

ESSEX PRIMARY HEADTEACHERS' ASSOCIATION

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON THURSDAY 23 JANUARY 2020 at 9.30 am – 12.20 pm at Chelmsford City Football Club

Distribution	*Lois Ashforth	Dengie
	*George Athanasiou	West Vice-Chair
	Dawn Baker	Chelmsford West
	*Sue Bardetti	Tendring South
	Nicky Barrand	South Chair/Basildon East & Pitsea
	*Isobel Barron	West Chair
	*Liz Bartholomew	Harwich and Dovercourt
	*Liz Benjeddi	Billericay
	Heidi Blakeley	Wickford
	*Amanda Buckland-Garnett	South Woodham Ferrers
	*John Clements	Uttlesford South
	*Anna Conley	Witham
	*Dawn Dack	Mid Chair/Maldon
	Emma Dawson	Castle Point and Benfleet
	Richard Green	South Vice-Chair
	Mary Jo Hall	West Treasurer/Uttlesford North
	*Nick Hutchings	EPHA Vice-Chair/North East Chair/ Colchester West
	*Pam Langmead	EPHA Professional Officer/County Treasurer
	Julie Lorkins	Epping Forest Rural
	Ian MacDonald	Tendring Mid
	*Kate Mills	Braintree
	*Nicola Morgan-Soane	Mid Vice-Chair/ Chelmsford South
	Hayley O'Dea	Rochford
	*Donna Parker	Tendring North
	*Paula Pemberton	Colchester East
	*Richard Potter	North East Vice-Chair
	*Harriet Phelps-Knights	EPHA Chair
	*Amanda Reid	Chelmsford North
	*Angela Russell	Basildon West
	*Suzy Ryan	Colchester South
	Gary Soars	Rayleigh
	*Karen Tucker	Canvey Island
	*Jonathan Tye	Harlow
	Vacancy	Epping Forest South
	Vacancy	Halstead
	Vacancy	Brentwood

Also in attendance

Michelle Winter	Senior HMI, Ofsted
Steve Davey	Prevent and Protect Organised Crime Group Officer

1. WELCOME AND APOLOGIES FOR ABSENCE/MEMBERSHIP OF THE EXECUTIVE

Action

Harriet Phelps-Knights, the EPHA Chair, welcomed everyone to the meeting.

Apologies were received from:

- Dawn Baker Chelmsford West
- Nicky Barrand South Chair/Basildon East & Pitsea
- Heidi Blakeley Wickford
- Emma Dawson Castle Point and Benfleet
- Richard Green South Vice-Chair
- Julie Lorkins Epping Forest Rural
- Hayley O’Dea Rochford
- Gary Soars Rayleigh

Harriet noted that a number of districts are not currently represented on the EPHA Executive, including Epping Forest South, Colchester South, Halstead and Brentwood. It was **AGREED** that the Professional Officer will follow this up with the various groups.

Professional Officer

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the Executive meeting held on 10 October 2019 were confirmed as an accurate record.

The order of the agenda was changed to accommodate the visiting speakers.

3. THE OFSTED EDUCATION INSPECTION FRAMEWORK

Michelle Winter, Senior HMI for the East of England, was welcomed to the meeting. She reminded the Executive of the “case for change” in relation to the Ofsted Inspection Framework, set out last year in the spring term consultation.

Ofsted argued that:

- Accountability can divert from the real substance of education
- In the previous framework there was too much emphasis on performance data
- Teaching to the test leads to a narrow curriculum, with the greatest negative effect being on the most disadvantaged and least able children
- The Education Inspection Framework puts the curriculum at the heart of the inspection process.

Michelle confirmed that there is still a focus on outcomes and, in addition, the framework ensures:

- The curriculum is at the heart of inspection;
- There is no need for schools to produce progress and attainment data specifically for Ofsted;
- All pupils should have access to a high-quality education, challenging learning and off-rolling.

She reminded the group of the new judgments: quality of education, personal development, behaviour and attitudes, leadership and management.

Michelle stressed that **Intent, Implementation and Impact** are Ofsted constructs and not a requirement for schools; these simply serve as a useful set of hangers to focus on. She emphasised that Ofsted does not expect schools to change their practice for inspection, but accepted that it is naïve to assume that schools won't take Ofsted into account when planning the curriculum and organisation of the school – Ofsted does think about the “unintended consequences” of the framework and guidance.

One headteacher asked if there was or would be a report from Ofsted about outcomes/lessons learnt so far. Michelle explained that this is addressed by Sean Harford in his regular newsletters.

