

**MINUTES OF THE LA AND EPHA EXECUTIVE COMMITTEE MEETING  
WEDNESDAY 22 MAY 2013 starting at 11.30 am**

<b>In attendance</b>	<b>Representing</b>	<b>email address</b>
Tim Coulson (TC)	ECC Director for Education and Learning	tim.coulson@essex.gov.uk
Clare Kershaw	Lead Strategic Commissioner	clare.kershaw@essex.gov.uk
Alison Fiala	Assistant Lead Strategic Commissioner	alison.fiala@essex.gov.uk
Graham Lancaster	Interim Assistant Lead Strategic Commissioner for Primary SEN Inclusion	graham.lancaster@essex.gov.uk
Liz Cornish	SEN Inclusion	Elizabeth.cornish@essex.gov.uk
Ralph Holloway	CSS Team Manager	Ralph.holloway @essex.gov.uk
Adrian Williams	Independent Consultant – diversity review	adriancwilliams@btinternet.com
Jean Gross	Independent Consultant – Local Offer	jean.gross@btinternet.com
Ewan Wilson	Detective Superintendent, Essex Police	
Brian Shaw	Active Essex	Brian.shaw@essex.gov.uk
Cheryl Allard	EPHA Chelmsford South	head@oaklands-inf.essex.sch.uk
Isobel Barron	EPHA West Chair	headteacher@greatdunmow-pri.essex.sch.uk
Alison Blant	EPHA South Treasurer	admin@pitsea-jun.essex.sch.uk
	EPHA Liaison Officer	mikeblant@gmail.com
Elsbeth Bonds	EPHA West Treasurer/Epping Forest Rural	admin@theydonbois.essex.sch.uk
Rachel Callaghan	EPHA Uttlesford North	rceecallaghan@gmail.com
John Clements	EPHA Uttlesford South	jhclm@hotmail.com
Anna Conley	EPHA Witham	head@howbridge-inf.essex.sch.uk
Doretta Cowie	EPHA Central Chair	admin@perryfields-jun.essex.sch.uk
Brenda Dalley	EPHA South Chair	brenda@hadleigh-inf.essex.sch.uk
Sue Dodd	EPHA Maldon	admin@woodhamwalter.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
	EPHA Tendring South	admin@hollandpark.essex.sch.uk
Sue Foster	EPHA Chelmsford North	head@tyrrells.essex.sch.uk
Sue Grocock	EPHA South Woodham Ferrers	headteacher@st-marys-woodham.essex.sch.uk
Shelagh Harvey	EPHA Brentwood	admin@ingatestone.essex.sch.uk
Helen Hutchings	EPHA Chelmsford West	headteacher@highwood.essex.sch.uk
Megan Jenkins	EPHA Rochford/Rayleigh	megan.jenkins@riverside.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
Debbie Rogan	Schools Forum	admin@wickfordcofe.essex.sch.uk
Angela Russell	EPHA Basildon West	angelarussell@st-anneline-inf.essex.sch.uk
Penny Smith	EPHA Braintree	penny.smith@whitenotley.essex.sch.uk
Marion Still	EPHA Rochford	admin@barlingmagna.essex.sch.uk
Heather Tetchner	EPHA North East Treasurer	Head@dedham.essex.sch.uk
Jan Tunney	EPHA Epping Forest South	admin@limesfarm-inf.essex.sch.uk
Pam Langmead	EPHA Manager	langmead@tesco.net

**Action**

## 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Simon Billings, Mike Blant, Geraldine Denham-Hale, Chris Eshmade, Ronnie Farrelly, Lorna Handscomb, Nick Hutchings, Pauline MacMillan, Neil Matthews, Jenny McCutcheon, Val Metcalf, Lorna Pigram and Helen Lincoln.

