

**LA /ESSEX PRIMARY HEADS' ASSOCIATION WEST AREA  
WEDNESDAY 11 NOVEMBER 2015**

**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> (Notes below)</p>	<p><b>Welcome to the following Headteachers:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Isobel Barron</td> <td style="width: 50%;">Roseacres Primary</td> </tr> <tr> <td>Emma Bloomfield</td> <td>Purford Green Primary</td> </tr> <tr> <td>Lesley Brennan</td> <td>Kingsmoor Primary</td> </tr> <tr> <td>Karen Cayford (Acting Head)</td> <td>St Mary's CE Primary, Saffron Walden</td> </tr> <tr> <td>Barbara Coates</td> <td>Leverton Infants</td> </tr> <tr> <td>Amanda Copper</td> <td>Wimbish Primary</td> </tr> <tr> <td>Gill Doyle</td> <td>Takeley Primary</td> </tr> <tr> <td>Jenni Elliot</td> <td>Roydon Primary</td> </tr> <tr> <td>Sally Elliot</td> <td>High Beech Primary</td> </tr> <tr> <td>Sharon Lester</td> <td>Newport Primary</td> </tr> <tr> <td>Emma Johnson (Acting Head)</td> <td>R A Butler Infant and Junior Academies</td> </tr> <tr> <td>Sarah Roffey</td> <td>Harlowbury Primary (Acting Head)</td> </tr> <tr> <td>Sonia Strickland</td> <td>Little Hallingbury CE Primary</td> </tr> <tr> <td>Christine Tonkins</td> <td>Manuden Primary (Acting Head)</td> </tr> </table> <p><b>Farewell to the following Headteachers who are leaving or moving post:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Linda Chesworth</td> <td style="width: 50%;">R A Butler Infant and Junior Schools</td> </tr> <tr> <td>Sarah Miller</td> <td>Coopersale and Theydon Garnon CE Primary</td> </tr> <tr> <td>Jacqueline Richards</td> <td>St John Fisher Catholic Primary</td> </tr> </table> <p><b>WEPHA meeting</b></p> <p>Pam Langmead, EPHA Professional Officer</p>	Isobel Barron	Roseacres Primary	Emma Bloomfield	Purford Green Primary	Lesley Brennan	Kingsmoor Primary	Karen Cayford (Acting Head)	St Mary's CE Primary, Saffron Walden	Barbara Coates	Leverton Infants	Amanda Copper	Wimbish Primary	Gill Doyle	Takeley Primary	Jenni Elliot	Roydon Primary	Sally Elliot	High Beech Primary	Sharon Lester	Newport Primary	Emma Johnson (Acting Head)	R A Butler Infant and Junior Academies	Sarah Roffey	Harlowbury Primary (Acting Head)	Sonia Strickland	Little Hallingbury CE Primary	Christine Tonkins	Manuden Primary (Acting Head)	Linda Chesworth	R A Butler Infant and Junior Schools	Sarah Miller	Coopersale and Theydon Garnon CE Primary	Jacqueline Richards	St John Fisher Catholic Primary
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p 1 -7*	<p><b>AREA AGENDA</b> <b>Welcome, introductions and updates:</b> A View from the Bridge</p> <p>Clare Kershaw, Head of Commissioning, Education and Lifelong Learning</p>																																		
p 7	<p><b>Perspective Lite</b></p> <p>Nicola Woolf, Primary Lead Commissioner</p>																																		
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p 8	<p><b>Governance RAG</b></p>																																		
p 8- 13	<p><b>Safeguarding update</b> <b>Think the Unthinkable</b></p> <p>Jo Barclay, Natasha Colley, Sophia Wareham</p>																																		
p 14	<p><b>Key dates</b></p> <p><b>WEST meetings with the Local Authority officers 2015/2016 -at the Weston Homes Business Centre, Takeley</b> Wednesday 2 March 2016, Thursday 16 June 2016</p> <p><b>WEPHA Conferences, Manor of Groves</b> 5 February 2016, 20 May 2016</p> <p><b>Headteachers' Annual Conference 2016</b> Friday 18 March 2016      Stock Brook Country Club, Nr Billericay</p> <p><b>Deputy Headteachers' Annual Conference 2016</b> Friday 14 October 2016      Weston Homes Community Stadium</p>																																		
<p>*Page numbers refer to the full minutes (posted on the website) of the Autumn term Area meetings with LA Officers and Headteachers.</p>																																			

**LA /ESSEX PRIMARY HEADS' ASSOCIATION WEST AREA  
DISTRICT AND AREA MEETING  
WEDNESDAY 11 NOVEMBER 2015  
ATTENDANCE**

**Attendance**

Isobel Barron	Roseacres Primary
Karen Cayford	St Mary's CE Primary, Saffron Walden
Rachel Callaghan	Katherine Semar Juniors
John Clements	Hatfield Heath Primary
Jonathan Furness	Ivy Chimneys Primary
Lawrence Garside	Felsted Primary
Elizabeth Gelston	The Downs Primary & Nursery
Clare Griffiths	Dunmow St Mary's Primary
Bridge Hill	Chipping Ongar Primary
Sharon Lester	Newport Primary
Cheryl Macleod	Nazeing Primary
Janet Matthews	William Martin CE Infants and Juniors