She stressed the importance of the pre-inspection call – an education focused conversation and a (shorter) planning discussion. The call will include a top level conversation about the intent of the school's curriculum:

- Context – why are you doing what you do?
- Where you are with the curriculum.
- Outcomes (IDSR), complaints, the previous inspection report, the school website (including statutory policies).

Context and challenge		
The curriculum How are leaders ensuring and assuring appropriate content choices and sequencing?	Progress since the previous inspection	Behaviour and attitudes Personal development
	Subjects, year groups, phases, including time tabling	

Section 5 inspection

At least four deep dives: reading always included in primary inspections.

At least one other foundation subject (may be mathematics).

The deep dive subject must be on the curriculum – i.e. not personal development or careers, for example.

Ofsted will use published, validated data and top-level discussion.

The subjects are agreed with the headteacher.

Inspection model for Quality of Education

Top-level view --- deep dive --- bringing it together

Including:

- Discussions with senior leaders
- Discussions with teachers
- Discussions with pupils – wider discussions
- Scrutiny of pupils' work
- Discussions with curriculum leaders
- Visits to a connected sample of lessons

The group discussed the recent NAHT agreement with Ofsted that teachers/curriculum

should not be interviewed alone, if that was the wish of the school. The recent communication from Paul Whiteman, NAHT General Secretary, on 22 January stated: We recently wrote to the chief inspector to raise our concerns about the pressure the new framework is placing on subject and middle leaders. We have been particularly concerned to hear some reports of inspectors refusing to let senior leaders join subject leaders during 'deep dive' conversations. We asked this to be addressed as a matter of emergency.

This week, we received a reply from Ofsted and, among other things, it confirmed that senior leaders could join subject leaders during 'deep dives' and inspectors should expect that to be the norm. Should an inspector refuse this, the school should challenge that immediately.

Michelle was not aware of the agreement; she agreed in principle, but argued that it is important that the inspector doesn't only hear the headteacher's view of the subject.

One headteacher raised the issue of the fact that many primary schools don't have individual subject leads, but instead have curriculum teams or "curriculum communities". She asked Ofsted's view on this and Michelle stressed that the lead inspector should and will be flexible in their approach.

There was a comment about a teaching union's advice to teachers that they should now refuse to lead on curriculum subjects because of the increased accountability during inspection. Michelle noted that the Unions had been part of the consultation on the new framework. The Executive stressed the feedback that has been received from schools about the concern that there is increased pressure on subject leaders. Michelle accepted the feedback. She noted that individual lesson outcomes are part of a bigger picture but did note that Ofsted would pick up on teaching issues, such as mispronouncing words, not understanding sequencing in a phonics lesson, for example. That would highlight training needs which Ofsted inspectors would comment on.

Ofsted will consider the positive impact of leadership: how well to leaders develop their staff, and do leaders act with integrity.

Governance is a key part of inspection, and Ofsted need to ensure that they are talking to the right people within the hierarchy (e.g. within MATs). They will explore with governors:

- Vision, ethos and strategic leadership, including in relation to the curriculum;
- How governors hold school leaders to account;
- Financial performance;
- Statutory compliance.

Ofsted has introduced a focus on off-rolling and unusual pupil movement, which it expects the school to be aware of.

Section 8 inspection

These were "short" inspections, now increased to 2 days (or 1 day with 2 inspectors, for most smaller-school section 8 inspections). The latter has some flexibility, though the norm in the East of England is for 1-day inspections with 2 inspectors.

The Executive asked if these inspections "felt" the same as a full inspection. Michelle stated "yes and no" and explained that the focus is on asking: "Is this still a good

school?"

There will be at least three curriculum deep dives, and consideration of the following points:

- i) Behaviour – does the school have high expectations and an intolerance of bullying?
- ii) Gaming/ off-rolling – schools should be prepared to provide a list of pupils who have left the school at unusual points in the year (particularly if to be home educated).
- iii) The extent to which the curriculum goes beyond the academic, particularly for disadvantaged children.
- iv) Staff workload, and protection from bullying and harassment.

The Executive challenged Michelle about the challenging use of the phrases gaming, and off-rolling. Michelle argued that these phrases are purposefully emotive – an intended consequence to focus schools on these practices.