## 2. DIVERSITY IN ESSEX

### **Adrian Williams, Independent Consultant**

Adrian explained that he has been asked by the Local Authority to produce a discussion document considering the definition of diversity in the education community, including consideration of the number and variety of education providers. This involves thinking about what it means to be a child/young person in education in Essex. The review will consider the curriculum, SEN or able provision, rural and urban schooling, collaborative working and schools working in isolation, federations of primaries, and the potential development of alternative models such as vertical or pyramid models (for example as in the American system – a number of schools for pupils 4 through 16 run by an overarching education board).

Adrian explained that he will talk to headteachers, staff, governors and parents to gauge their opinion. He asked if he could contact headteachers on the EPHA Executive, including those who could identify parents at their school who might be willing to speak to him. He is also particularly interested in schools that are considering alternative or challenging arrangements for future working.

Adrian's email address is [adriancwilliams@btinternet.com](mailto:adriancwilliams@btinternet.com)

He noted that all information and views will be treated as confidential. His resulting draft report will be shared with Tim Coulson and will be used by the LA as a discussion document for those interested in the future of education in Essex.

Tim noted that the education landscape is changing radically, with some new and different models of school in place or being considered and so it is vital that the LA has a view on future provision which may or may not be under its control. Examples include the new free school in Brentwood, consideration of a new school on the Alderman Blaxill site in Colchester and discussion about a free school in Harlow to run alternative provision. Tim noted that out of 102 free schools being opened nationally, 70 are led by teachers.

John Clements noted that he would like to see the final report used to shape and take the lead on education provision in Essex, rather than the LA simply following the lead of Central Government.

Helen Dudley-Smith argued that the development of diverse models of provision could be increasingly positive for education and that everyone is interested in exploring and being aware of the concrete evidence of the impact of collaborative partnerships.

## 3. MATTERS ARISING FROM THE EXECUTIVE MEETING

### a) Admissions criteria

John Clements explained that he has serious concerns about the change to admissions criteria, determined by Councillors, which has resulted in siblings taking priority over distance. This has changed the Local Authority admissions policy for community and voluntary-controlled schools. He argued that he now has a number of families who are unable to send their children to their local school because places are taken up by siblings

of pupils already on roll, who may not live locally to the school. John wants to know how the policy can be reversed. He noted that all schools, including Voluntary Aided and Academies, who were not affected by the policy change were consulted, which he found perverse. He stressed that his concern is not with Planning and Admissions who simply implement the policy, but with the 12 councillors on the Admissions Forum who voted to change the criteria.

Tim Coulson explained that legally all schools must be consulted on changes to the admissions criteria, whether or not they are directly affected. He noted that the post bag about admission is enormous, with concerns from parents, schools, MPs and County Councillors (who are lobbied by their constituents). Change is inevitably slow as arrangements have now been fixed for September 2014; the next consultation on admission arrangements for 2015 will almost certainly include consideration of this decision about siblings taking precedent over distance.

Cheryl Allard expressed her concern about the shortness of the preparation period leading up to increasing numbers of admissions in September 2015. Tim agreed, but explained that these discussions cannot begin until funding arrangements for 2015 from DfE are agreed. He reminded the Executive that there is a real crisis across the country over insufficient primary school places. This year, however, Essex County Council was pleased to have offered a school place to all Reception children, which was not the case in every authority. He discussed the challenge of the expansion of existing schools versus the development of brand new schools. Debbie Rogan said that the information and communication with schools about future planning and admissions is still not effective enough. Tim said that the procedure in past years has been identify a specific need in an area and then talk to an individual school about possibly accommodating that need; he noted that in future the LA will increasingly talk to groups of schools to talk about the planning and admission needs in the area. This was welcomed by headteachers.

**b) Foundation Stage funding**

Shelagh Harvey asked if the paper produced by the EYFS funding group had been received by Tim and asked what the LA's long term view was in respect of funding the Foundation Stage in schools.

