenticeship levy to all maintained schools, whatever their size, but to no avail. She **AGREED** to produce a briefing paper about the implications of the levy, including case studies where primary schools have successfully used apprentices.

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## **4. REVIEW OF EDUCATION SERVICES**

The Standards and Excellence service is reviewing future services as a result of the abolition of the Education Services Grant from September 2017. As predicted the Government has announced that the funding available to LAs will be reduced by £7.2m to around £3m and the Local Authority will have to focus its activities on statutory services. Any additional services will therefore have to be funded by a top-slice from the DSG or by offering traded services that schools and academies can buy.

Local Authorities will received a transitional grant for the general rate element for the period April to August 2017, and the school improvement team can therefore continue as it is until the end of the school year.

From September, it has been confirmed that Essex LA has received an allocation from the (new) School Improvement Fund of £666,000. With the retained funding of £3.1 million and the additional de-delegated funding of £2.3 million (see above) the LA will be able to maintain a commissioner team (albeit reduced in size) for the next year. 20% of

commissioner time will be offered as a traded service at a competitive rate of £450 a day. Schools will not be limited to using their own SEC and may buy in the services of other commissioners, either to support an individual school or as a group of schools.

Currently schools have a linked SEC and a guaranteed visit(s) depending on their RAG rating, and in additional school clusters or partnerships have a notional number of commissioner days, 3 days of time which can be used flexibly. From September, the majority of SEC support will be through clusters, and whilst there will be some activities that the SECs will cover as a non-negotiable, the focus for the majority of SEC support time will be decided with the partnership.

However, if a school is RAG rated yellow, amber or red, they will continue to have additional individual support from a SEC, and around 40 primaries that are not identified as being part of a formal collaboration or other partnership will be given individual time, so that no school is unknown to the LA. It was confirmed that Basildon and Harlow schools will be included as part of this support strategy.

Clare noted that any possible staff changes are yet to be notified as HR processes need to be followed over the next few months.

An Executive member asked if any of the available funding for school improvement be used in other areas. Clare confirmed that the funding will be used to maintain the core workforce to enable the LA to meet its responsibilities for schools that need support, to continue the Standards and Excellence Commissioner team so that Essex has oversight and offers school improvement to all schools (including academies) and also to enable the LA to continue its strategic investment in educational development in Essex. In addition, funding is likely to be made available for key strategies such as recruitment and retention. Clare also confirmed that it is clear that the Safeguarding Adviser role is highly valued by schools and this will continue.

## 5. SCHOOL LED IMPROVEMENT STRATEGY UPDATE

Nicola Woolf reported on the progress of the Schools Led Improvement Strategy and explained that a **cluster evaluation development tool** has been developed by a sub-group of the Project Board (The EPHA Executive Director represents primary heads on this sub-group). This evaluation tool is being piloted with two clusters, one in West and one in North East. A training day is taking place in February and the plan is to co-design the evaluation tool with headteachers, with a view to rolling it out to all of the partnerships by the end of the year.

The tool includes scrutiny of:

- The effectiveness of peer review
- The effectiveness of school support
- How data and understanding of pupil outcomes are used to support the partnership as a whole.

Lead headteachers are meeting with Nicola Woolf on Thursday 2 February, and there will be a key discussion around how the findings of an evaluation undertaken by a partnership will be used, if, for example, they will be shared with the Project Board. Nicola noted that the Board has been reviewing its future role and membership, in order to support the partnerships and schools in Essex. It is anticipated that the delivery of SEND provision will be aligned with the SLIS partnerships and a meeting to discuss this further is taking place at the end of February.

One headteacher argued that there is still a disconnect between schools that get into

trouble and an understanding and expectation of how they will receive effective support in future. She noted that historically the LA would have brought in a SEC to support the school, but the direction of travel seems to be that in future the support would be offered by other schools within the partnership. The EPHA Chair asked whether clusters will be seen as part of the solution if a school is issued a warning notice. It was agreed that the plan is that schools in a partnership do hold each other to account and offer support when a school is in difficulty. This support is already being offered and working well in some partnerships.

