

TERMS OF REFERENCE

KENT PRIMARY HEADTEACHERS EXECUTIVE¹

Objectives

1. To actively involve primary headteachers in the KCC policy-making process;
2. Act as a consultative forum for national and local issues of a strategic nature;
3. To be a conduit of information between headteachers and LA
4. Provide a professional meeting point for headteacher representatives to discuss and debate relevant issues;
5. Approve arrangements for making nominations of primary headteachers to serve on KCC consultative groups.
6. To provide a strategic voice for education to assist the development of the Kent's partnership structures.

Membership

1. Two representatives, plus a substitute, from each District to be elected/nominated every three years by their District Headteachers, term of office for representatives is normally three years (except where a head teacher leaves a district), Chair and Vice-Chair(s)² elected annually by the Kent Primary Headteachers Executive (KPHE); normally this will be at the last meeting of Summer Term, to take over from start of the Autumn Term;
2. Holders of the posts of Chair and Vice-Chair may be re-elected, but may only serve in the same post for a maximum of three consecutive years;
3. The KPHE Strategy Group³ to comprise: current Chair, any previous Chair still serving on the KPHE (if they so wish and this should be for one year only), Vice-Chair(s) plus up to three other District representatives elected annually;
4. The KPHE may also co-opt additional District representatives at any time during the year to ensure adequate representation of all relevant interests and types of primary schools across the County;
5. Additional members: a representative of the Secondary Forum, usually the Chair, will be invited and encouraged to attend all meetings.

Responsibilities

1. Headteacher representatives to provide feedback to local District meetings;
2. Headteacher representatives to canvass opinions within their Districts to inform debate at meetings;

¹ Previously known as Primary Forum.

² Two vice chairs may be appointed if there are appropriate applicants and it is thought to be beneficial to the Kent Primary Headteachers Executive.

³ Previously known as the Primary Executive.

3. KCC CFE will take account of comments from the KPHE and will justify if it doesn't act on their recommendations;
4. KCC Cabinet Member(s) for CFE and Senior Officers have an open invitation to attend meetings. Officers may be invited to respond to questions or provide briefings in relation to issues raised by members of the KPHE .

Agenda Setting

1. Agenda to be drawn up by the KPHE Strategy Group with support from the Secretary ideally one month before meetings.
2. The agenda will identify issues for information sharing, strategic planning and current developments.
3. The agenda will be circulated two weeks prior to the meeting.

Reporting

Meeting agendas and minutes to be available on the KentTrustWeb and to be published in the e-bulletin, following approval by the Chair. KCC CFE response to recommendations will be identified. Draft Minutes will be posted as soon as possible, normally within two weeks of the meeting.

Support and Expenses for the Kent Primary Headteachers Executive

1. The members of the KPHE Strategy Group will be recompensed (via school budgets) by a reasonable fixed fee agreed annually between the Strategy Group and KCC CFE and subject to approval by the KPHE.
2. KCC CFE will provide a named officer to act as Secretary to the KPHE arranging meetings, drawing up agendas, drafting minutes and supporting the KPHE Strategy Group in co-ordinating the affairs of the KPHE as appropriate.

Lynne Miller, Secretary (and Strategic Planning Officer, Democratic Services)
October 2010