

Headteacher's Report for Governing Body

Full Governing Body Meeting – Tuesday 29th March 2022

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 Liz Gillson-Hill
	Key Stage One Co-ordinator	Mrs Claire Suttle
	Key Stage Two Co-ordinator	Mrs Nicki Kelly
	HLTAs	Mrs Keeley Evans
Subject Leaders	English	Mrs Joel Evans
	Maths	Mr Daniel Harris
	Science	Mrs Laura McMillan
	Computing	Mrs Claire Suttle
	RE	Mrs Laura McMillan
	Personal Development	Mrs Nicki Kelly
	PSHE	Mrs Nicki Kelly
	History	Mrs Anna Spicer
	Geography	Mrs Samantha Turner
	DT	Mrs Elizabeth Gillson-Hill
	PE	Mr Ian Wisbey
	Art	Mrs Lynda Anderson
	Music	Mrs Victoria Neal
	Modern Foreign Languages	Mrs Charlotte James
	School Council	Mrs Samantha Turner
	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
	School Secretary Administrative Assistants	Mrs Lynn Gosden – 4 days per week Mrs Helen Wardle – 4 days per week Mrs Andrea Mutter – 2 mornings per week

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Senior Leadership Team:

Michelle Shenston

Charlotte James

Laura McMillan

Janet Keyser

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Class	Gender		Pupil Premium	SEND	EAL	Attendance
	Girls	Boys				
Nursery - <i>Clover</i> (22) <i>Mrs Anderson</i>	9	14	2	3	3	88%
Reception – <i>Tulip</i> (30) <i>Mrs Gillson-Hill</i>	12	18	3	4	3	93.6 %
Year 1 – <i>Daisy</i> (30) <i>Miss Lynch</i>	15	15	5	2	5	93.7%
Year 2 – <i>Buttercup</i> (30) <i>Mrs Neal / Mrs McMillan</i>	14	16	2	2	5	93.4%
Year 3 - <i>Bluebell</i> (30) <i>Mr Wisbey</i>	14	16	3	4	5	96.1%
Year 4 – <i>Lilac</i> (30) <i>Mrs Suttle</i>	17	13	1	5	11	93.1%
Year 5 - <i>Jasmine</i> (29) <i>Mr Evans</i>	17	12	2	4	12	93.9%
Year 5 - <i>Honeysuckle</i> (29) <i>Mrs Turner / Mrs Spicer</i>	13	16	1	6	11	93.8%
Year 6 - <i>Foxglove</i> (27) <i>Mrs Kelly</i>	12	16	4	3	9	93%
Year 6 - <i>Snowdrop</i> (28) <i>Mr Harris</i>	12	15	2	4	7	93.7%
Total	286		20	37	71	94.1%
School Total	Pupil Numbers correct as of 16.03.2022					Covid absence is no longer exempt from attendance figures, so these numbers reflect those absent due to Covid.
Exclusions:	None					

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Whole School Focus:

To raise standard in Reading and Writing across the school through

- the Voice21 / Oracy Project
- improving spelling for children, particularly those in Key Stage 2
- helping children articulate their learning and make connections between lessons and learning

Priority 2: To improve and develop pupils Social wellbeing and Mental and Emotional Health through

- Commando Joes
- Mental Health Kitemark
- Zones of Regulation

Priority 3: To improve adult understanding of the importance of building positive relationships and building community resilience through:

- kca development programme

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Teaching, Learning & Assessment

This half term (Spring1) the following Subject Leaders have had release time to complete Subject Leader duties: English, Maths, Art, DT and PSHE. Activities have included visiting lessons, speaking to pupils and looking at books. Subject Leaders will report their findings to the SLT from the week beginning: 21st March. A summary of their findings and actions will be presented to the Curriculum Committee in April.

Leaders have spent this half-term reviewing the provision of reading and guided reading. Activities have included, observing Guided Reading lessons, hearing children read, conducting a review of reading diaries and reading records, ascertaining pupil voice regarding reading habits and observing LSAs as they listen to children read. This review will support conversations with Inspectors when they conduct their reading deep dive. A summary of our work will be made available to the Curriculum Committee in April.

Assessment:

Autumn data for all year groups was shared at the Curriculum Meeting and all autumn term data files can be found in the Assessment File on GovernorHub.

Staff are undertaking assessments for the Spring term and this information will be shared with the Curriculum Committee at their next meeting on 26th April 2022.

All children have been registered to sit the Key Stage 2 National Tests. Additional Time is automatically given to children who have an EHCP. Additional Time applications will be made for a further 3 pupils.

HIP Visit:

We received the report from our HIP visit (19th January) which focussed on Maths and was essentially a 'spotlight' on maths within school. The report has been uploaded to GovernorHub.

Leadership & Management:

Senior Leaders have focussed on the area of reading as a school priority this half-term. Janet and Charlotte have continued with their Mental Health Training

School Improvement Plan:

Work continues against the plan and it is attached.