Tim explained that a proposal will be presented to the Schools Forum meeting in July, recommending the re-instatement of a separate AWPU (Age Weighted Pupil Unit) for Foundation Stage and Key Stage 1 funding for the 2014/15 financial year. Shelagh asked whether this would impact particularly negatively on Junior schools. Tim replied that the re-allocation of funding might either be from the primary education budget or the education budget as a whole – his preference is for the latter. He noted that he frequently hears eloquent arguments from secondary headteachers who accept the importance of the Early Years Foundation Stage, forming the foundation of a child's whole education.

**c) Data**

It was **AGREED** that the analysis of data and statistics carried out by the LA must be contextual and must not make generalised statements based on un-qualified data.

**d) The future of Area Development Group meetings**

The EPHA Manager noted that each ADG had, at the meeting in May, considered the future of the group in their area. A number of questions had arisen which made it difficult for the groups to decide the value of continuing the termly meetings. These included the future (or otherwise) of Schools' Facilitators who were regarded as a key member of the group, offering (mostly) excellent liaison and communication between headteachers and other professional partners. In addition, there was uncertainty about the availability of the Quadrant Commissioners and whether they found the meetings useful and purposeful.

The EPHA Manager noted that there was some ambivalence across the four quadrants, largely based on the effectiveness of the group and the engagement of headteachers. The North East group was highly regarded by all participants and they strongly wished to continue the meetings. The South and Central (Mid) groups were broadly in favour of continuing whilst the West group did not feel it was a worthwhile meeting. It was explained that the three West districts, Harlow, Epping and Uttlesford are both geographically and socially diverse and that attempting to determine a common focus for all three, whether educationally or socially, has not been successful within the ADG.

Tim Coulson noted that the funding for the School Facilitator role is being reconsidered and this may be continued. If so, the scope and job description of the role will be reviewed. Graham Lancaster stated that Quadrant Commissioners will continue to be able to attend the ADG meetings.

Sue Foster argued that the remit of the groups has changed over time: originally they were set up to support the extended schools core offer and to share good practice in Local Delivery Groups. This extended to considering the data and needs analysis for the locality with the aim of creating an area action plan; this had limited success. Sue argued that there used to be a greater focus on education but that the ADGs now tend to focus more on social care issues.

The EPHA Manager noted that the most successful group is led by a proactive Chair who shapes the agenda to drive local issues and concerns. It was **AGREED** that:

- the **North East group** will continue and a date for the next meeting has been agreed (Thursday 3 October at 9.30 am at Weston Homes Community Stadium)
- the **Central (Mid) group** will hold another meeting and will discuss the future purpose and rationale of the meetings, before deciding whether to continue (meeting on Monday 23 September at 10.00 am at Chelmsford City Football Club)
- the **South group** will hold another meeting and will discuss the future purpose and rationale of the meetings, before deciding whether to continue (meeting to be advised)
- the **West group** will not continue, but may be re-established if a future need is identified.

#### 4. CHILD SEXUAL EXPLOITATION

Detective Superintendent Ewan Wilson introduced himself to the Executive. He is the lead for child protection and sexual exploitation within the Command for Crime and Public Protection. He explained that he has overall responsibility for all child protection, safeguarding and sexual exploitation teams in the police force within Essex.

His work over the last ten years has focused on the rise of the sexual exploitation of children and young people as typified by recent case studies, such as the sex ring in Rochdale. This is a national issue and has the highest priority in all government departments. DS Wilson is asking schools to help identify children at risk and to help prevent future abuse and he is convinced that a base of knowledge is in schools.

It was noted that there have been four conferences focusing on this issue across Essex in recent months and the NAHT conference noted the considerable and worrying explosion of child sexual exploitation nationally.

Sexual exploitation often starts at 12 – 13 years but there are increasing number of younger children involved – CEOP has calculated an increase of 16% year on year. The models of grooming children have changed with the use of the internet and child

facilitators. DS Wilson reminded heads that these are predatory adults seeking to secure sexual favours and activity by offering something in return, such as drugs, payment for mobile phone contracts etc This has made the relationship much more complex than sexual abuse and sometimes the victim doesn't accept that they are being abused, but are part of a two way relationship.

