



Summary of staff meeting with Executive Headteacher, Jo Coton

Wednesday 5th November 2014, Latton Green Primary School

Present: Members of staff, Jo Coton (Executive Headteacher from 1 Jan 2015), Maxine Evans (Chief Executive, NETAT), Ruth Bird (Chair, Interim Executive Board), Liz Laysell (Head of School), Stephen Rodwell (Academies Officer, NETAT)

What follows is a summary of the meeting between Jo Coton, the staff at Latton Green 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 have also been successful in appointing James Hollinsley, who 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>
- Staff were congratulated on their most recent report, which demonstrates clear progress since inspection. Jo plans to work with staff, parents and pupils to build on these achievements. Staff asked whether Jo has identified any priority areas for improvement following the recent report.
 - 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.
 - The progress that has already taken place at Latton Green will be made clear to parents.
- Staff sought clarification regarding planned changes to the governing body.
 - There will be a new governing body in place for 1st January 2015. Representation will be sought from parents and from members of the current IEB.

- Questions were raised as to how Jo intends to split her time across the three schools and whether there would be a day-to-day leadership presence at Latton Green.
 - Jo will initially base herself at Latton Green, though she will travel to both Abbotsweld and Longwood as required. From 1st January, Jo will work with current staff to identify internal and external leadership capacity so that there is a leadership presence at Latton Green on a day-to-day basis.
 - 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.

- Jo was asked two questions about current plans for staffing changes:
 - 1) Will there be a SENCo lead across all three Harlow schools?
 - 2) What administrative support will be in place for the Executive Head?
 - As of yet, no additional changes to staffing structure(s) have been decided. On the conversion date (1st January 2015), all current staff contracts and terms and conditions will be transferred over to the new employer, NET Academies Trust, via the TUPE process. Any new contracts signed after that date 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 Latton Green to consider the current staffing structure.

- Staff asked about CPD / training during the transition period, and whether staff should sign up to courses etc. before January.
 - Jo noted that it was important to continue with training during the transition, especially if it could have a demonstrable and positive impact on the quality of teaching and learning at Latton Green.
 - After 1st January, Jo will look internally and externally (particularly to NET) to identify and address training needs. It is essential that staff feel valued, and having opportunities for additional training and CPD is an important part of that.

- Jo was asked about her past and present relationship with the National Education Trust (NET).
 - Jo has been working closely with NET for the past 5 years.
 - Initially, NET were commissioned to visit schools in Redbridge which were in challenging circumstances, supporting them with their School Improvement needs. Through this process, Jo built a strong relationship with NET based on mutual respect.

- Coppice Primary School, where Jo is currently Headteacher, is also a NET Advocacy School which means that “someone is doing something special here”. It also means that Coppice commits to opening its doors and sharing good practice (more details at the end of these minutes).
<http://www.nationaleducationtrust.net/AdvocacySchools.php>
- 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 if you would like to arrange this.