Catch-Up Funding:

Intervention and tuition has continued this term. During the 2021 – 2022 year:

6 Year 5 pupils have received 15 hours of reading tuition

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6 Year 6 pupils have received 15 hours of reading tuition

15 Year 5 pupils have received 15 hours of maths tuition

30 Year 6 pupils have received 15 hours of maths tuition

6 Year 5 pupils have received 15 hours of Vocabulary and Grammar tuition

Tuitions have been delivered by Third Space Learning (online maths 1:1) and EM Tuition (face-to Face three pupils in a group). Data outcomes were previously reported at Curriculum and after the next round of assessments will be reported again.

The school has no excess funding left from the Government funding stream.

Personal Development, Behaviour & Welfare:

Pupil behaviour across the school, in most classes is good. Observations and lesson visits by Subject Leaders and external providers indicate that behaviour is good and pupil learning is not disrupted by low-level behaviour. This is not the case in all classes. In Year 2, there have been some pupils who have found school challenging and as such it is sometimes difficult for learning to continue uninterrupted. Leaders ensure, where possible, that additional staff are deployed to support in the classroom, providing these children with 1:1 or small group support. Leaders have also supported the class teachers to make changes to the learning environment, reducing opportunities for children to get up and move around the classroom. Last week, two children in the class were observed by an external adviser and we await their report. The school has met regularly with the parents of two children on the class to try and establish effective working relationships which support the children in school.

Safeguarding:

The school had a Safeguarding Audit on 22nd March. The findings of the report have been uploaded onto Governor Hub.

As a consequence of this safeguarding visit, Leaders discussed with Helen one of the Audit documents. It is her belief that no section within the audit should be RAG rated Red. She believes this would indicate that the school has serious safeguarding weaknesses and as a result, this could place the school into an Ofsted category, such as Requires Improvement, Inadequate or Special Measures.

Hertfordshire have produced a new reporting and auditing pack for Safeguarding, which will total nine documents once the package has been completed. Governors need to decide how they would like to approach completing these documents with the school.

Accidents:

None to report

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Staffing:

We have received the resignation of an LSA who works 1:1 with a SEND pupil. We have been able to secure a replacement for this position until the end of the summer term.

Covid-19 Update:

The risk management plan has been updated and loaded onto GovernorHub.

To date (16.03.2022) 43 children have tested positive for Covid since the start of the spring term and 5 staff members (1 teacher, 1 SLT member and 3 LSAs).

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Governor Involvement:

HfL HIP Visit – 19th January 2022 (Redacted)

Redacted SIP Visit & Governor Training – 25th January 2022

GDPR Audit – 7th February 2022 (Redacted)

Governor Learning Walk – 8th February 2022. There are still outstanding reports from this day so it has not been possible to assimilate all of the information gathered and decide on next steps and actions for both the school and the Governing Board (Redacted)

HfL Ofsted Training – 22nd February 2022

School INSET – Cultural Capital at Hillmead School – Friday 11th March 2022 (Redacted)

Still to schedule / confirm / conduct:

Health and Safety Visit (21.03.2022)

Computing and Science Governor visit (29.03.2022)

Dates for your Diary:

SIP Visit (Redacted) – 22nd March 2022. There will be a Safeguarding audit this day

Year 3 / 4 School Play – Tuesday 22nd & Wednesday 23rd March 2022. Governors are welcome to attend and should let the office know in advance.

HIP Visit (Redacted – HfL) – Friday 6th May 2022

Community Involvement:

The school took part in a fundraiser for the Ukraine Appeal

Children have supported Red Nose Day

Attendance (virtually) at the Bishop Stortford Literature Festival

Next term (Summer 2022) the school will participate in the:

Year 5 Poetry Slam

Year 2 & Year 5 Music Festival

Bishop Stortford School Partnership: Envision

Our Peer Review was held on Tuesday 8th March and the focus was 'the language of learning' which fed from our SIP and the training conducted by Helen Jones for staff earlier in the term. The report has been uploaded to GovernorHub in the HIP / SIP section.

Within the school cluster, Year 2 and Year 6 leaders will come together to undertake a joint moderation exercise on Wednesday 27th April. We are also planning a staff workshop on Autism in Girls (which will be run by Amwell View School) and staff from a

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number of the Envision schools are coming together on the 8th June for a Science CPD twilight at Windhill21.

Assistant Headteacher's and Deputies attended an Ofsted Briefing session in Spring 1 and this is a further session booked for the summer term.

Following the last round of Envision training, **Redacted** (from Thorn Grove) have set up a 'Deputies' working party which is beginning to collaborate on shared school practise. In the first instance, this is likely to look at retrieval practise CPD for staff.

Recommended Reading:

Government White Paper

Redacted – Governors should read around the work of **Redacted**

Policies for Ratification / Review: