

## LA /ESSEX PRIMARY HEADS' ASSOCIATION WEST AREA

**WEDNESDAY 1 MARCH 2023**

Held online as a result of industrial action

### MEETING SUMMARY: ISSUES AND RECOMMENDATIONS

Agendas and minutes for these meetings available at [www.essexprimaryheads.co.uk](http://www.essexprimaryheads.co.uk)

#### Attendance List

##### DISTRICT AND EPHA AGENDA (a.m.)

(Notes below)

Isobel Barron, West Chair

##### Welcome to the following Headteachers:

Dean Beaumont

Amy Reis

Andrew Price

Simon Rance

Tanys Dell Primary

Great Sampford Primary (Acting head)

Manuden Primary

Ashdon Primary

##### Farewell to the following headteachers:

Ashdon Primary

##### WEPHA meeting

Prosecution disclosure

Essex Virtual school training

Outreach from ESSET schools

FundEd

Isobel Barron

Natasha Taylor and Anita Patel-Lingham

Steve Phillips

Emily Welton, ESSET Professional Officer

Richard Manville

#### AREA AGENDA

LA updates on current priorities including:

- |        |   |   |
|--------|---|---|
| p 2    | <ul style="list-style-type: none"> <li>Where we are as a county – OfSTED inspections and pupil outcomes</li> </ul>          | Clare Kershaw   |
| p 4 -7 | <ul style="list-style-type: none"> <li>SEND Improvement priorities to include a table discussion and inputs from</li> </ul> | Ondrea Bloom – SEND Strategy Lead for Autism and Kate Martin – SEND Provision Lead: Commissioning & Contracting |
| p 8    | <ul style="list-style-type: none"> <li>Primary Statutory Assessment 2023</li> </ul>   | Ashley Milum  |
| p 9    | <ul style="list-style-type: none"> <li>School Improvement Offer</li> </ul>  | Nicola Woolf  |
| p10    | <ul style="list-style-type: none"> <li>Refugee update</li> </ul>  |   |

#### p 13 Key dates

##### WEST headteacher meetings 2022/23/24

Wednesday 14 June 2023

Wednesday 8 November 2023

Wednesday 28 February 2024

Wednesday 12 June 2024

##### WEPHA Conferences, Collonade Suite, Manor of Groves

Friday 19 May 2023

Friday 29<sup>th</sup> September 2023

Friday 2<sup>nd</sup> February 2024

Friday 17<sup>th</sup> May 2024

##### Headteachers' Annual Conference 2023

Friday 24 March 2023 Chelmsford City Race Course

##### Deputy Headteachers' Annual Conference 2023

Friday 13 October 2023 Colchester Football Stadium

\*Page numbers refer to the full minutes (posted on the EPHA website) of the Spring term Area meetings with LA Officers and Headteachers.

**LA /ESSEX PRIMARY HEADS' ASSOCIATION WEST AREA**  
**DISTRICT AND AREA MEETING**  
**WEDNESDAY 1 MARCH 2023**  
**ATTENDANCE**

**Present**

Ros Allsop	Clavering Primary	Katie Henson	St Andrew's North Weald
Gina Bailey	William Martin School	Claire Jackman	Great Easton CE Primary
Isobel Barron	Roseacres Primary/ West Chair	Chris Jarman	St Mary's CE Primary/Vice Chair West
Emily Bartram	Radwinter CE Primary	Anne Marie Kendal	St Luke's Catholic Primary
Dale Bateman	Coopersale and Theydon Garnon	Ian Kendal	Our Lady of Fatima Trust
Lorna Brittain	Sheering CE Primary	Lucy Mawson	Stebbing Primary
Dean Beaumont	Tany's Dell Primary	Tracy O'Donnell	Epping Primary
Alex Burden	Fritch Green Academy	Christine Peden	Pear Tree Mead Primary
Clare Charter	Dunmow St Mary's Primary	Rebecca Pine	Newport Primary
Caroline Crompton	Thaxted Primary	Teresa Phillips	Thomas Willingale School
Sarah Cowley	Henry Moore Primary	Andrew Price	Manuden Primary
Liz Crow	Great Bardfield Primary	Julie Puxley	Katherine Semar Junior & Infants
Jonathan Furness	St John's CE Primary, Buckhurst Hill	Simon Rance	Ashdon Primary
Lisa Gibbs	Leverton Primary	Colin Raraty	Rodings Primary
Mary Jo Hall	St Thomas More Catholic Pri	David Rogers	Bentfield Primary
Kim Hall	Henham and Ugley Primary	Amy Sergeant	Great Chesterford Primary
		Sue Spearman	Fawbert and Barnard Primary
		Anne Marie Taylor	St Katherine's Catholic Primary
		Linda Todd	Elsenham CE Primary
		Emma Vincent	RA Butler Academy
		Kevin Watts	Great Dunmow Primary

