

# Headteacher's Report for Governing Body

## Full Governing Body Meeting – Tuesday 24<sup>th</sup> September 2019

### School Information

Staff	Role / Responsibility	Name
	Headteacher	Mrs Michelle Shenston
	SENCO	Mrs Janet Keyser
	Assistant Headteachers	Mrs Charlotte James and Mrs Laura McMillan
	Early Years Co-ordinator	Mrs Charlotte James
	Key Stage One Co-ordinator	Mrs Claire Suttle
	Key Stage Two Co-ordinator	Mrs Nicki Kelly
	HLTAs	Mrs Keeley Evans
<b>Subject Leaders</b>	English	Mrs Michelle Shenston
	Maths	Mr Daniel Harris
	Science	Miss Helen Hibbins
	Computing	Mrs Claire Suttle
	RE	Mrs Nicole Mardlin
	Personal Development	Mrs Nicki Kelly
	PSHE	Mrs Samantha Turner
	History	Mrs Anna Spicer
	Geography	Mrs Laura McMillan
	DT	Mrs Elizabeth Gillson-Hill
	PE	Mr Ian Wisbey
	Art	Mrs Charlotte James
	Music	Mrs Victoria Neal
	Modern Foreign Languages	Mrs Katie Davies
	School Council	Mrs Samantha Turner (maternity)
	Designated Child Protection Officer	Mrs Michelle Shenston
		Deputies: Mrs Laura McMillan Mrs Charlotte James Mrs Janet Keyser
	Site Manager	Mr Jon Felts
	Health and Safety Manager	Mr Jon Felts
	Finance Officer	Sanjay Chandarana – Monthly Visits
	School Secretary Administrative Assistants	Mrs Lynn Gosden – 4 days per week Mrs Helen Wardle – 4 days per week

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**Senior Leadership Team:**

Charlotte James

Laura McMillan

Janet Keyser

**Middle Management Team (above plus Key Stage Leaders and Core Leaders as necessary)**

Early Years – Charlotte James

Key Stage Two – Nicki Kelly

SENCo – Janet Keyser

Maths Leader: Daniel Harris

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Class	Gender		Pupil Premium	SEND	EAL	Attendance
	Girls	Boys				
Nursery - <i>Clover</i> (26) <i>Mrs Anderson</i>	12	14	0	0	3	98.9%
Reception – <i>Daisy</i> (30) <i>Mrs Gillson-Hill</i>	15	15	3	0	5	96.2%
Year 1 – <i>Buttercup</i> (30) <i>Mr Wisbey</i>	14	16	2	1	6	96.1%
Year 2 – <i>Bluebell</i> (30) <i>Mrs Suttle</i>	18	12	1	4	6	99.2%
Year 3 - <i>Lilac</i> (30) <i>Mrs Spicer / Mrs Mardlin</i>	16	14	0	1	11	98.6%
Year 4 – <i>Primrose</i> (30) <i>Mrs McMillan / Mrs Webb</i>	15	15	1	5	11	97.8%
Year 4 - <i>Violet</i> (28) <i>Mrs Davies / Mrs Neal</i>	13	15	0	3	13	97.4%
Year 5 - <i>Snowdrop</i> (29) <i>Mrs Kelly</i>	16	13	3	4	8	96.8%
Year 5 - <i>Foxglove</i> (29) <i>Mrs Hibbins</i>	11	18	3	1	9	97.6%
Year 6 - <i>Poppy</i> (32) <i>Mr Harris</i>	18	14	1	1	5	98.9%
<b>Total</b>	<b>(294)</b>		<b>14</b>	<b>20</b>	<b>77</b>	<b>97.7%</b>
<b>School Total</b>	<b>Pupil Numbers correct as of 18.09.2020</b>					School Year 1-6: 97.8% FSM attendance: 95.8% EAL attendance: 96.5%
<b>Exclusions:</b>	<b>None</b>					
<b>Whole School Focus:</b>						
To develop high quality teaching and learning with reading						
To promote high levels of writing progress in all stages and within all groups of pupils						
To develop further a broad and balanced curriculum						
To support vulnerable learns to make good levels of progress and narrow the attainment gap						

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### **Teaching, Learning & Assessment:**

**English:** Fully adopted The Literary Curriculum Planning which includes high quality English lessons, Guided Reading materials and a Spelling Scheme. The Spelling Scheme is a new introduction. Lessons are age-appropriate and teachers are tracking back to cover missed learning. In Guided Reading we have used texts and planning based on the year below for the first unit and will move onto age-appropriate from unit 2.

