



Summary of staff meeting with Executive Headteacher, Jo Coton

Monday 24th November 2014, Abbotsweld Primary School

Present: Members of staff, Jo Coton (Executive Headteacher from 1 Jan 2015), Maxine Evans (Chief Executive, NETAT), Takako Yeung (Director of Operations and Development, NETAT), Ruth Bird (Chair, Interim Executive Board), Fran Johnson (IEB), Tosca Boothman (IEB), Stephen Rodwell (Academies Officer, NETAT)

What follows is a summary of the meeting between Jo Coton, the staff at Abbotsweld Primary School and NET Academies Trust (NETAT).

- Jo Coton welcomed staff to the meeting. Jo will be the Executive Headteacher for the three Harlow academies – Abbotsweld, Latton Green and Longwood - from 1 January 2015. Initially, she will be based at Latton Green Primary School. Jo's biography is available via the following link:
<http://www.netacademies.net/news/?pid=24&nid=6&storyid=4>
- NET Academies Trust informed staff that Charmaine Ward has been successfully appointed as Interim Head of School for Abbotsweld. Charmaine will take up the position from January.
- James Hollinsley will be based at Longwood Primary School as the Head of School, Achievement and Progress Lead. James will also be responsible for achievement and progress across the three Harlow academies. His biography is available via the following link:
<http://www.netacademies.net/news/?pid=24&nid=6&storyid=5>
- Jo was asked about her plans at Abbotsweld from January 2015 and whether she would be observing lessons at the school.
 - It was emphasised that pre-conceived ideas about the strengths and areas for improvement of the school are to be avoided. Jo seeks to keep an open mind and work with staff from 1st January to develop plans going forward.
 - Jo confirmed that lesson observations will take place following discussions with staff.
- Staff asked whether they would be required to work in either of the other two Harlow academies.
 - Current staff contracts and terms and conditions will be transferred over to the new employer, NET Academies Trust, on 1st January 2015.

Therefore, staff will not be relocated to either Latton Green or Longwood.

- Any new contracts signed after 1st January 2015 will be more flexible, and could mean that these staff members are required to work across more than one Harlow academy.
 - Any changes to current staff contracts after 1st January 2015 will be made in full consultation with staff. Jo aims to work with Abbotsweld to consider the current staffing structure.
- Staff asked whether the Interim Head of School position at Abbotsweld would be a non-teaching post.
 - These discussions are still continuing. The priority for Abbotsweld is the quality of teaching and learning in Year 5 and across the school and this will not be compromised.
 - Jo was asked whether she intends to introduce specialist teaching at Abbotsweld as she has done at Coppice Primary School.
 - Jo will be looking closely at specialist teaching as an option for Abbotsweld, Latton Green and Longwood. There is clearly an opportunity for specialist teaching in certain areas and the relevant skills and capacity may already exist within the three Harlow schools.
 - Questions were raised as to how Jo intends to split her time across the three schools.
 - Jo will initially base herself at Latton Green, though she will travel to both Abbotsweld and Longwood as required. The Head of School will be the permanent leadership presence at Abbotsweld.
 - Initially, Jo will be at all staff meetings should issues need to be discussed. She will also organise a parent forum in the first half term so that she can meet with parents.
 - Staff asked for more information about the low turnover of staff that Jo envisages for the three Harlow schools.
 - Jo aims to encourage a low turnover of staff by making current employees feel valued. To achieve this, staff will be given frequent opportunities for training, and their ideas and opinions will be continually incorporated into plans going forward. It is important that all staff feel that they have the necessary support in place to be able to do their job successfully.
 - Staff from the three Harlow schools will also be able to collaborate on group CPD, training and lesson planning.
 - Staff were thanked for their attendance and contributions and invited to send any further comments or questions to Takako Yeung:
takako@nationaleducationtrust.net

- Jo would like to invite staff members to visit her current school – Coppice Primary School in Redbridge – before 1st January 2015.
<http://www.coppice.redbridge.sch.uk/>
Please speak to your current Head of School to arrange this.