**LA Officers**

Clare Kershaw	Director of Education
Nicola Woolf	Assistant Director West
Lisa Fergus	Assistant Director South
Jo Barclay	Education Safeguarding
Kate Martin	ECC SEND Provision Lead
Ondrea Bloom	SEND Strategy Lead Autism
Anita Patel-Lingham	Education Compliance
Natasha Taylor	Essex Legal Services
Ashley Milum	Head of EY & Education West
Jacky Castle	SEP
PJ Prince	SEP
Daisy Alexander	Attendance Specialist
Jima Fotopoulou	ECC Early Years
Derai Lewis-Jones	ECC Attendance Specialist
Debbie Makepeace	ECC

**In Attendance**

Pam Langmead	EPHA Professional Officer
Emily Welton	ESSET Professional Officer
Richard Manville	FundEd
Steve Phillips	CSS
Chris Fluskey	HEC
Sarah Vass	Great Totham Primary
Jamie Whiteside	St Clare's Catholic Primary

**Apologies**

Debbie Attridge	Ongar Primary
Nikki Batt	Moreton CE Primary
Elaine Brook	Chigwell Primary

Note: If your attendance or apologies have not been noted please contact the EPHA Professional Officer at [pam@langmead.me.uk](mailto:pam@langmead.me.uk) for amendment.

## WEST EPHA AREA MEETING MINUTES 1 MARCH 2023

### 1. WELCOME

Isobel Barron, the West Area Chair welcomed headteachers to the meeting. This was held online as industrial action by the NEU was taking place the same day and it was recognised that headteachers might find it difficult to come out of school for the day.

#### **Welcome to the following Headteachers:**

Dean Beaumont	Tanys Dell Primary
Amy Reis	Great Sampford Primary (Acting head)
Andrew Price	Manuden Primary

#### **Farewell to the following headteachers:**

Simon Rance	Ashdon Primary
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If you are leaving please make use of the EPHA new heads' checklist, and complete it for your successor. This is available on the EPHA website at <https://essexprimaryheads.co.uk/info-and-documents/good-practice/>

### 2. PROSECUTION DISCLOSURE

Natasha Taylor and Anita Patel-Lingham were welcomed to the meeting.

Natasha is a criminal lawyer working for Essex Legal Services, focusing on legal cases involving children, including attendance and child protection. Anita is the Education Compliance Manager in ECC.

Natasha noted that there has been an emerging trend when prosecuting non-attendance that the defence raises an objection, arguing that information relevant to the case should have been disclosed. A number of trials have had to be adjourned, even though it is clear that the case for the defence is weak.

She explained that disclosure obligations begin at the start of an investigation and the Attendance Compliance Officer, acting as Investigator, should pursue all reasonable lines of inquiry, whether these point towards or away from the suspect. What is reasonable in each case will depend on the circumstances.

When criminal cases are prepared for trial, the prosecution must share with the defence any evidence that supports a prosecution and any material which could potentially undermine the prosecution case or assist the case for the defence.

A significant source of relevant material is that which is held in school records. Attendance Compliance Officers have an obligation to disclose any material they think is 'relevant' to the case. They will disclose it to the Prosecutor who in turn will decide if it should be disclosed to the defence.

'Relevant' is a vague term. Ultimately it is the Attendance Compliance Officer and the Prosecutor that decides what is relevant in each case. The material must have some bearing on the offence under investigation or any person being investigated, or on the surrounding circumstances of the case. Nevertheless, the school has a duty to put its mind to the question of relevance and must not simply hand files over for others to decide. This does require an exercise of judgment and if in doubt, seek advice from the Attendance Compliance Officer.

#### **Data Protection Act 2018.**

Schedule 2, Part 1, Paragraph 2 of the Data Protection Act 2018 allows for personal data to be disclosed for the purpose of the prevention or detection of crime or the prosecution of an offender and otherwise in connection with legal proceedings. Consent of the data subject is not required where to request consent would prejudice the investigation.

On this basis the school must be satisfied that disclosure to the Attendance Compliance Officer can be justified as necessary for the stated aim and that it is proportionate and relevant. If relevant material is contained within a document that contains irrelevant information, then it should be appropriately redacted prior to handing it to the Attendance Compliance Officer. This includes information about the pupil in question but also siblings and other pupils.

