



**Summary of staff meeting with Executive Headteacher, Jo Coton, and
Head of School, James Hollinsley**

Tuesday 11th November 2014, Longwood Primary School

Present: 34 members of staff, Jo Coton (Executive Headteacher from 1 Jan 2015), James Hollinsley (Head of School, Achievement and Progress Lead, Longwood), Takako Yeung (Director of Operations and Development, NETAT), Ruth Bird (Chair, Interim Executive Board), Jan Tringham (Interim Executive Head), Fran Johnson (IEB), Tosca Boothman (IEB), Jacky Castle (IEB), Stephen Rodwell (Academies Officer, NETAT)

What follows is a summary of the meeting between Jo Coton, James Hollinsley, the staff at Longwood 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>
- James Hollinsley also introduced himself to staff. James will be based at Longwood Primary School from January 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 congratulated staff on their most recent report, which demonstrates the progress that has been made since inspection. Jo plans to work with staff, parents and pupils to build on these achievements.
 - 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 and James were asked for clarification on the role and responsibilities of the Head of School.
 - James will be responsible for the day-to-day running of Longwood and will be based there permanently from January onwards.
 - Jo will be based at Latton Green but will spend time in each school. She will be responsible for outcomes and strategic thinking across all three schools.

- Staff asked if there would be a new Behaviour Manager at Longwood.
 - Jo confirmed that this issue will be addressed. Jo aims to work with Longwood from January 2015 to consider the current staffing structure.

- 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.