

Headteacher's Report for Governing Body

Full Governing Body Meeting – Tuesday 28th September 2021

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 – Monthly Visits |
| School Secretary | Mrs Lynn Gosden – 4 days per week | |
| Administrative Assistants | Mrs Helen Wardle – 4 days per week Mrs Andrea Mutter – 2 mornings per week | |

Headteacher's Report for Governing Body

Senior Leadership Team:

Michelle Shenston

Charlotte James

Laura McMillan

Janet Keyser

Headteacher's Report for Governing Body

| Class | Gender | | Pupil Premium | SEND | EAL | Attendance |
|---|------------------------------------|------|---------------|-----------|-----------|---|
| | Girls | Boys | | | | |
| Nursery - Clover (22) <i>Mrs Anderson</i> | 8 | 13 | 1 | 3 | 2 | 87.2% |
| Reception – Tulip (30) <i>Mrs Gillson-Hill</i> | 12 | 19 | 3 | 4 | 2 | 97.2% |
| Year 1 – Daisy (30) <i>Miss Lynch</i> | 15 | 15 | 5 | 2 | 5 | 96.1% |
| Year 2 – Buttercup (30) <i>Mrs Neal / Mrs McMillan</i> | 15 | 15 | 2 | 2 | 6 | 98.7% |
| Year 3 - Bluebell (30) <i>Mr Wisbey</i> | 18 | 11 | 2 | 3 | 5 | 96.2% |
| Year 4 – Lilac (29) <i>Mrs Suttle</i> | 16 | 12 | 0 | 0 | 11 | 86.1% |
| Year 5 - Jasmine (29) <i>Mr Evans</i> | 16 | 13 | 1 | 3 | 13 | 93.1% |
| Year 5 - Honeysuckle (29) <i>Mrs Turner / Mrs Spicer</i> | 14 | 15 | 1 | 5 | 11 | 92.3% |
| Year 6 - Foxglove (27) <i>Mrs Kelly</i> | 11 | 16 | 3 | 2 | 8 | 95.6% |
| Year 6 - Snowdrop (27) <i>Mr Harris</i> | 13 | 14 | 2 | 4 | 7 | 85.7% |
| Total | 283 | | 20 | 28 | 70 | 93.7% |
| School Total | Pupil Numbers correct as of | | | | | Covid absence is no longer exempt from attendance figures, so these numbers reflect those absent due to Covid. |
| Exclusions: | None | | | | | |

Headteacher's Report for Governing Body

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

Headteacher's Report for Governing Body

Teaching, Learning & Assessment:

English: Staff continue to plan English lessons from the Literary Curriculum, using this as a basis for their main English teaching as well as spelling (Spelling Seeds) and Guided Reading (Reading Leaves). Joel Evans has had subject leader release time this term and as part of this conducted an informal learning walk and looked in English books. He will be feeding back his findings and his plans for English development to staff on Tuesday 28th September. The main focus of Joel's work this term will be starting the Voice21 project.

Middle Leaders met on Wednesday 8th September to review 'The Reading Framework'. The actions from our initial discussions will be shared with staff by Friday 8th October.

Maths: Staff continue to use a mixture of the Back on Track planning and the regular Maths planning from HfL depending on the gaps they identify within their class. Dan Harris prepared a report for the Curriculum Committee in early September which you can access via Governor Hub. Dan has had some subject leader release time this week and will feed back his findings to staff at our meeting on the 28th September.

Dan has reviewed the 'Ready to Progress' document compiled by the DfE and is in conversation with HfL regarding how this fits with Essential Maths. We will be looking at this in more detail later this term.

Science: Laura has taken over as Science leader this year. She has release time on the 22nd September and will feed back her findings to SLT before sharing with staff later in the autumn term.

Assessment:

Reception Baseline: This is a new statutory requirement for all schools. Children must be assessed against given tasks within their first six weeks of school. This data does not tell the school much but will be used by the DfE to determine progress measures for the children throughout their primary school life. At the point of writing it is likely that we will dis-apply one SEND pupil from the assessments. The SLT will meet with the EYFS team 27.09.21 and 11.10.21 to determine our baseline requirements and end of year expectations for both Nursery and Reception children.

Year 1 Phonics Screening Check: This was postponed for the 2020 – 2021 Year 1 cohort. It has now been moved to the autumn term of 2021 for the now Year 2 cohort. The current year 1 children will have their phonics screening assessment as usual in the summer term. SLT are meeting with the Year 2 teaching team on Wednesday 22nd September to discuss early likely outcomes and predictions and plan the support that is needed in order to ensure that all children reach their potential.

Year 2 End of Key Stage 1 Teacher Assessments: These will go ahead in the summer of 2022. The outcomes will be used by relevant bodies but will not be published in performance tables.