Trafficking of children is common place and, unlike the sharing of information, is not respectful of authority borders – this slows down the detection of the abuse.

Vulnerable children are especially vulnerable, including:

- Looked after children;
- Children leaving care;
- Children missing from home;
- Children with learning difficulties.

DS Wilson mentioned a couple of websites/chat rooms that are particularly favoured by predators and paedophiles, particularly Omegal, which is a chat room for strangers to meet. This includes more and more UK based sexual images of children.

Essex has taken action in relation to child exploitation, including:

- Essex Safeguarding Children Board (ESCB) sponsored task and finish groups established;
- Southend and Thurrock SCBs engaged and fully supportive;
- Representatives from many agencies and authorities;
- Strategic SET CSE group established;
- Development of problem profile based upon intelligence;
- Awareness raising – 350 practitioners;
- Toolkit for risk assessment agreed and signed off;
- CSE Champions nominated in each agency.

It was agreed that training on CSE should be given to schools and particularly during the CP designated lead training courses, as these people are likely to be the CSE champion in their school (if one is nominated).

DS Wilson asked for the following support from headteachers:

- Acknowledge that CSE is relevant to Essex and on occasion the victim may be a pupil in one of our schools
- Encourage staff to attend the awareness sessions
- Encourage staff to be proactive and look for signs
- Perhaps nominate a CSE champion
- Look at the school's E-safety policy and training – is it fit for purpose?
- Nominate a representative to join the SET Strategic CSE group.

Headteachers were reminded that Local Community Police officers should be available to offer support and training to schools.

## **5. EXCLUSIONS AND REDUCED TIMETABLES and UPDATE ON REVIEW OF PUPIL REFERRAL UNIT PROVISION**

Ralph Holloway noted that this agenda item is particularly apposite as excluded pupils are often vulnerable young people with time on their hands. His purpose at the meeting was to find out from schools how big a problem there is with children on reduced provision and timetables and to review how the LA is responding to this problem.

Ralph suggested that he sends out a pro forma survey to all schools asking about any children on a reduced timetable and their circumstances and this information can be used to offer support or to feedback the problems to other agencies.

Brenda Dalley suggested that reduced provision can be the only way of managing some children who otherwise would be permanently excluded from school. Ralph accepted this and explained that the questionnaire is not intended to catch schools out, but to find out the scale of the problem. It should identify if there is a geographical trend, which is likely, and perhaps establish a forum to enable schools to discuss and solve the challenges these pupils offer.

He reminded headteachers that the formal consultation with secondary schools about provision in Pupil Referral Units is underway. He noted that from April 2014 the funding for PRUs is to change and will be based on a place plus funding formula, which will make it difficult to maintain primary provision in PRUs. The preferred model for Essex is to expand the GROW project, offering specialist provision in small units in schools.

## **6. LOCAL OFFER**

Jean Gross, an independent consultant and expert, is leading on the establishment of the Local Offer for Essex. She reminded headteachers that offering effective support and provision for Special Educational Needs and Disability is always a challenge; the current system is financially out of control and the outcomes for children and young people with SEND are hugely variable. There is a crisis of confidence about support for children with SEND.

Jean noted that Essex is the third largest authority in the country, but has by far the biggest number of Statemented pupils with 1000; by comparison, Kent, which is bigger than Essex, has 750 children with Statements.

The Local Offer is Government legislation triggered by the need to give parents better information about services for children with Education Health Care Plans. It covers education, health and social care services. The Local Authority is required to produce a plan, but is not responsible for delivering the whole plan.

By September 2014 local authorities will be required to publish and keep under review information about services available for C&YP with SEND. It needs to be precise in drawing the line between what early years, schools and colleges should provide or commissions from their own budgets and what the local authority should provide or commissions.