**Examples of disclosure material:**

- School Register – to include a reasonable period leading up to, during and following a relevant period under review. The detailed attendance register giving reasons and any course of action taken by the school, is the most useful.
- Correspondence/ communication between school and parent – over a reasonable period and should reasonably be considered to relate to the issues being considered.
- Letters, texts, WhatsApp conversations, notes of meetings, photographs, call logs, Internal communications – related to the issue of non-attendance or facts that might reasonably be linked e.g. ongoing or known sporadic medical conditions can all be relevant material.
- Records and reports held on the pupil's file, including internal memos and notes. Several items considered together may have the effect of being relevant even if they would not satisfy the disclosure test when viewed individually.
- N.B. Medical reports and Social Care records may not be disclosable – seek advice from the Attendance Compliance Officer prior to releasing third party documents.

This is not an exhaustive list. Relevant material may come in various formats. The school should provide unaltered copies and retain original documents e.g. a hand written letter, but be prepared to produce an original document if required.

Disclosure obligations are ongoing up to the point of trial and any relevant information or material generated following initial disclosure should be provided at the earliest opportunity.

It is important to note that any material provided to the Prosecutor may later be shared with the defence. If the file contains unhelpful or inappropriate internal communications e.g. material that contradicts or casts doubt on other evidence on which the Prosecutor intends to rely; these must still be given to the Attendance Compliance Officer. The Prosecutor will decide what will be disclosed and how. It is important that nothing is destroyed during this process.

Please note that the Attendance Compliance Officer must provide a personal declaration that the disclosure task has been completed and therefore it is imperative that anything relevant is shared by the school.

There may be circumstances when material is not considered relevant but later becomes so. The defence can make a voluntary statement that causes the Attendance Compliance Officer to re-visit the school records. It is important therefore for the school to secure its records and to provide further information or access if required.

Anita noted that Natasha is, of course, referring to cases where the parent is pleading not guilty. She reminded headteachers that, contrary to popular belief, it is not necessary to trigger a penalty notice prior to a court case; there can be an immediate prosecution and the Attendance Compliance team will rely on the headteacher's knowledge and professional judgment. The school will need to be able to demonstrate that appropriate support and advice have been in place and comprehensive records are vital.

The team has updated the template letter following a request of leave of absence for a term time holiday, to make it clear that taking unauthorised leave could result in a prosecution. In addition, it now

explains that any funds raised from penalty notices are retained by the local authority to (partially) meet the cost of administration and possible court proceedings, and that schools do not benefit from this revenue.

Anita asked headteachers to be reasonably prompt when replying to term time holiday leave of absence requests, as some parents have complained that they did not receive the letter explaining that a holiday would not be authorised until they were already away, meaning that alternative arrangements or cancellation weren't an option. She asked schools to respond within 5 working days if the request is received over 4 weeks prior to a holiday, and 3 working days if the request is receiving within 3 weeks.

She agreed that requests for term time holidays have risen significantly, and the number of prosecutions are also on the rise; we are now back to pre-pandemic levels.

Anita explained that schools can find out the status of a penalty notice by using the ESI log-in.

One headteacher asked if ECC could give financial support to schools that are spending a huge amount of time managing attendance. It was felt that this was unlikely as the revenue from penalty notices doesn't pay for the council's own costs in relation to attendance.

### **3. ESSEX VIRTUAL SCHOOL TRAINING OPPORTUNITIES**

Steve Phillips, Deputy Head at CSS (Children's Support Service) was welcomed to the meeting.

He noted that all the training complements and aligns with the TPP (Trauma Perceptive Practice) approach that is endorsed in Essex.

Essex Virtual School is working with CSS to offer Essex school funded training opportunities, for those that have Essex looked after children, previously looked after children and children with a social worker attending.

Training offers include:

- Mental health
- Positive behaviour management
- Attachment theory into practice
- Effective communication
- Identifying and responding to behaviour
- Coaching pupils
- Stress analysis
- Co-regulation Self-regulation

The training is fully funded so availability is limited. If you have any questions about the project please do not hesitate to contact Steve Phillips by email [Steve.Phillips@css-essex.co.uk](mailto:Steve.Phillips@css-essex.co.uk) or by phone 07484 083863. Alternatively, contact Sharon Halsey at [Sharon.halsey@essex.gov.uk](mailto:Sharon.halsey@essex.gov.uk) or by phone 033303 21200.