The Professional Officer asked for reassurance about the impact on the workload of headteachers, if most commissioner time is being offered in clusters. She noted that, whilst heads recognise the value of partnership working and school-led support, there are also concerns that, when done well and effectively, true partnership work is time consuming and heads are expected to attend an increasing number of meetings and commit time to supporting other schools as well as running their own. Graham Lancaster stated that of course the LA was aware of this pressure and had taken it into account when planning future support from SECs.

Clare reminded the Executive that many LAs have either stopped all school improvement support and/or have withdrawn their support for academies completely. Essex LA has made a conscious decision to continue support all schools across the county, whether maintained or academy.

A headteacher asked if the LA planned to continue producing the annual Summary Report. Clare confirmed that the Data and Intelligence Lead is considering future models of what information and data can be provided at no cost to schools, and what might be provided at an additional cost.

She confirmed that there is no confirmation or clarity yet about how the £140 million school improvement grant, announced by the DfE, will be distributed or used, but the LA intends to use any funding available as effectively as possible.

*Clare Kershaw left at this point and Graham Lancaster chaired the rest of the meeting.*

## **8. RECRUITMENT AND RETENTION UPDATE**

### **Overseas recruitment**

Graham Lancaster, who leads the Recruitment and Retention task and finish group, expressed his disappointment that only two primary schools had responded to the recent offer from two overseas recruitment agencies to find staff for schools. He noted that a sub-group of the task and finish group had interviewed agencies and were convinced that these two in question, Anzuk and Smart Teachers, were able to provide good quality teachers to schools in Essex. (The EPHA Executive Director represented primary heads on this sub-group).

Executive members expressed their concerns about using overseas teachers, noting that they don't always have sufficient understanding and knowledge of the primary curriculum, assessment and accountability. If overseas teachers are only prepared to commit to one or two years the investment that a primary school must make in that teacher is greater than the benefit of simply filling a vacancy. However, it was **AGREED** that Graham would forward the information to the Professional Officer who would resend it to all primary schools.

Graham noted that some of the recruitment and retention funding is being used to support Initial Teacher Training events, and also a Return to Teaching programme being led by

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EES. Funding is also being provided to help two of the Teaching School Alliances who will lead on retention of teachers, and the fund is also supporting a TSA in the North East who is developing a recruitment model that, in time, may be rolled out to the whole of the county.

In addition, a new cohort of 16 deputies and assistant heads have started the new cohort of the Heads in Waiting programme, which is being funded from the recruitment and retention fund.

The Executive asked what strategies the task and finish group has introduced to encourage retention of teachers already in the profession.

Helen Dudley-Smith shared information about an initiative designed to support teachers who are in their 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year of teaching, which has been developed by the North Essex Schools partnership. She noted that she and her colleagues were aware of the fact that recently qualified teachers may decide to leave teaching after a couple of years, at a time when their initial support (as NQTs) comes to an end. The cluster decided that it should strengthen networks of RQTs across the group, and established the 2-4 Group for these teachers.

Each school gives RQTs half a day's release time every half term, to attend a meeting with colleagues in the same situation. When the group started the teachers set the agenda themselves, but after the first few meetings it became less positive and productive, and more of a chance to whinge! Nonetheless, it was clear that the teachers valued the time that they were given, and the cluster developed a programme for training and development, working with Craig Duncan (former headteacher at Queen Boudica). As a result the meetings are now more structured and include a programme of development areas for these teachers, including:

- Meeting the needs of all abilities
- Working with LSAs
- Teaching to mastery and depth
- Becoming a subject leader.

This structured and supportive approach is paying dividends across the partnership and is helping build a community of young teachers.