Inspecting reading

Michelle argued that this is essential to enable all children to access the curriculum and reiterated that all primary inspections will include a deep dive on reading and phonics. Ofsted is very specific about how phonics should be taught – not so much the scheme used, but the consistency and effectiveness. She reminded the group that there is a wide variation in young children's exposure to vocabulary, and schools often have to make up the deficit where children have been deprived of language acquisition. She explained that there are 7 criteria in a reading deep dive:

- Does the headteacher prioritise reading?
- Do staff foster a love of reading?
- Does the content and sequence of the phonics programme support pupils' progress – avoiding a variety of methods – fidelity to a scheme is the best way for children to learn.
- Do reading books match the sounds that children know?
- Children are taught phonics from the start of Reception.
- Pupils who fall behind are supported to catch up quickly.
- Staff are experts in early reading.

Michelle stressed the need to ensure that teachers (and Learning Support Assistants) are sufficiently and regularly trained.

The Executive asked Michelle a number of questions or concerns about inspection:

RE deep dives in VC (Voluntary Controlled) or VA (Voluntary Aided) schools

Michelle clarified that in VC schools Ofsted can inspect RE but not collective worship. In a VA school they do not inspect RE or collective worship. Para 35 in the handbook makes clear, however, that inspectors can gather evidence from anywhere relevant (including assemblies and RE lessons) to evaluate SMSC, cultural development, Personal Development and/ or behaviour and attitudes.

Complaints

Inspectors will consider complaints to Ofsted as far back as the previous inspection. She noted that these are often about the provision of SEND. A complaint to Ofsted will

sometimes trigger a no-notice or out of cycle inspection. Michelle explained that when Ofsted receive a formal complaint an Investigating Office will call the school – a scoping call intended to identify the issue. If that stage can't take place Ofsted will investigate the whole complaint.

Inconsistency

The Executive argued that a key concern continues to be the inconsistency of inspection, often dependant on the Lead Inspector. Michelle stressed that inspectors are undergoing significant training on the new framework, and time and experience should encourage consistency of inspection.

She noted that if a headteacher has a concern or complaint during an inspection they should, ideally, discuss this with the Lead Inspector, or alternatively they can contact Ofsted, Michelle herself or Paul Brooker to discuss their concerns.

Michelle explained that a shadowing HMI should not be gathering evidence themselves, though they may prompt other inspectors to look for evidence.

Michelle was thanked for attending the meeting and for sharing an informative and frank presentation and discussion. It was **AGREED** that she will be asked to attend the EPHA Annual General Meeting on Wednesday 7th October 2020, to give more headteachers the opportunity to meet and hear from her.

Michelle Winter left the meeting at 11.15 am.

4. PREVENT AND PROTECT ORGANISED CRIME GROUP

Steve Davey was welcomed to the meeting. He explained that he is a retired police inspector, and has now taken on a new role leading the Prevent and Protect Organised Crime Group, part of the Serious Crime Directorate in Essex.

He reminded the Executive of the Government's strategy in 2000 in respect of terrorist threats – the 4P Plan:

- Prepare – for potential acts of terrorism
- Pursue – potential suspects
- Protect – the general public from becoming victims of terrorism
- Prevent strategy – avoiding and deterring radicalisation

Essex Police is now extending this strategy to tackle different forms of serious crime, including cyber-crime, fraud, modern day slavery and human trafficking, county lines and drug gangs, and organised crime groups.

Steve explained that his focus is on the latter, organised crime groups. He explained that traditionally this was groups such as the Mafia, the Krays etc; nowadays organised crime groups will consider any area where they can make money. Steve's role is to talk to Police Officers who are disrupting the organised crime groups, questioning the effectiveness of their 4P plans. He noted that traditionally the Police are good at "Prepare, and Pursue" and need to develop "Protect, and Prevent". One of Steve's aims is to talk to partner agencies and develop and share information and intelligence.

Steve explained that there are currently 34 organised crime groups in Essex (and

Southend) and the police have disrupted some 180+ other groups.

He accepted that primary schools may not be directly impacted by organised crime, but siblings and families may be involved – currently the crime groups are mainly targeting 13- 16 year olds to act as drug runners and money mules.

Steve reminded headteachers that young people who are vulnerable may show some or all of the following signs:

- Overheard conversations
- Unexplained gifts or money
- New groups of friends
- Increased anxiety and/or tiredness
- A drop in performance, attendance etc
- Unexplained injuries.

He reminded the Executive that anyone with concerns can

- Refer to Social Care
- Dial 101 (or 999 if an emergency)
- Report online
- Speak to Community Police Officers

He is developing an alert scheme – schools will be advised by EPHA.