**Maths:** We have purchased the Hfl Back on Track Maths programme

This is taken from the HfL website:

Back on Track: Mathematics packages support Mathematics Subject Leaders and teachers to prepare for the effective delivery of the curriculum upon wider school opening. They ensure that key learning is prioritised, breadth is maintained and learning sequences reactivated as well as addressing missed and insecure learning before new content is taught.

There are 10 modules within the package for developing staff CPD comprising:

Each teachers' suite explores six key focuses: The current situation; the long term overviews; How to get started in September; How to prepare for teaching a priority; How to plan to teach a priority; Other considerations

Cost to school approximately: **Redacted**

There is subject leader release time scheduled for the Maths Subject Leader with a follow u Development Meeting this half-term.

### **Assessment:**

The SLT attended the online Back on Track assessment Training on Monday 28<sup>th</sup> September. The purpose of the training and package is to look at our current curriculum intent, consider the impact closure has had on all pupils, but especially the disadvantaged groups and to look at the role of formative assessment in meeting the current needs of pupils'.

Cost to school approximately: **Redacted** (not budgeted) – this includes one day of consultancy which can be used to deliver whole staff CPD

### **Curriculum:**

In line with DfE guidance the school curriculum has been pared back with limited subjects being taught in the afternoon sessions (Foundation Subjects). As the children's stamina increases and the gaps in English and Maths lessen we will increase the foundation subject offering. The current provisions is as follows:

Morning Sessions: English and Maths (to include Guided Reading, Phonics, Spelling and Handwriting)

PE: KS2 weekly with Mr Webb and fortnightly with class teacher (this is currently below the Government recommendation)

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Computing: Fortnightly

Science: Weekly

Protective Behaviours (additional unit of study): Fortnightly

PSHE: Fortnightly

Art: Fortnightly

RE: Fortnightly

We intend to keep to this schedule until at least half-term. At that point we hope to reintroduce further curriculum subjects. It is likely that this will include Geography and MFL.

### **Leadership & Management:**

#### Learning Walk:

SLT conducted a learning walk on Wednesday 23<sup>rd</sup> September. Feedback on both the positives and next steps was given immediately to staff. The focus of the Learning Walk was based on Teachers' Standard Number 5. SLT members spend five minutes in each classroom, observing teaching, looking at books and talking to children. There are two more learning walks scheduled for this half-term.

#### Data and Assessment:

HfL Training was keen to stress that at this point in the year, and maybe even beyond December, there is little value in schools producing data which shows achievement against ARE. Much better is to move away from data driven decision making, using 'in the classroom' data to inform what is to be taught next.

Next steps for school leaders include:

- Structured look at all foundation subjects to identify the missing aspects of learning – both skills and knowledge and then re-organise, re-prioritise or remove aspects of learning
- Develop and improve teacher knowledge of effective questioning in the classroom

#### School Improvement Plan:

Much of this will roll over from the 2019 -2020 academic year.

#### SEF:

This has rolled over from the 2019 – 2020 academic year and not much has changed since the previous review of this document. As the Inspection Framework changes in the coming weeks etc it maybe that we review this again sooner than the end of term.

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### EYFS

We have become 'Early Adopters' of the Early Years Foundation Stage Profile which comes into effect in September 2021. This means we are now following the new profile and are exempt from some aspects of the current framework.

Redacted is taking the lead on this and meeting on a fortnightly basis with EYFS staff to look at the new objectives, map out the differences and address any arising actions.

### Catch-Up Funding

Following the Government's announcement of a catch-up fund for pupils following the closure of schools we can confirm the following:

#### Redacted

This money does not have to be spent on individual children but can be used as SLT see fit to best support pupils to catch up. This includes using some of the funding to pay for training courses (such as the HfL Back on Track courses).