The Local Offer will cover:

- Special educational provision
- Health provision
- Social care provision
- Other educational provision
- Training provision
- Arrangements for C&YP to travel to schools, colleges and early years education.

Regulations will set out:

- Information local authorities should include
- How it is to be published
- Who is to be consulted
- How the LA will involve C&YP and parents when preparing the Local Offer.

Jean acknowledged that parents often say that they want a directory of services that enable them to live more ordinary lives.

The Local Offer will be delivered at different levels. For schools, the support for SEND will include teaching, curriculum assessment, extra-curricular support, pastoral support and accountability. It is essential for schools to focus what activities will improve outcomes for all children and their will be a requirement to publish information on the school website about the offer.

Jean suggested that it is a chance for renewed engagement with health and social care and will provide better opportunities for children who already have statements.

The LA is engaging parents through a series of events and it was agreed their should also be engagement with young people. A number of working groups with a specific focus have been established, including autism, speech and language etc and these need to involved schools (particularly SENCos), health, social care and parents. Their remit is determine what each specialist area needs from the Local Offer.

The group discussed the long-established problem that certain schools have a good reputation for managing and supporting SEND, whilst others actively avoid taking on these children. It was agreed that collaboration was key and it was necessary to have challenging conversations with schools. One headteacher suggested that it was important that children with SEND should be identified pre-school and that parents should be required to visit local schools to find out and discuss which can best meet their child's needs, rather than a school simply being named based on anecdotal information.

The group also discussed why Essex have so many children with Statements, suggesting that this is because it is the only way of accessing some kinds of essential support, such as Specialist teacher teams. Tim Coulson noted that there is a lot of work going on related to this area and the LA is keen to involve heads and their staff in the discussion.

## **7. ACTIVE ESSEX**

Brian Shaw referred to guidance (circulated at the meeting) for primary schools on the use of the Sport Premium. This amounts to a lump sum of £8,000 per school plus £5 per pupil and will be paid for two years. The funding is being provided by central Government "to improve the quality and breadth of PE and sporting provision." The funding is ring fenced for PE and school sport; however, schools should prioritise the following if they are to show an impact:

- Improvement
- Sustainability
- High quality PE
- Effective PE leadership
- Sporting provision

The Government and Ofsted will provide schools with information on effective practice taken from case studies provided by the very best award winning schools, and Ofsted will carry out an impact survey reporting on the first year's expenditure. They will require schools to include details about their sporting provision on their school website, alongside their curriculum information.

School's responses to the question: How might ActiveEssex/LA be able to help?

- Provide information directly to headteachers
- Provide information on recommended partners – ActiveEssex will provide a directory of providers and indicate which are recommended endorsed by schools and/or the LA

- Facilitate collaborative partnership
- Provide support and advice
- Advise and support PE coordinators in schools
- Help to audit needs and compile action plan
- Provide extra events and competitions
- Provide information on events and training opportunities
- Provide training for staff in schools
- Provide resources
- Provide case studies
- Provide exemplar SLAs (or protocols) to be used when employing/engaging outside providers.

ActiveEssex/Local Authority agreed actions:

- Introduce (from September) a Primary PE bulletin for schools each month, supplying information as requested above
- Operate an ActiveEssex club/coach quality mark, pinpointing schools to providers who deliver high standards of coaching, teaching or both.
- Implement training programme to support providers.
- Plan extended training calendar for schools.
- Access primary heads' area meetings to provide further advice and assist with the co-ordination of local working.
- Continue the Essex Carrying the Flame programme of work,
- Gaid more detailed information around Sport Premium to provide to schools.
- Identify and implement Exemplar Primary Practitioners.

Brian reminded the Executive that Local Sports Partnerships already receive funding of £26,000 to deliver Level 2 competition within the partnership and so should not be charging schools for this.