The Executive asked Graham if the task and finish group would consider offering funding to other clusters to introduce a similar model to encourage, support and retain young teachers. Graham agreed that this would be raised at the next meeting of the R&R task and finish group, and funding opportunities would be considered.

The Executive asked whether the Local Authority kept data about vacancies. It was agreed that this is difficult to gather; when the R&R group asked for information last year a relatively small percentage of school responded to the questionnaire.

One headteacher asked if the LA (or EPHA) conducted Exit Interviews with departing headteachers. Graham noted that this is a role for the Governing Body, but no one knew whether this happened as a matter of course or how any information was shared, if at all.

## **9. ASSESSMENT AND MODERATION UPDATE**

Jacky Castle (Lead Commissioner for statutory assessment) reported that the Secretary of State has confirmed that there will be no significant changes to testing or assessment before the 2018/19 academic year. A consultation on primary assessment and the implications for accountability has been announced which will cover issues including the

best starting point to measure the progress that children make in primary school and the role and operation of teacher assessment.

The planned statutory mathematics and English reading resits for children starting Year 7 will not be introduced and although there is an intention to introduce a multiplication tables check this will not be before September 2018 at the earliest.

The Early Years Foundation Stage profile was due to become non-statutory from September 2016. However, this will now remain in place for this year and for the 2017 to 2018 academic year.

The Key Stage 1 and 2 interim teacher assessment frameworks and pre-key stage standards introduced in 2016 are to be used again in 2017. There is a single amendment to frameworks which makes the guidance for assessing pupils with physical disabilities or sensory impairment clearer. The Key Stage 1 English grammar, punctuation and spelling test will remain optional for 2017 and materials will only be available as downloads from NCA tools. New attendance register codes have been introduced at Key Stage 2 to replace the T code.

The Standards and Testing Agency (STA) have carried out a review of the 2016 external moderation process and used this feedback to improve the approach for this year. They have published the Key Stage 1 and Key Stage 2 teacher assessment external moderation guidance to support schools and local authorities in statutory moderation in 2017. Schools and LAs must comply with this guidance to ensure that the external moderation process results in valid and accurate teacher assessment judgements. To further support this process all LA moderators must pass a standardisation test set by STA before moderating in schools this year.

Jacky noted that the LA cannot ask schools to provide their data in advance of the moderation window, although schools may share their data in advance of a moderation meeting if they wish to. The LA will notify the 25% of schools that are to be moderated in the week commencing 22<sup>nd</sup> May. In the majority of cases just one moderator will conduct the visit, but schools will be told if more than moderator is attending.

The moderation period is 5<sup>th</sup> – 29<sup>th</sup> June, but the 27<sup>th</sup> and 28<sup>th</sup> will be retained for appeals and re-moderation.

There is no particular strategy this year to include schools where a teacher is new to a key stage, but schools with NQTs, schools that haven't been moderated before, or schools which are cause for concern may be within the 25% group. Schools are able to buy in moderation as in previous years.

Teachers who have been trained previously as moderators will be invited to re-train and take the online test, to become Senior Moderators. In addition, clusters will be invited to put forward at least two teacher to become moderators. They will be trained at no charge (training dates are 17<sup>th</sup> and 24<sup>th</sup> March), including completing the standardisation test, but will then be asked to offer three days moderating other schools during the June moderation window.

Jacky confirmed that she will ensure that schools receive regular updates through Education Essex.

## **10. SAFEGUARDING**

Lisa Fergus fed back about the increasing number of parental complaints that the LA



receive from Ofsted, which have to be investigated by the Commissioners (or Jo Barclay, if related to safeguarding). Once the LA is notified of a complaint, they must investigate within a strict timeframe and then respond to Ofsted. Unfortunately, Ofsted does not then respond to either the LA or, indeed, the parent – they have been challenged about this and acknowledge that this is a flaw in their system! The West Chair agreed to challenge Prue Rayner about this at the West meeting in March.