Steve talked more widely about modern day slavery and the need for members of the public to be aware and alert to this.

It was suggested that Steve Davey would find it beneficial to attend the Education/Social Care forums.

Steve can be contacted at

Steven.davey@essex.pnn.police.uk

07966 476527

Steve was thanked for attending the meeting.

5. FINANCE REPORT

Current account income and expenditure 31.07.19 – 17.12.19

	Expenditure	Income
Miscellaneous	£2,089.13	£500.00 (Nexus)
DSG		£0.00
Subscriptions		£0.00
Supply	£3,828.00	
Travel & mileage	£2,500.24	
Professional Officer	£23,758.30	
Meetings	£11,252.16	
Colleague Supporter	£710.32	
Totals	£44,138.15	£500.00

The Professional Officer expenditure for August – December 2019 is broken down into

- | | |
|-----------------------------------|-------------------|
| • professional fees | £20,900.00 |
| • mileage | £1,413.45 |
| • expenses paid on behalf of EPHA | £1444.85 |
| | £23,758.30 |

Bank statements for account 00795978

07.08.19	£257,615.06
17.12.19	£218,959.02

The Conference account Income and Expenditure 31.07.19 – 18.12.19

	Expenditure	Income
Deputy conference 2019	£28,580.26	£8,980.00
WEPHA conference Sept 2019	£3,425.00	£2,000.00
Headteacher conference (2020)	£4,600.00	
Training events Autumn 2019	£21,446.05	£5,260.00

(Please note that the income and expenditure relates to this 4 month period, and therefore doesn't record the overall income and expenditure for each event. For example, we had already received additional income for the Deputy Heads conference)

Bank statements for account 00795978

31.07.19	£70,463.09
18.12.19	£31,565.78

The Professional Officer noted that the Association currently offers training for headteachers on a range of topical subjects. In the case of the recent Exclusions and Equality Act training events, EPHA has subsidised the events by several thousand pounds. Attendees are charged a nominal fee for attendance, but the courses would be unaffordable for many schools if there was no subsidy. This was discussed and it was **AGREED** that EPHA should continue to offer training opportunities to headteachers, as part of the EPHA subscription.

6. EPHA REPRESENTATION ON GROUPS AND COMMITTEES

a) Chair's report

The Chair noted that the Leadership Group had met with Clare Kershaw and Alison Fiala on 15 January and has discussed a number of issues, including the SEND Inspection report and the SEND workforce restructure. Alison reminded the group of the LA traded offer (and published brochure), and the reestablishment of educational links with China.

b) Professional Officer report

The report circulated in advance of the meeting gave details of the meetings attended by Pam Langmead on behalf of EPHA. In addition to the attendance at meetings (and writing follow up reports), her 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;
- Individual support for headteachers when issues arise;

- Identifying and supporting new headteachers;
- Managing the Colleague Supporter programme;
- Briefings to headteacher groups – 27 partnerships/clusters are now holding termly briefings – researching and writing briefing notes and presentations –and keeping them up to date as new directives, guidance and documents are introduced;
- Writing an editorial for Education Essex;
- Writing and delivering governor training on the new Ofsted framework and pupil exclusions;
- Writing 7 minute staff meetings – Code of Conduct, plus a checklist for Ofsted following the notification phone call. Updating the Safeguarding audit tool in line with the most recent Ofsted briefing paper. Also an update of all of the existing materials, to ensure that they are up to date with new guidance;
- Updating support materials for schools, including statutory policy lists, website lists, and the Support Directory;
- Organisation and management of the Equality Act training for the spring term;
- Organisation and management of the area meetings in the autumn and spring terms;
- Organisation and management of the WEPHA conferences;
- Managing the EPHA finances: paying claims and invoices (including from Colleague Supporters), supporting area treasurers, producing reports, paying in cheques;
- Managing the bookings, organising and running the Deputy Headteacher conference, future planning for Heads' conference;
- Updating EPHA records and website;
- Other tasks as required.

c) Small Schools' Strategy Group

George Athanasiou reported that the small schools' strategy group is still in its infancy and needs more direction and focus. There is a good mix of representation, including primary-phase headteachers. The landscape for small schools is challenging; amalgamation and federation are being encouraged. He noted that the next meeting of the group is 28 January 2020.

d) Schools Forum

The Schools Forum has agreed the Essex Financing Formula for 2020/21, taking into account additional funding, de-delegation, the High Needs Block, Growth fund etc The final primary AWPU has been set at £3061. 54, an increase from last year of £216.43. The primary lump sum will be £145,000.