[Brian.shaw@essex.gov.uk](mailto:Brian.shaw@essex.gov.uk)

## 5. **SOCIAL CARE UPDATE**

Helen Lincoln had sent her apologies for the meeting. In her absence, Tim Coulson gave a brief social care update:

### a) **Family Solutions**

Referrals have come from schools, the Education Welfare Service, CAMHS, the police, Social Care and the Youth Offending Team for a wide variety of reasons including (but not exclusively):

- domestic abuse
- mental health issues
- parenting
- substance abuse
- financial problems
- young boys (in particular) accessing inappropriate material on-line

It was confirmed that from October there will be an additional four teams across the County and the referral criteria will be widened, making the service accessible for many more families. It was noted that, until that time, the MAAGs are still in operation and will offer support following referrals.

Family Solutions will work with families for up to a year, who have two or more of the following difficulties:

- No member in work
- Significant non-school attendance
- Members involved in crime or anti-social behaviour
- Affected by domestic violence
- Living with drug and/or alcohol misuse
- Children in need and open to social care
- Children exhibiting significant behavioural difficulties
- Facing eviction or with significant rent arrears or neighbour disputes
- One or more member of the household with (tier 2) mental health needs

**b) Effective Support for Children and Families in Essex**

The guidance has now been signed off and has been circulated to all schools. It was **AGREED** that this document was very useful and should be disseminated as widely as possible. It is available on the Integrated Working portal for the Children's Workforce in Essex [https://ecclms.co.uk/iwp01\\_login.asp?sqrv=jkvtgr4xya](https://ecclms.co.uk/iwp01_login.asp?sqrv=jkvtgr4xya) or on the Essex Safeguarding Children Board website <http://www.escb.co.uk/> or on the **EPHA website** <http://www.essexprimaryheads.co.uk/info-and-documents/safeguarding>

**c) Working Together**

This document has been revised and the most up to date version is now available on the Essex Safeguarding Children Board website and the EPHA website. <http://www.essexprimaryheads.co.uk/info-and-documents/safeguarding>

The SET procedures are being revised in light of the re-publication of Working Together.

**d) Domestic Violence**

The police have set up a central referral hub which will give information about how information is sent to all agencies. Over the next 8 months proposals for improved communication will be developed and shared. Currently schools in some areas receive information but this is not routine or consistent.

**e) Child Protection/Children in Care - Ofsted inspection**

This will take place in September.

**f) Social Care staffing**

It was reported that social care staffing is generally more stable but there are some pockets where there is more difficulty retaining or recruiting staff.

**6. UPDATE FOR EXECUTIVE**

Tim Coulson referred briefly to a paper circulated at the meeting, giving the Executive members a number of updates. These included:

**a) Council elections** – the election of Councillor Ray Gooding as Cabinet Member for education in Essex.

**b) Ofsted inspections** – there were 151 inspections across Essex (not including the additional 8 that had been notified this week!) and the progress and outcomes for inspected schools is encouraging.

**c) Primary “partnership” conferences** – four conferences were held across the county and these were attended by headteachers and Chairs of Governors in 70% of schools. Further information can be accessed at <http://www.essex.gov.uk/Business-Partners/Primary-schools->

- d) **The Tail** – a book about England’s national tail (those achieving below the benchmark of 168 GCSE points) has been sent to all schools.
- e) **PISA results** – in absolute terms England’s performance (at GCSE) has remained constant (out of 65 countries) but relatively we are falling behind. 12 systems significantly outperform England in reading, including Japan, Belgium and Norway. Cutting the attainment gap by half would increase England’s position in reading by six places and by 14 places in mathematics. Essex is below national average in respect of the performance of pupils eligible for free school meals.
- f) **Pupil Premium update** – the average primary in Essex currently receives £28,000 pupil premium grant. In 2013/14 the per-eligible pupil amount will increase to £900 and the following year it will increase to £1,200.
- g) **SEN Developments:**
  - Engaging parents widely about the SEN system and the Government plans for change in 2014
  - Developing specialist hubs of expertise to support children with autism
  - Building on excellent practice in many parts of the county with the aim of reducing permanent exclusions of primary aged children to zero.
  - Increasing by 10% the number of additional educational psychologists to support earlier intervention.
  - Developing a business case for the May Schools’ Forum meeting to consider “investing to save”.
  - Introducing a new funding formula for special schools and new arrangements for funding pupils with SEN for all post-16 providers.
- h) **Essex Education Services School and Setting Effectiveness model** – business model based on an integrated school effectiveness training, consultancy and support service, including leadership, governance, teaching, Human Resources, Finance and SEN/Inclusion.