Lucy Mawson	Stebbing Primary
Christine Peden	Pear Tree Mead Primary
Teresa Phillips	Thomas Willingale School
Julie Puxley	Katherine Semar Infants
Colin Raraty	Rodings Primary
Linda Reid	Elsenham CE Primary
Sonia Strickland	St Mary's CE Primary, Hatfield
	Broad Oak/Little Hallingbury CE Primary
	Moreton CE Primary
Karen Wallace	Staples Road Primary
Veronica Wallace	Great Dunmow Primary
Kevin Watts	Hillhouse CE Primary
Joanne Willcox	The Leverton Juniors
Neil Woolcott	

**In Attendance**

Pam Langmead	Professional Officer
Mary Dickinson	Primary Schools Facilitator
Sarah Thomas	Bentfield Primary
Alison Kerrell	Great Bardfield Primary

**Apologies**

Julie Lorkins	West Chair/St Andrew's CE Primary, N Weald
David Burles	Fawbert & Barnard Primary
Gina Bailey	St James CE Primary
Deidre Mooney	Waltham Holy Cross Infants

**LA Officers & presenters**

Clare Kershaw	Head of Commissioning
Nicola Woolf	Lead Strategic Commissioner West
Jacky Castle	SEC (West)
Cathie Bonich	SEC (West)
Sally Moorcock	ECC Communications
Vanessa Hockley	ECC Schools Local Offer
Natasha Colley	EP Service
Sophia Wareham	EP Service
Jo Barclay	ECC Safeguarding

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 DISTRICT MEETING MINUTES 11 November 2015

1. **Isobel Barron, the West Area Vice-Chair and Pam Langmead, EPHA Professional Officer, welcomed headteachers to the meeting and in particular, the following headteachers who are new in post, have moved schools or are heading two schools:**

Isobel Barron	Roseacres Primary
Emma Bloomfield	Purford Green Primary
Lesley Brennan	Kingsmoor Primary
Karen Cayford	St Mary's CE Primary, Saffron Walden (Acting Head)
Barbara Coates	Leverton Infants
Amanda Copper	Wimbish Primary
Gill Doyle	Takeley Primary
Jenni Elliot	Roydon Primary
Sally Elliot	High Beech Primary
Sharon Lester	Newport Primary
Emma Johnson	R A Butler Infant and Junior Academies (Acting Head)
Sarah Roffey	Harlowbury Primary (Acting Head)
Sonia Strickland	Little Hallingbury CE Primary
Christine Tonkins	Manuden Primary (Acting Head)

**Farewell to the following Headteachers who are leaving or moving post:**

Linda Chesworth	R A Butler Infant and Junior Schools
Sarah Miller	Coopersale and Theydon Garnon CE Primary
Jacqueline Richards	St John Fisher Catholic Primary

2. **WEPHA UPDATE**

a) **Recruitment and retention survey**

The recruitment and retention of staff is always a priority for schools, but local and national reports suggest that recruitment of school leaders and teachers is becoming more and more challenging. EPHA is conducting a survey to help and inform a strategy for Essex and headteachers were asked for their input at the meeting.

It was noted that the EPHA Professional Officer will collate the responses from all four area meetings and will create a report. This information will be shared at the LA/ Headteacher Associations' meeting on Monday 23 November and the report circulated to all EPHA members.

b) **EPHA Annual General Meeting**

The AGM took place on 13 October 2015 and was attended by 34 headteachers. Harriet Phelps-Knights was re-elected as EPHA Chair and Nick Hutchings as EPHA Vice-Chair.

It was confirmed that, following approval at the Schools Forum on 14 October, EPHA will be subsidised in the next financial year (2016/17) by top-slicing £320 per school from the primary DSG. This was agreed by primary-phase headteachers at the meetings in June. There will no longer be a need to collect subscriptions from each school and so it was agreed that after this financial year there will no longer be area treasurers or area bank accounts. The EPHA constitution and financial regulations were altered to reflect this change.

The additional funding will enable EPHA to expand the EPHA Manager's role – now titled Professional Officer – and to appoint an Executive Director to represent primary heads in Essex. There have been a number of applications for the role and interviews will take place on 19 November 2015.

The minutes of the AGM can be found on the EPHA website [www.essexprimaryheads.co.uk](http://www.essexprimaryheads.co.uk)

**Professional  
Officer**

**c) Headteacher wellbeing and support**

It was noted that this was a key concern for the Association, which was discussed at length at the AGM. It has been agreed that the EPHA Professional Officer will compile a directory of the range and type of support available to headteachers in Essex. Heads were asked to send their suggestions to Pam for inclusion in the directory.

**d) The Autumn term EPHA newsletter**, including dates for the 2015/16 school year, was circulated to headteachers at the meeting - this can also be found on the Newsletter page of the EPHA website [www.essexprimaryheads.co.uk](http://www.essexprimaryheads.co.uk).

**e) Conferences**

Headteachers were reminded that the annual Headteachers' conference will be held on Friday 18 March 2016 at Stock Brook Country Club and that the next Deputy Headteachers' conference will be held on Friday 14 October 2016 at the Weston Homes Community Stadium.

The programme and booking form for the Headteachers' conference will be sent to schools in the internal post in January.

**5. ANY OTHER BUSINESS**

**WEST meetings with the Local Authority officers 2015/2016 -at the Weston Homes Business Centre, Takeley**

Wednesday 2 March 2016

Thursday 16 June 2016

**WEPHA Conferences, Manor of Groves**

5 February 2016

20 May 2016

**Headteachers' Annual Conference 2016**

Friday 18 March 2016      Stock Brook Country Club, Nr Billericay

**Deputy Headteachers' Annual Conference 2016**

Friday 14 October 2016      Weston Homes Community Stadium