On occasion, a parent may repeat a complaint to Ofsted and that then has to be investigated all over again. This is really frustrating and a waste of time for all concerned. Lisa noted that parents are also making complaints through the ECC “have your say” facility on the website – in some cases, this is the same complaint that they are making to Ofsted.

It was confirmed that these complaints must be investigated, but it is unusual for them to result in a no-notice or an early inspection – it was agreed that headteachers should be reassured about this as this causes a great deal of anxiety.

The commissioners agreed to generate a visit report at the close of a complaint, so that the school has a record that this has happened and of the outcome.

There has been an increase in the number of schools requesting safeguarding audits – Maz Norman leads on this – and it was agreed that this remains a useful course of action for schools.

Since September, 6 inspections have brought up safeguarding issues – in two cases the schools were graded inadequate, the remaining four were downgraded (but given time to correct the safeguarding problem). The following issues have been raised:

- SCR non-compliant
- Staff training is out of date – all staff (e.g. site manager, MDAs)
- Referrals not made properly/followed up/poor record keeping
- CP Policy out of date and/or policies not on the website
- Vetting arrangements and risk assessments not completed properly

It was agreed that this needed to be a focus this term, in partnership with EPHA – Clare Kershaw and Jo Barclay wrote an editorial in Education Essex on Monday 23<sup>rd</sup> January, followed up by an email from the EPHA Professional officer explaining the guidance available to schools. The safeguarding training meetings this term will include information around safeguarding and Ofsted and inspections, and there will also be a slot at the area meetings, which will tie in with Andrew Hall’s safeguarding update in the afternoon.

### **Social Care referrals**

Headteachers continue to have concerns about the numbers of referrals that are turned down by Social Care. Concerns were also expressed by a headteacher who was criticised for making a complaint about Social Care. It was **AGREED** that this information should be passed to Clare Kershaw for comment.

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## **9. SPRING TERM AREA HEADTEACHER MEETINGS**

The following items were agreed for the LA part of the termly meetings:

- Safeguarding, including complaints to Ofsted and inspection outcomes
- The future of school improvement services
- Funding arrangements for 2017/18 including explaining the apprenticeship levy and the capital maintenance contribution

- SEN banding descriptors and future funding

## 1o. DATES AND TIMES OF MEETINGS FOR THE 2016/17 AND 2017/18 SCHOOL YEARS

### Executive meetings (Chelmsford City Football Club)

Thursday 4 May 2017

Thursday 12 October 2017

Wednesday 24 January 2018

Thursday 10 May 2018

### Area Heads Meetings

#### Spring term 2017

SOUTH	Wednesday 22 February	Holiday Inn, Basildon
N-EAST	Thursday 23 February	Weston Homes Community Stadium
WEST	Wednesday 1 March	Weston Homes Business Centre, Takeley
MID	Thursday 2 March	Chelmsford City Football Club

#### Summer term 2017

SOUTH	Wednesday 14 June	Holiday Inn, Basildon
N-EAST	Thursday 15 June	Weston Homes Community Stadium
WEST	Wednesday 21 June	Weston Homes Business Centre, Takeley
MID	Thursday 22 June	Chelmsford City Football Club

#### Autumn term 2017

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

#### Spring term 2018

SOUTH	Wednesday 21 February	Holiday Inn, Basildon
N-EAST	Thursday 22 February	Weston Homes Community Stadium
WEST	Wednesday 28 February	Weston Homes Business Centre, Takeley
MID	Thursday 1 March	Chelmsford City Football Club

#### Summer term 2018

SOUTH	Wednesday 13 June	Holiday Inn, Basildon
N-EAST	Thursday 14 June	Weston Homes Community Stadium
WEST	Wednesday 20 June	Weston Homes Business Centre, Takeley
MID	Thursday 21 June	Chelmsford City Football Club

The meeting ended at 3.20 pm

Pam Langmead, EPHA Professional Officer