

**LA /ESSEX PRIMARY HEADS' ASSOCIATION MID AREA
THURSDAY 2 MARCH 2017**

MEETING SUMMARY: ISSUES AND RECOMMENDATIONS
Agendas and minutes for these meetings available at www.essexprimaryheads.co.uk

Attendance List	
<p>DISTRICT AND EPHA AGENDA (a.m.) (Notes below) Cheryl Allard, Chair</p> <p>MEPHA meeting MAT2MAT and Hive Learning Safeguarding update</p>	<p>Welcome to the following Headteachers: Lisa Finch Westlands Primary (Interim Head) Mary Gurr Hatfield Peverel Infant School Janet Hoy Trinity St Mary's, South Woodham Ferrers</p> <p>Farewell to the following Headteacher: Christina Gooday Trinity St Mary's CE Primary, SWF</p> <p>Cheryl Allard, Nigel Hookway and Pam Langmead Andrew Smith, Lyons Hall Andrew Hall, Success in Schools</p>
<p>p 1 -9* AREA AGENDA Welcome, introductions and updates: Looking Forward - updates on</p> <ul style="list-style-type: none"> • Future shape, role and functions of the Local Authority • Governance Services • Budget including apprenticeship levy • New Banding descriptors and SEN funding 	<p>Clare Kershaw, Director for Commissioning Education and Lifelong Learning</p>
<p>p 9 -12 Primary Improvement</p> <ul style="list-style-type: none"> • Safeguarding • Moderation update • Raising achievement for disadvantaged pupils 	<p>Lisa Fergus, Primary Lead Commissioner South</p>
<p>p 12 -15 Meeting the need of young carers in Essex</p>	<p>Tim Frances, Youth Work Commissioner</p>
<p>p 15 Key dates</p>	<p>MID meetings with the Local Authority officers 2016/2017 at Chelmsford City Football Club Wednesday 14 June 2017 Thursday 9 November 2017 Wednesday 21 February 2018 Wednesday 13 June 2018</p> <p>Headteachers' Annual Conference 2017 Friday 14 March 2017 Stock Brook Country Club, Nr Billericay</p> <p>Deputy Headteachers' Annual Conference 2017 Friday 6 October 2017 Weston Homes Community Stadium</p>
<p>*Page numbers refer to the full minutes (posted on the website) of the spring term Area meetings with LA Officers and Headteachers.</p>	

**LA /ESSEX PRIMARY HEADS' ASSOCIATION MID AREA
AREA MEETING
THURSDAY 2 MARCH 2017
ATTENDANCE**

Present

Tracy Ahern	Mildmay Juniors
Cheryl Allard	Oaklands Infants
Lois Ashforth	Cold Norton Primary
Dawn Baker	Lawford Mead Primary
Deborah Bailey	John Bunyan Primary
Lisa Battersby	Larkrise Primary
Ruth Baugh	White Notley CE Primary
Ian Bowyer	Boreham Primary
Sally Brisley	Woodcroft Nursery
Linda Buchanan	Belchamp St Paul's CE Primary
Amanda Buckland-Garnett	Collingwood Primary
Alex Burden	Great Waltham CE Primary
Dida Burrell	Maldon Primary
Helen Castell	Writtle Infants
Alison Cole	St Peter's Primary, Coggeshall
Anna Conley	The Howbridge Infants
Sarah Cottee	Ford End CE Primary
Doretta Cowie	Feering CE Primary
Debbie Crabb	Bocking Church Street Primary
Dawn Dack	Wentworth Primary
Amanda Daines	The Tyrrells School
Jona Davies	St John's CE Primary, Danbury
Diane Deans	White Court Primary
Geraldine Denham-Hale	St Mary's CE Primary, Burnham
Sue Dodd	Woodham Walter CE Primary
Sarah Donnelly	Richard de Clare Primary
Fiona Dorey	Great Bradfords Juniors
Lisa Feldman	Finchingfield CE Primary
Wendy Figueira	St Peter's CE Primary
Lisa Finch	Westlands Primary
Debbie Gayler	Kings Road Primary
Carol Gooding	Danbury Park Primary
Sarah Ginzler-Mayer	St Joseph's Catholic Primary
Mary Gurr	Hatfield Peverel Infants
Kim Hall	St Margaret's CE Primary

