

**LA /ESSEX PRIMARY HEADS' ASSOCIATION WEST AREA  
WEDNESDAY 8 NOVEMBER 2023**

**MEETING SUMMARY: ISSUES AND RECOMMENDATIONS**

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

<b>Attendance List</b>	
<p><b>DISTRICT AND EPHA AGENDA (a.m.)</b> <b>(Notes below)</b> <b>Isobel Barron, WEPHA Chair</b></p>	<p><b>Welcome to the following Headteachers:</b> Keeley Chandler Neil Coster Ben Davey Ross Jones James Kenyon Nichola Pickford Marne Reynecke Sharon Vessey Lisa Fish Luke Wildig Jenny Redgrave Elaine Brook Clare James</p> <p>Newport Primary Hare Street Primary and Nursery Henham and Ugley Primary Upshire Primary White Bridge Primary Wimbish Primary Ashdon Primary (substantive head) Birchanger CE Primary Pemberley Academy Little Parndon Academy Water Lane Primary Water Lane Primary Takeley Primary</p>
<p><b>WEPHA meeting</b></p>	<p>Isobel Barron</p>
<p>p 1 <b>AREA AGENDA</b> LA updates on current priorities including:</p>	
<p>p 2</p> <ul style="list-style-type: none"> <li>• Executive Director for Children, Families and Education</li> </ul>	<p>Helen Lincoln</p>
<p>p 2-6</p> <ul style="list-style-type: none"> <li>• Director's welcome and update</li> </ul>	<p>Clare Kershaw</p>
<p>p 6 - 10</p> <ul style="list-style-type: none"> <li>• SEND Sufficiency plan and Inclusion strategy</li> </ul>	<p>Alex Abercrombie</p>
<p>p 10</p> <ul style="list-style-type: none"> <li>• Autism update</li> </ul>	<p>Ondrea Bloom</p>
<p>p 11</p> <ul style="list-style-type: none"> <li>• Local Quadrant update</li> </ul>	<p>Nicola Woolf</p>
<p>p13 -15 <b>Elective Home Education and Attendance Compliance update</b></p>	<p>Anita Patel-Lingam</p>
<p>p16 -18 <b>Education Access team update</b></p>	<p>Vicky Young</p>
<p><b>Key dates</b></p>	<p><b>WEST meetings with the Local Authority officers 2023/24</b> <b>Manor Suite, Manor of Groves</b> Wednesday 28 February 2024 Wednesday 12 June 2024 <b>WEPHA Conferences, Colonnade Suite, Manor of Groves</b> Friday 2 February 2024 Friday 17 May 2024 <b>Headteachers' Annual Conference 2024</b> Friday 22 March 2024 Chelmsford City Race Course <b>Deputy Headteachers' Annual Conference 2024</b> Friday 11 October 2024 Colchester Football Stadium</p>
<p>*Page numbers refer to the full minutes (posted on the EPHA website) of the Autumn term Area meetings with LA Officers and Headteachers <a href="https://essexprimaryheads.co.uk/meetings/termly-area/composite/">https://essexprimaryheads.co.uk/meetings/termly-area/composite/</a></p>	

**LA /ESSEX PRIMARY HEADS' ASSOCIATION WEST AREA**  
**DISTRICT AND AREA MEETING**  
**WEDNESDAY 8 NOVEMBER 2023**  
**ATTENDANCE**

**Present**

Isobel Barron	Roseacres Primary/ West Chair	Claire Kearney	William Martin Infant & Junior
Emily Bartram	Radwinter CE Primary	Anne-Marie Kendall	St Luke's CPS
Dale Bateman	Coopersale & Theydon Garnon Primary	Alison Kerrell	Holy Cross Catholic Primary
Nikki Batt	Moreton CE Primary	Llewellen Lawson	Dr Walker's CE Primary
Anne-Marie Black	St Alban's CPS	Sophia Pardalis	Limes Farm Juniors
Tracy Bratley	Chrishall, Farnham & Rickling	Christine Peden	Pear Tree Mead Primary
Alex Burden	Fritch Green Primary	Teresa Phillips	Thomas Willingale School
Clare Charter	Dunmow St Mary's Primary	Andrew Price	Manuden Primary
Casey Cox	St James' CE Primary	Julie Puxley	Katherine Semar Junior & Infants
Caroline Crompton	Thaxted Primary	Colin Raraty	Rodings Primary
Matt Curzon	St Mary's CE Primary, Stansted	David Rogers	Bentfield Primary
Lisa Fish	Pemberley Primary	Linda Todd	Elsenham CE Primary
Elizabeth Gelston	Hatfield Heath Primary	Emma Vincent	RA Butler Academy
Katie Henson	St Andrew's North Weald	Kevin Watts	Great Dunmow Primary
Lucy Heys	Stebbing Primary	Adelaide Yarwood	Lambourne Primary
Claire Jackman	Great Easton CE Primary		
Chris Jarman	St Mary's CE Primary		

**In Attendance**

Pam Langmead	EPHA Professional Officer
Kim Hall	Harlow Education Consortium
Amanda Beggs	Leverton Primary

**LA Officers**

Helen Lincoln	Executive Director for Children, Families and Education
Clare Kershaw	Director of Education
Nicola Woolf	Assistant Director West
Alex Abercrombie	SEND Strategy Lead
Jo Barclay	Education Safeguarding
Anita Patel-Lingam	Education Compliance
Ondrea Bloom	Autism Strategy Lead
Jacky Castle	SEP
Sarah Foster	SEP
PJ Prince	SEP
Daisy Alexander	Attendance Specialist
Jima Fotopoulou	ECC Early Years
Derai Lewis-Jones	ECC Attendance Specialist
Debbie Makepeace	ECC
Vicky Young	Education Access Team

**Apologies**

Ashley Milum	Head of EY and Education, West
Sharon Vessey	Birchanger CE 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 8 NOVEMBER 2023

### 1. WELCOME

Isobel Barron, WEPHA Chair, welcomed headteachers to the meeting.