Our current plan is to employ a second teacher for 2 days per week. At the moment it is likely that additional support will be given to Year 6 and to Year 4 based on an early assessment of needs.

We are also considering using some of this funding to provide additional LSA support for morning sessions after October half-term.

### Staff Absence (reported only for early information)

To date (28.09.2020) staff absence is as follows (due to Covid-19):

1 x self-isolation (period for testing expired) – 10 days

1 x self-isolation (waiting for tests and results) – 3 days

1 x self-isolation (waiting for test and results) – 2 days

### **Personal Development, Behaviour & Welfare:**

Children have returned to school in a mostly positive fashion. We are finding as time goes on that those who already struggled with behaviour or emotional regulation prior to lockdown are really struggling now and this is manifesting itself into low-level disturbance in the classroom. Work includes complete Fruits and Roots charts for those causing most concern, ensuring staff are using positive classroom language and responding to needs as they appear.

We are supporting counselling from The Butterfly rooms for two of our pupils. This is at a cost of Redacted. We have committed to six sessions for one pupil and three sessions for the other.

We are supporting a further payment to a private Speech and Language Therapist for one pupil at a cost Redacted. The progress made by the pupil in the last round of sessions has

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been enormous and this has greatly benefited the pupil in the classroom. The parents of this child have covered a large proportion of the sessions so far.

### **Safeguarding:**

Current Child Protection Register shows:

Redacted

Completed Tasks:

Annual report to the FGB for the Academic Year 2019 – 2020

Annual Safeguarding Checklist for the 2019 – 2020 academic year (the evidence within this has not been seen by the Safeguarding Governor due to school closure and Covid restrictions).

### **Accidents:**

None to report

### **Staffing:**

Redacted has tendered her resignation with a request to leave at October half-term. We have agreed to this request as Redacted has indicated her desire to return from Maternity leave early. Therefore, Redacted will return on Monday 2<sup>nd</sup> November and work a two day week in Year 3. This is the contract that Nicole is currently on. There will be a cost saving to the school as there is a difference in pay scales.

Recruitment:

We have appointed an additional staff member to support the school office. At the moment this is a temporary contract from 2x mornings per week. The need for this was identified prior to Covid when it became apparent that the current roles and responsibilities were too great for the school office at key points in the year. It is even more important now that we build capacity within the school office in the case of office staff needing to either self-isolate or in the event of their longer term absence (particularly related to Covid illness).

### **Governor Involvement:**

#### **Priorities for the Governing Board**

1. Elect a Vice-Chair. This is imperative as a Governor must be named for the Child Protection Policy in order for us to be complying with, and you as the Governing Board, to be discharging your Safeguarding duties.
2. Name a Governor to oversee the role of the Designated Teacher. This role applies to Children Looked After or Children previously Looked After. In the past this has not been such an issue but may become essential depending on the court outcomes of the child subject to the Section 47 plan. This is also a statutory requirement

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3. Name a PE Governor – there is an expectation that the PE governor will oversee the spending of the Sports Premium Fund. This document has been signed off by the Chair for the previous academic year but going forward should have closer scrutiny.

### **Dates for your Diary:**

HIP Visit – Standards Visit for the Autumn Term: 18.11.2020

HIP Visit – Headteacher's Performance Appraisal: 18.11.2020

### **Community Involvement:**

None at this point

### **Bishop Stortford School Partnership: Envision**

Training and the next cycle has halted for the moment. There will be a briefing later in the term.

### **Recommended Reading:**

Governance Handbook (DfE Publication)

Keeping Children Safe in Education (2020)

### **School Improvement Plan:**

Attached

### **Covid-19:**

The risk assessment has been updated to reflect changes in school which have come as a result of SLT monitoring. These changes are in red.

### **Policies for Ratification / Review:**

GDPR – this will need a discussion and there are likely to resulting actions from this

Complaints Policy – update (model policy from HfL)

**Child Protection Policy – this cannot be agreed or ratified until a Vice-Chair is elected**

Health and Safety Policy – update (model policy from HfL)

Behaviour Policy – annual update which includes Covid-19 measures regarding Physical Intervention