In Attendance

Pam Langmead	Professional Officer
Nigel Hookway	EPHA Executive Director
Andrew Hall	Success in Schools
G Bowyer	Woodville Primary

LA Officers

Clare Kershaw	Director of Education
Alison Fiala	Lead Strategic Commissioner West
Carol Farrer	SE Commissioner
Steve Mellors	SE Commissioner
Chris Webster	SE Commissioner
Tim Frances	Young Carers

Karen Harrison	John Ray Juniors
Helen Hutchings	Highwood Primary
Vicky Jackson	St Francis Catholic Primary, Braintree
Ceri Jones	Chipping Hill Primary
Ann Kelliher	Holy Family Primary, Witham
Vicky Kendall	Roxwell CE Primary
Sarah Manning	Galleywood Infants
Liz Maycock	Little Waltham CE Primary
Ross McTaggart	Barnes Farm Juniors
Claire Mills	Chancellor Park Primary
Kate Mills	John Ray Infants

Joanne Morgan	Gosfield Primary
Nicola Morgan-Soane	Trinity Road Primary
Mary Nicholls	Stanley Drapkin Primary
Guy Niven	Baddow Hall Juniors
Maire O'Regan	Margaretting CE Primary
Jacquelyn Pick	Springfield Primary
Robert Pike	St Nicholas CE Primary, Tillingham
Rachael Plunkett	Priory Primary, Bicknacre
Amanda Reid	Perryfields Infants
Maria Rumsey	St Michael's CE Juniors
Claire Russell	Notley Green Primary
Julie Sarti	Colne Engaine CE Primary
Lesley Schlanker	Baddow Hall Infants
Helen Shaw	Elmwood Primary
Heather Shelley	Broomfield Primary
Caroline Shingleton	Wethersfield CE Primary
Pam Smart	Terling CE Primary
Marie Staley	Moulsham Juniors
Kelly Stock	Burnham-on-Crouch Primary
Paul Sully	Beehive Lane Primary
Sarah Vass	Great Totham Primary
Melanie Vine	Earls Colne Primary & Nursery
Sean Wade	Howbridge CE Juniors
Greg Waters	The Bishops CE and Catholic Primary
Linda Wiskin	The Cathedral School

Apologies

Jane Hasler	Perryfields Juniors
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Note: If your attendance or apologies have not been noted please contact the EPHA Professional Officer at pam@langmead.me.uk for amendment.

MID EPHA MEETING MINUTES 2 March 2017

1. WELCOME AND INTRODUCTIONS

Cheryl Allard, Chair of MEPHA, welcomed headteachers to the district and area meeting.

a) Welcome to the following Headteachers, new in post in Mid schools:

Lisa Finch	Westlands Primary (Interim Head)
Mary Gurr	Hatfield Peverel Infant School
Janet Hoy	Trinity St Mary's, South Woodham Ferrers

Farewell to the following Headteacher:

Christina Gooday Trinity St Mary's CE Primary, South Woodham Ferrers

b) Election of Vice-Chair for Mid

Cheryl noted that Ceri Jones has resigned as Vice-Chair of Mid, due to his increasing commitments, particularly with EnPro. She thanked Ceri for the work that he has done for Mid and on the EPHA Executive.

She noted that she has received one nomination for the position, from Nicola Morgan-Soane (Trinity Road Primary) and invited other nominations. None were forthcoming, so Nicola was duly elected as Vice-Chair of Mid with immediate effect.

c) Cost and impact of admissions appeals

Cheryl noted that a number of headteachers had expressed concerns about the rise in the number of admissions appeals that they were having to carry out, and the huge cost and time that this takes, impacting on the school budget and capacity. This particular impacts academies and foundation schools, and it was noted that many of the appeals by parents have little or no chance of success, but the school has to go through the process regardless. It was **AGREED** that it would be helpful if the ECC Planning and Admissions department could produce a leaflet for parents explaining the process, the impact on schools and including a question about "How likely is my appeal to succeed?", to try to deter some parents from making an appeal if they have no chance of success.

d) Executive Director report

Nigel Hookway, the EPHA Executive Director, reported the following activity since the last meeting:

Letter to MPs - Funding

I wanted to remind Heads that it is really important that we try to engage MPs as much as possible and the 'Fund the 8%' campaign is central to this along with our colleagues in ASHE. We met with the 7 MPs just before half-term in London and generally it was a positive meeting with them leaving under the impression that Essex Primary Headteachers are really struggling with funding challenges even before the National Funding formula comes in.