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

Keeley Chandler	Newport Primary
Neil Coster	Hare Street Primary and Nursery
Ben Davey	Henham and Ugley Primary
Ross Jones	Upshire Primary
James Kenyon	White Bridge Primary
Nichola Pickford	Wimbish Primary
Marne Reynecke	Ashdon Primary (substantive head)
Sharon Vessey	Birchanger CE Primary
Lisa Fish	Pemberley Academy
Luke Wildig	Little Parndon Academy
Jenny Redgrave	Water Lane Primary
Elaine Brook	Water Lane Primary
Clare James	Takeley Primary

There were no headteachers leaving or moving from West schools this term.

### 2. ELECTIVE HOME EDUCATION NOTIFICATIONS

Anita Patel-Lingam, Statutory Education Compliance Manager, attended the meeting to share information about Elective Home Education notifications. She also gave an update about attendance compliance and the DfE plans in relation to penalty notices.

The minutes of this part of the meeting are within the composite minutes of the Autumn term Area meetings with LA Officers and Headteachers, available on the EPHA website at <https://essexprimaryheads.co.uk/meetings/termly-area/composite/>

### 3. EDUCATION ACCESS TEAM UPDATE

The number of permanent exclusions in Essex rose by around 56% last school year, in line with national figures. Vicky Young, a member of the Education Access Team, attended the meeting to give an update on the data and to share recently published guidance which outlines the support and advice for Essex schools.

The minutes of this part of the meeting are within the composite minutes of the Autumn term Area meetings with LA Officers and Headteachers, available on the EPHA website at <https://essexprimaryheads.co.uk/meetings/termly-area/composite/>

### 4. EPHA UPDATES

#### **a) Transition agreement with secondary schools**

Isobel thanked headteachers for the feedback that they have given about the new arrangements for transition, that were agreed with ASHE (Association for Secondary Heads in Essex). Most secondary and primary schools adhered to the new arrangements, including the transition week (the last week in June) and most secondary schools used the form that had been agreed.

Headteachers were reminded that, this school year, the Year 6 transition week will be during the

week commencing 24<sup>th</sup> June 2024 and they were asked to keep this clear of trips and visits.

- b) The Autumn term EPHA newsletter**, including dates for the 2023/24 school year, was circulated to headteachers in advance of the meeting -these can also be found on the EPHA website [www.essexprimaryheads.co.uk](http://www.essexprimaryheads.co.uk).
- c) EPHA Annual Subscription**  
Funding for EPHA will be continue to be top-sliced from the Delegated Schools Grant. Area meetings will continue to be “free” to all primary headteachers, as will the website, headteacher briefings and advice and support from the Professional Officer.  
<https://essexprimaryheads.co.uk/files/what-headteachers-get-in-return-for-their-epha-contribution-2022-23.pdf>
- d) EPHA County Annual General Meeting**  
The EPHA county AGM was held on Thursday 5<sup>th</sup> October at the Lion Inn, Boreham. The following headteachers were re-elected as EPHA officers for the coming year:
- Harriet Phelps-Knights Chair
  - Nick Hutchings Vice-Chair
  - Nicky Stone-Riley Executive Treasurer
- e) Conferences**  
The annual EPHA Headteachers Conference will be held on Friday 22<sup>nd</sup> March 2024, Chelmsford City Race Course. The programme and booking form will be sent out in January – presenters include Andrew Hall, Nerys Hughes, Humphrey Walters, Dave Harris and Helen Youngman.
- Next year’s Deputy Heads Conference will be held on Friday 11 October 2024, at Colchester Football Stadium. (Programme and booking form will be sent out in June 2024)
- f) Governor and staff online training**  
We’re pleased to report that around 300 governors, trustees and staff have attended recent online and face to face training focused on exclusions meeting a real need in the county.
- The Professional Officer will be running another session on the latest suspensions and exclusions guidance, with a particular emphasis on the governor’s role in the process.  
The date/time of the **exclusions training** is Wednesday 22<sup>nd</sup> November 2023, at 4.00 pm – 6.00 pm.
- She will also run a training course on **managing complaints**, again focused on the role of governors. Two dates are available (course repeated, pick one):
- Tuesday 28<sup>th</sup> November 2023, at 4.00 pm – 6.00 pm; OR
  - Thursday 7<sup>th</sup> December 2023, at 6.00 pm – 8.00 pm.
- Please ask any interested governors or staff to contact Pam Langmead, at [pam@langmead.me.uk](mailto:pam@langmead.me.uk) indicating which training session they want to attend –she will send them a confirmation email with the Zoom link, and slides in advance of the session.

## 6. FUTURE DATES

### **WEST meetings with the Local Authority officers 2023/24**

#### **Manor Suite, Manor of Groves**

Wednesday 28 February 2024

Wednesday 12 June 2024

### **WEPHA Conferences, Colonnade Suite, Manor of Groves**

Friday 2 February 2024 – Dr Emma Kell

Friday 17 May 2024 – Dave Keeling

**Headteachers' Annual Conference 2024**

Friday 22 March 2024 Chelmsford City Race Course

**Deputy Headteachers' Annual Conference 2024**

Friday 11 October 2024 Colchester Football Stadium