## 7. SCHOOL IMPROVEMENT UPDATE – PRIMARY MATTERS

Graham Lancaster, Interim Assistant Lead Strategic Commissioner for Primary

- a) **Quadrant Commissioner team**

The team from September will consist of 12, including some permanent staff and some serving headteachers who are seconded for a year. There will interviews on Friday, which will be supported by EPHA representatives.
- b) **Ofsted inspection outcomes**

As reported by Tim, the outcomes for schools are continuing to improve and a huge number of Essex schools have been inspected this year.
- c) **Visits to “good” and “outstanding” schools**

The QC team is visiting all schools across Essex, including those that are judged to be “good” and “outstanding”, to ensure that the school improvement team continue to know and be aware the strengths and characteristics of all schools across the county. Graham stressed that these visits have no pre-determined agenda and are aimed to strengthen the partnership between all schools and the LA.
- d) **NET (National Education Trust) review**

Executive members have received the report of the recent review of the school improvement services and will be aware of the strengths and areas of development for the Local Authority. Graham confirmed that he has produced an Action Plan for development, which will be circulated to the Executive.

**e) Grade 3 schools strategy**

This continues to be a priority for the LA and Graham reminded headteachers of a letter that has been sent by Tim Coulson to all RI (Requires Improvement) schools offering options for funded or part funded support. He reminded headteachers that expressions of interest need to be received from schools by the end of the week, if they wish to take advantage of this support.

The QC team will carry out another desk-top analysis of Grade 3 schools at the end of the summer term. This time the school will be asked to complete a self-evaluation form and this will then be populated with data by the LA. There was a plea that this exercise should not be overly time-consuming as all headteachers in RI schools are continuously being asked to undertake numerous activities and tasks (by the LA and Ofsted) to account for their progress, and this can distract from the core business of ensuring school improvement.

**8. ANY OTHER BUSINESS**

Isobel Barron, Chair of West, thanked Tim (and his team) for his efforts to ensure that the collaboration and cooperation between the LA and EPHA continues to be positive and productive.

**9. DATES AND TIMES OF MEETINGS FOR THE REMAINDER OF THE SCHOOL YEAR 2013/2014**

**Executive meetings** (Chelmsford City Football Club)

Tuesday 15 October 2013 – including the AGM

Thursday 30 January 2014

Wednesday 21 May 2014

**Area Heads Meetings**

Autumn term 2014

SOUTH	Tuesday 5 November	Holiday Inn, Basildon
N-EAST	Wednesday 6 November	Weston Homes Community Stadium
WEST	Tuesday 12 November	The Churchgate Hotel
CENTRAL	Thursday 14 November	Chelmsford City Football Club

Spring term 2014

SOUTH	Wednesday 26 February	Holiday Inn, Basildon
N-EAST	Thursday 27 February	Weston Homes Community Stadium
WEST	Tuesday 4 March	The Churchgate Hotel
CENTRAL	Wednesday 5 March	Chelmsford City Football Club

Summer term 2014

SOUTH	Tuesday 10 June	Holiday Inn, Basildon
N-EAST	Wednesday 11 June	Weston Homes Community Stadium
WEST	Tuesday 17 June	The Churchgate Hotel
CENTRAL	Wednesday 18 June	Chelmsford City Football Club

The meeting ended at 3.10 pm  
Pam Langmead, EPHA Manager