MAT2MAT – EPHA AND ASHE have been asked to sit on this group to support the development of Heads and their understanding of the CEO role. Andrew Smith (Head of Lyons Hall and CEO of a small chain) had engaged with Tim Coulson and along with two other CEOs had applied for a grant of £70000 and had been successful. The grant is being used to facilitate training for CEOs and begin a support group using online software called 'Hive'. So far there have been three meetings and Andrew demonstrated at each area and he invited all Heads to join the group at no cost.

RSC and Regional Officers Meeting of Headteachers' Associations – I am meeting with Tim Coulson next week and Regional Officers raise issues with Tim that schools are finding challenging.

Recruitment and Retention – I am sitting on a Task and Finish group looking at different solutions to this challenging problem. Graham Lancaster chairs this group and he reminded colleagues in Education Essex that there are opportunities to get support from ANZUK and SMART teachers who will source teachers from Australia and New Zealand for September. I am also raising the important issue of Retention with the group highlighting the good work carried out by a small group of schools in north Colchester led by Helen Dudley-Smith.

EPHA Priorities 2017

- 1) **Headteacher well-being – Coaching for the Soul.** Viv Grant has already spoken to Deputy Heads in October and will be at our annual conference in March. Viv will be running sessions in June as a support for Heads throughout the four areas.
- 2) **SEND** – I am working with Pam to challenge the LA over MLD provision at KS 1, EHCPs and pre-school checks which seemed to have disappeared! I am now on the Western Area Children's Board, North East Children's Board and Southern Children's Board representing our views. Virgin Healthcare take over the running of the health contract to schools on April 1st and this could signal a huge change in the approach to support schools with health matters.
- 3) **Future of Primary Services** – EPHA are working with the LA on how the future will look in a traded services environment. With the educational landscape changing and Local Authorities stepping back and School led Improvement taking over it is clear next year will be an important transition year. Most of school led support will come through Clusters and some services from Commissioners will be traded. It is important we are prepared for this big change as it would be easy to set adrift from other schools by the time September 2018 arrives!

National Group

I am working with school leaders, Lords (Estelle Morris), MPs and Local Authority Leaders. I am meeting with this group in Birmingham for the second time. The guest speaker is Christine Gilbert (Director of Education Camden and former Ofsted Leader) who will address on the emerging educational landscape and in particular the draft document from Institute of Education looking at characteristics of successful area partnerships. The second presentation is from Robert Hill (Manchester University and Educational Consultant) who will review the different approaches to the current fragmented situation around the country. He will look at the role of the RSC and the emerging Opportunity Areas which are entering the second phase.

New Heads

I would like to visit new Heads in post as soon as possible to discuss support from EPHA. I have already met four new Heads this term and especially important for those Heads who are new to Essex. EPHA are a major part of the support package for Essex Headteachers currently.

e) Coaching for the Soul

EPHA will be running a number of "Coaching for the Soul" sessions, delivered by Viv Grant, Integrity Coaching, in the summer term. This interactive workshop session is designed to offer Head Teachers a chance to connect, share experiences of school leadership and explore the benefits of coaching as a leadership support mechanism. The session will also offer Headteachers the space and time to reflect on 'What Matters Most in School Leadership'. As such, the session will consider what it means to 'Take care of the Soul in the role' and actively meet the emotional, mental and vocational needs of school leaders.

This interactive workshop will demonstrate how coaching has the power to help school leaders:

- *increase their levels of emotional resilience*

- *maintain a deep connection with their core values and ability to make decisions that are more aligned to who they are and who they want to be*
- *heighten their levels of self-awareness, self-management and their ability to cope more effectively with the stresses of the role*
- *Maximise feelings of professional satisfaction and fulfilment*
- *Find ways for re-discovering their joy and passion for the profession*

The session will also offer a chance for Head teachers to ask any questions that they might have about the coaching process and how it supports individual and whole school improvement.