Essex is moving very gradually towards the National Funding Formula and the Finance Review Group (a sub-committee of Schools Forum) has been considered the proposed budget for 2021/22.

It has been confirmed by DfE that the Teachers' Pay Grant will be protected for another year, and the Pensions' Contribution Grant for another three years.

One headteacher mentioned a recent submission to the STRB written by Paul Wiseman,

NAHT General Secretary, about the need to stop the erosion of school leaders' pay.

https://www.tes.com/news/if-teachers-get-pay-hike-so-too-must-leaders?utm_campaign=1821644_Newsletter%20-%2022%2F01%2F2020&utm_medium=email&utm_source=National%20Association%20of%20Head%20Teachers&dm_i=3OT7,131L8,1GAPU5,3S6UH,1

e) Meeting with Mid Assistant Director

Dawn Dack, Chair of Mid EPHA, noted that she and other Mid representatives had a useful meeting with Catherine Hutley, the recently appointed Assistant Director for Mid. They discussion a range of issues, and Catherine was clear that she wants to work closely with primary schools.

f) CAMHS recommissioning education working group

A new strategic board, chaired by Steve Whitfield, has been established to consider the future of the CAMHS contract. The EWMHS contract with NELFT comes to an end in March 2021. George Athanasiou, Kate Mills and the EPHA Professional Officer are among those representing primary headteachers.

The education working group will articulate the requirements of schools and colleges as part of the Child and Adolescent Mental Health Service (CAMHS) procurement exercise. The high-level aim will be to steer, advise and support the change in CAMHS planning, procurement and delivery ensuring a shared vision between education professionals and leaders, service providers and managers, for the next decade (2021-31). The expectation is that the recommendations from this group will be reflected in the future contract.

The group discussed priorities and challenges and it was agreed that a future contract should include areas that are “must”, “could” and “should”. There will a chance for headteachers to give their views at the termly headteacher meetings in March.

9. MATTERS TO BE RAISED WITH THE LOCAL AUTHORITY

i) SEND workforce messages

Mixed messages from the SEND workforce, including EPs who say they will no longer see children, practitioners who are refusing to write up reports as their job description has changed.

ii) EHCPs and SEND support

It was highlighted at the Social Care forum that the designated medical officer only attends EHCP meetings for a total of 1 ½ hours a month. This is not meeting the needs of schools or children.

One headteacher asked how many children with EHCPs is a school expected to support?

There continue to be concerns about the lack of availability of early intervention and IPRA funding.

iii) Transition from Schools Broadband

Some schools are complaining that the Schools Broadband Service team is not sharing information with new providers in a timely and proactive manner.

iv) Inspection of play equipment

One headteacher has been alarmed to find that the play equipment in his school playground is not safe, despite having had regular health and safety inspections.

v) Admission forecasts

There continue to be concerns about the accuracy of admission forecasts and the expansion of some schools, even in areas where there are sufficient places in other schools.

10. ANY OTHER BUSINESS

The Professional Officer mentioned the launch of Dot Com, a curriculum scheme that has been endorsed by Essex Police, as well as the DfE and Home Office. It was **AGREED** that she should discuss this with Jo Barclay, as a possible inclusion within the termly safeguarding forum meetings.

Professional Officer

11. DATES AND TIMES OF MEETINGS FOR THE 2019/20 SCHOOL YEAR

Executive meetings (Chelmsford City Football Club)

Thursday 7 May 2020

Area Heads Meetings

Spring term 2020

N-EAST	Wednesday 4 March	Colchester Community Stadium
SOUTH	Thursday 5 March	Holiday Inn, Basildon
WEST	Wednesday 11 March	Weston Homes Business Centre, Takeley
MID	Thursday 12 March	Chelmsford City Football Club

Summer term 2020

N-EAST	Wednesday 10 June	Colchester Community Stadium
SOUTH	Thursday 11 June	Holiday Inn, Basildon
WEST	Wednesday 17 June	Weston Homes Business Centre, Takeley
MID	Thursday 18 June	Chelmsford City Football Club

Conferences

Headteachers' Conference

Friday 20 March 2020 Stock Brook Country Club, Nr. Billericay

Deputy Headteachers' Conference

Friday 2 October 2020 Weston Community Homes Stadium

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Harriet Phelps-Knights
Chair of EPHA

Pam Langmead
EPHA Professional Officer