[Essex Virtual School - Interventions and Projects](#) bottom of page

[Essex Virtual Schools Request for Training form and Session Outlines 2022 2023](#)

#### **Designated mental health lead training**

The DfE has confirmed that the application form for the grant has been amended to accept claims for training courses that start before the end of this academic year (end of July 2023).

[Steve.Phillips@css-essex.co.uk](mailto:Steve.Phillips@css-essex.co.uk) contact with any questions

[National Network of Mental Health Leads – The UK body for Mental Health and Wellbeing Leads](#)

#### 4. ESSET OUTREACH PROPOSAL UPDATE – SCHOOLS SUPPORTING SCHOOLS

Emily Welton, ESSET Professional Officer was welcomed to the meeting. Emily reminded headteachers that she attended the termly meetings in November and asked primary headteachers for their views and ideas about how best they could be supported by special schools when managing special educational needs in their schools. She thanked heads and EPHA for their input and support for the ESSET outreach proposal.

She briefly re-capped on **the aims of the proposal**:

- ESSET's aspiration – to be part of the solution to current challenges relation to SEND provision and delivery in Essex
- Building capacity within SEND systems, both in special and mainstream schools
- Support staff skill development (in both sectors) – outreach and in-reach
- Sharing best practice in all schools
- Increasing staff and parental confidence in mainstream SEND provision
- Learning about challenges
- To be part of a continuum of provision
- Offering the right support, in the right place, at the right time and to work with the LA and partnerships to develop the SEND system

#### **Steps taken since November**

- Emily has begun mapping out the partnership with the existing support structure, including meeting twice with Nicola Woolf to discuss the school partnership system. How this strategy can support the delivery of outreach.
- Emily and Jen Grotier, the Chair of ESSET, met with Clare Kershaw, Ralph Holloway and Philippa Holliday to discuss the plans that have been shared with primary and secondary headteachers. This was a really constructive meeting.
- A further meeting with Ralph Holloway, PRU leads, ASHE leads and Catherine Hutley (leading on the inclusion framework). It was agreed that any proposal must complement and support current strategies such as the Ordinarily Available offer and the Inclusion Framework.
- Emily then met with Partnership quadrant leads and Nicola Woolf to discuss how existing information and support can be gathered and fed into the proposal.

#### **What is now needed from headteachers**

An understanding of

- How can the existing partnerships be used to support the outreach?
- What is currently being used, including less formal support?
- What is not working?

It has been agreed that a working group (with representatives from all sectors and across the four quadrants) will be established to write a proposal included a business case to go to Schools Forum. Emily stressed that Clare Kershaw and Ralph Holloway agree with the proposal, at least in principle, and have accepted that this will need funding, which would come from the Schools Block. There is also support from Special Schools and Enhanced Provisions to develop this support.

If agreement is given by Schools Forum, the next step will be to create Service Level Agreements and protocols, with existing LA teams to begin phase one of a pilot of a formal outreach roll-out.

One headteacher in West told Emily that she is finding that children in mainstream schools continue to be turned down by Special Schools because their needs are too high; she argued that the system is failing these children. Emily acknowledged this problem and accepted that there was a need to identify those children so that this can be understood and challenged. It is hoped that the outreach offer can help identify those children with extremely complex needs; part of the offer may be to improve transition from Year 6 to 7 which can be very challenging for these pupils.

Isobel Barron thanked Emily for her drive and enthusiasm which she felt will ensure that the project does succeed. She was grateful that West heads had been engaged in the dialogue and had the chance to contribute their views.

## 5. FundEd

Richard Manville, CEO of FundEd, was welcomed to the meeting. FundEd exists to support schools in providing an enriching educational experience for all pupils. As the go-to experts in school fundraising, they can help generate additional income streams, create an effective fundraising strategy and deliver successful campaigns.

EPHA is currently funding a subscription package for small schools in Essex, to help them explore a huge range of fundraising ideas. These are all applicable to all schools, and the grants database, updated regularly, is particularly valuable.

There are two subscription packages which offer:

### **FundEd Premium – £125\***

For schools that need additional support to get them started, some help identifying available grants and a broader review of suitable fundraising options. Package includes:

- FundEd Strategy Support: This includes Fundraising Reviews based on a school's individual needs and circumstances.
- Access to the UK's leading grants database: This updated regularly, and you will need your password to access this.
- FundEd magazine: This will be posted out once a term, in February, June and November.
- Funding alerts and newsletters: Sent out half termly to this email address.
- Comprehensive 'Getting Started' guides
- Funding CPD Framework Templates:
  - Funding Strategy Template
  - Bid Writing Template
  - Marketing & Communications Plan Template – coming soon
  - Business Sponsorship and Passive Income Template– coming soon
- Ongoing telephone and email support with:
  - regular giving and crowdfunding
- alumni development
- sponsorship and donations
- facilities hire
- engaging with your community and marketing your school
- recruiting for a fundraising support role

### **FundEd Plus - £50\***

For schools that have the in-house resources to fundraise and require access to the latest grants, termly magazines, and support information.