The dates and venues are as follows

Friday 12 May – Ivy Hill Hotel, Margareting

Friday 9 June - Manor of Groves Golf and Country Club, Sawbridgeworth

Friday 16 June – Rivenhall Hotel

Friday 30 June – Weston Homes Stadium, Colchester

All of the sessions will run from 1.00 pm – 4.00 pm

Please let Pam Langmead know if you want to be added to the waiting list for one of the sessions –and pencil the date into your diary.

f) **MAT2MAT and Hive Learning**

Andrew Smith, CEO at Lyons Hall Primary, explained that he received fudnign from Tim Coulson (Regional Schools Commissioner) to establish a group to support Multi-Academy Trusts working together.

Andrew also mentioned Hive Learning, established as a result of working with Sir Clive Woodward, which offers schools an effective way of storing and sharing good practice.

Headteachers and CEOs can access both resources at <https://www.hivelearning.com/mat2mat/>
The passkey is M@T2M&T2017

2. **SAFEGUARDING UPDATE**

Andrew Hall is an experienced teacher with nearly 30 years of service in schools. He became a headteacher in 1997 and has led a wide variety of schools, including a school serving inpatients at a long-stay child and adolescent psychiatric hospital. Andrew worked with Cambridge Education Associates raising achievement in schools needing improvement where he specialised in leading secondary schools for students with behavioural difficulties. Andrew’s last headship was of a split-site, primary and secondary school for children and young people with Social, Emotional and Behavioural Difficulties in east London.

In 2010, Andrew set up ‘[Success In Schools Ltd.](#)’ to share his experience and help colleagues develop their skills working with students who find learning difficult for whatever reason. Since 2011 Andrew Hall has focused on supporting schools and colleges with their safeguarding and child protection policies and procedures. Andrew’s training focusses on the needs of school staff and headteachers and ensures that he shares practical strategies that really make a difference. In addition to supporting safeguarding work in schools, Andrew now works hard to help pupils, staff and parents learn to keep themselves safe whilst using the internet.

Andrew introduced himself by sharing a photo of his infant class, and made the point that we couldn’t assume that the children in the photo were later, as adults, classed as the same gender – he noted that one of the issues that he is seeing in many schools is that of transgender. Andrew also gave an anecdote about how disclosures are made – rarely neatly, but more likely to be a throwaway comment that gives a member of staff an “uh oh” moment. He urged us to listen to those feelings and to encourage staff to do the same.

The session covered:

- Effective Safeguarding
- Policy into Practice
- Governor Responsibilities
- Understanding Grooming



Andrew's effective safeguarding model puts the child at the centre, and emphasizes the following:

- Policies – that should be personalised to the school and should represent the “gold standard of expectation”
- Training – for all staff, which he prefers to call “building capacity”
- Ethos – the foundation or “heartbeat” of the school

Schools need to determine their safeguarding risks, whether local, national and international. They then need to ensure that their curriculum teaches their pupils about the risks that they face.

The curriculum can be broken down to national, the wider curriculum (structured and unstructured) and the curriculum that children and young people get from their peers.

The safer perimeter should be characterized by a single point of entry into schools – Andrew makes a point of trying to gain entry to schools without making himself known to the office staff. His accounts of how easy it was to get into many schools were hair raising and he was often assisted by helpful children!

Partnership – Andrew reminded us not to rely on the traditional partners, health, social care and the police, but to create our own partnerships, for example holding DSL (Designated Safeguarding Lead) cluster meetings with other local schools.

Transition planning – between school phases, but not forgetting children missing education and how they are managed.

Andrew has a useful flowchart for referrals on his website
<https://www.safeguardingschools.co.uk/headteachers-update-spring-term-2017/>

He gave the following advice when responding to child protection and safeguarding matters:

Recognise – Respond – Refer – Reflect

The headteachers discussed the ways in which they raised safeguarding awareness in their schools – these included

- DSL photos
- Communication
- Pupil matters section in every staff meeting
- Leaflets

Posters/training
Different coloured lanyards to identify types of visitors

Record keeping – Andrew suggested the following five sections in a file:

1. Administration and chronology
2. Internal information
3. External Information
4. Meeting notes/report
5. Child protection plans/legal papers

He mentioned MyConcern – an online tool for recording child protections incidents.
<http://www.myconcern.co.uk/>

MyConcern® is our simple to use, safe and secure software for recording and managing all safeguarding concerns. The system enables all staff to record any safeguarding concern, safe in the knowledge that a proper record has been made and that their safeguarding lead has been automatically notified. It also equips the designated safeguarding lead to assess each concern and manage any ongoing action that needs to be taken.

One headteacher endorsed this product saying that it was very valuable and had made the record keeping for child protection and safeguarding simple and comprehensive.

Governor responsibilities

Set out in KCSiE, particularly in Chapter 2, (page 14 onwards) *The management of safeguarding - The responsibility of governing bodies, proprietors and management committees*

The new Governance Handbook (January 2017) clearly sets out the safeguarding requirements in section 6.1 (page 87 onwards). This repeats and is in line with the requirements in KCSiE.

Grooming – de-sensitisation

Andrew explained that in a study of convicted teachers, 23% had deliberately chosen to go into teaching to have access to children. He talked about the David Finklehor research on safety recruitment and the typology of sexting.

The study presupposes 4 pre-conditions for child sexual abuse:

Motivation – wanting to

Internal inhibitors (conscience) – overcoming this inhibition has been helped by the internet as paedophilia has become the “norm” for a huge group of people. It enables:

- connection with other paedophiles
- easy connection with children
- children supplying their own images

External inhibitors (creating opportunity)

Overcoming victim resistance by

- targeting a (probably vulnerable) child
- creating trust
- Justifying a need
- sexualising the contact
- maintaining control

Andrew argued that prevention must include:

- a specific safeguarding ethos
- facilitating the raising of concerns
- “courageous” leadership

Sexting

Sexting in schools and colleges – very useful guidance from UKCCIS which covers:

This advice covers:

- Responding to disclosures
- Handling devices and imagery
- Risk assessing situations
- Involving other agencies, including escalation to the police and children’s social care
- Recording incidents
- Involving parents
- Preventative education

Andrew referred to Hackers Continuum of Sexual Behaviour in Children and the Brook Traffic Light Tool. He also reminded the group that there are five points of immediate referral to MASH or police in relation to sexting:

1. Adult involvement
2. Coercion or blackmail
3. Extreme or violent
4. Under 13
5. Immediate risk of harm

Andrew reminded heads to ask their staff, following training:

- What have you learnt today?
- What have you heard which makes you see things differently?
- What will you do differently following the training?

Other guidance mentioned:

- The guidance for safer working practices for those working in education settings
- SET Prevent Policy and guidance
- The online safety guidance for schools governors – this comes with a health warning from me, as the expectations in the document are high!

Andrew’s spring term briefing

<https://www.safeguardingschools.co.uk/headteachers-update-spring-term-2017/>

Brook Sexual Behaviours traffic light tool

<https://www.brook.org.uk/our-work/the-sexual-behaviours-traffic-light-tool>

The Blast Project

<http://www.mesmac.co.uk/projects/blast>

Alright Charlie

<https://www.youtube.com/watch?v=UGEgn767XAk>

www.stopitnow.org.uk

NSPCC PANTS campaign

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule/>

- 3. FUTURE DATES**
- MID meetings with the Local Authority officers 2016/2017 and 2017/18 -at the Chelmsford City Football Club**
- Thursday 22 June 2017
Thursday 16 November 2017
Thursday 1 March 2018
Thursday 21 June 2018
- Headteachers' Annual Conference 2017**
- Friday 14 March 2017 Stock Brook Country Club, Nr Billericay
- Deputy Headteachers' Annual Conference 2017**
- Friday 6 October 2017 Weston Homes Community Stadium
- Coaching for the Soul**
- Friday 12 May – Ivy Hill Hotel, Margareting
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