Package includes:

- Access to the leading grants database for schools
- The FundEd magazine delivered to your school
- Termly grants and funding e-bulletins
- Comprehensive fundraising guide

The packages can be used by everyone in the school community including the PTA.

Contact Richard directly for more information, or go to the website at [www.funded.org.uk](http://www.funded.org.uk)

Richard Manville

DD: 01342 821332

M: 07980 985304

[www.pta.co.uk](http://www.pta.co.uk)

## 6. EPHA UPDATES

- a) **The spring term EPHA newsletter** was circulated to headteachers in advance of the meeting - this can also be found on the EPHA website [www.essexprimaryheads.co.uk](http://www.essexprimaryheads.co.uk).

b) **Conferences**

*Headteachers' annual conference Friday 24<sup>th</sup> March 2023*

The conference will be held, once again, at the Chelmsford City Race Course.

Key note speakers and presenters will include Phil Denton and Gareth Malone, and a choice of workshops, including Ros Blackburn (Logically Illogical), and the No Outsiders approach presented by Andrew Moffat.

Isobel reminded headteachers that the WEPHA conferences continue each term, and that the conference room is available in the afternoon if they want to take advantage of the meeting space.

This year's Deputy Heads' conference will be held on Friday 13 October 2023 at the Colchester Football Stadium.

The Small School Headteachers' Annual Conference will be held on Wednesday 18<sup>th</sup> October 2023, at the Lion Inn, Boreham

c) **Suspension and Permanent Exclusion training for Essex headteachers – Tanya Callman**

There are a small number of spaces left for the training on Wednesday 3<sup>rd</sup> May 2023 at Hylands House, Chelmsford. We can accommodate around 120 at each session, and the day will run from 10.00 am to 4.15 pm. This will be on a first come, first serve basis, so please contact Pam if you want to attend.

Pam Langmead will also deliver training on exclusions for governors on a number of dates in the spring and summer terms – information to be circulated soon.

d) **Universal Year 6 – 7 transition arrangements with Essex secondary schools**

We have recently realised the positive impact of collaboration, as ASHE and EPHA have worked together to agree universal Year 6-7 transition arrangements for the majority of Essex primary and secondary schools. Historically the timing of transition events and requests for paperwork have varied widely, along with the information that has been required by secondary schools. At the recent EPHA Executive meeting the following arrangements were agreed with ASHE and secondary headteachers across most of Essex:

- The jointly agreed universal transition form will be circulated sometime after 1<sup>st</sup> March (when secondaries are informed which pupils will be transferring to their school) and will be completed by primary/junior schools by summer half term;
- Secondary schools will contact primary/junior schools to initiate further conversations about individual pupils, as indicated on the form;
- All Year 6 transition visits will be held in the week commencing 26<sup>th</sup> June and secondary schools will plan to hold these in the last week of June in future years.

Harlow schools are doing things slightly differently having previously agreed a template for information, but they are also running transition visits in the last week of June.

EPHA and ASHE will review these arrangements in the autumn term, but it is hoped that this will promote effective and efficient transition as pupils move on to their secondary school.

e) **Lion Learning Pathways curriculum**

At the in-person meetings (South, North East and Mid), representatives from Lion Learning MAT had a stand to promote their curriculum offer. They are running an event at Maple Grove on 22<sup>nd</sup> March at Maple Grove. Contact Aaron Wright [a.wright@leighbeckjunior.net](mailto:a.wright@leighbeckjunior.net)

**6. FUTURE DATES**

**WEST meetings with the Local Authority officers 2022/23/24**

**Manor Suite, Manor of Groves**

Wednesday 14 June 2023

Wednesday 8 November 2023

Wednesday 28 February 2024

Wednesday 12 June 2024

**WEPHA Conferences, Collonade Suite, Manor of Groves**

Friday 19 May 2023

Friday 29<sup>th</sup> September 2023

Friday 2<sup>nd</sup> February 2024

Friday 17<sup>th</sup> May 2024

**Headteachers' Annual Conference 2023**

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**Deputy Headteachers' Annual Conference 2023**

Friday 13 October 2023      Colchester Football Stadium