Year 4 Multiplication Check: This will go ahead in the summer of 2022. SLT and Dan Harris are meeting with the class teacher on 23rd September to discuss early likely outcomes and predictions and plan the support that is needed in order to ensure that all children reach their potential.

Year 6 National Assessments: These will go ahead in the summer of 2022. The outcomes will be used by relevant bodies but will not be published in performance tables.

Commented [MS1]: This should form part of the next Subject Leader Visit. It would be useful for the Subject Governor to do some background reading on this.

Commented [MS2]: This should form part of the next Subject Leader Visit. It would be useful for the Subject Governor to do some background reading on this.

Headteacher's Report for Governing Body

Curriculum: We have made a change to the PSHE curriculum for the 2021 – 2022 year in order to allow us to effectively deliver the Zones of Regulation programme to the children. Nicki Kelly will be leading this and the initial development meeting for staff is on Tuesday 21st September (this will be delivered remotely due to the rising Covid case numbers in school).

Leadership & Management:

Learning Walk:

SLT have conducted a number of learning walks already this half-term. The first learning walk looked at how well the children had settled into school after the summer break. It was evident that staff were working hard to establish routines and set high expectations. This was seen through the language staff were using, the displays showing signed class charters and the adults in Early Years modelling particular behaviours (such as how to play on the carpet, use the outdoor area, eat snack at the snack table).

I have also spent some time observing the quality of our PE provision on a Thursday when Rising Stars are delivering PE. Overall, the standard of behaviour was good and children were attentive to the lesson. Engagement was high and the older children could make links between the lesson they were doing on that day and previous team sports or lessons they had been part of. Some children were able to make links to sports they played outside of school. A condition of our funding for Rising Stars is the continuing Professional Development of teachers and teachers are therefore required to attend the session. This was the case on this particular day and I observed teachers supporting Richard Webb in the delivery, modelling correct footwork, position of hands and sportsmanship.

We have also spent time looking at our disadvantaged groups on Tuesday 21st September. The work of the SLT consisted of observing learning, talking to pupils, looking at the classroom environment and looking in books. Overall, SLT were pleased with what they saw regarding the provision for children in a disadvantaged group. There was a feeling that all children, regardless of which group they belong to, are valued in the school and that expectations for these children is just as high as for our non-disadvantaged groups. Questioning was strong across the school with most teachers aware of and specifically targeting questions at these children. The placement of children in their classroom supports learning. A particular strength was how well all staff know their children – their learning styles and needs. For the most part children were able to articulate their learning and find work they were proud of. One child said, 'I'm proud of this piece of work because I needed help with the first question but I did the next one by myself'. Another child said, (when asked about the new English scheme), 'I'm really enjoying the books. This year I am eager to come to school'. As a next step, the SLT would like to explore the use of OLI's and Success Criteria with staff. This will help teachers be clear in what the learning is and help the children to frame their learning when asked. This in turn should help make the learning stick.

Areas for development across the school are to ensure children are able to articulate their learning to each other and adults when asked and make links back to prior learning or relate to the wider world. This is part of priority 1 in the SIP.

Headteacher's Report for Governing Body

Data and Assessment: Nothing to report at this point. Data from summer 2021 was discussed at the Curriculum Committee meeting earlier this month.

The school has amended its Assessment Policy which gives much clearer guidance to teachers on the expectations at each assessment point. The SLT have also written an 'End of Milestones Targets' document which sets out our expectations for academic outcomes for this academic year. This document is very much in draft form and we will be looking to add to this our expectations for Nursery and Reception in the form of learning behaviours and knowledge rather than a % of pupils against an Early Learning Goal.

School Improvement Plan:

A draft version of the plan is attached

Attached is also the notes from the weekly meeting held between the Chair and HT. In these sessions we have been looking at where we sit with regards to provision and the Ofsted Criteria. We have also noted where Governors might find evidence of this.

SEF:

This has been completed and is available on Governor Hub.

Catch-Up Funding

We are yet to receive confirmation of our funding levels for catch-up this year. Nicola Bell, our tutor from EM Tuition (she worked with us last year), resumes tuition on Friday 24th September. She will be working with 5 groups of pupils, on a 1:3 ratio, three days per week. Pupils were chosen based on teacher knowledge and early assessment of need and all teachers have been asked to complete a needs analysis document ahead of the tutor starting.

Personal Development, Behaviour & Welfare:

Children have returned to school in a positive fashion. Informal learning walks show that our younger children are struggling to stay focussed, especially when on the carpet and are less aware of the school expectations that our older children. Regular reminders, good modelling from staff and regular opportunities to come together in assembly, where the younger children can see their peers modelling the correct behaviours, is all helping to settle these children. Our reception children have already begun to join us in whole school assemblies twice per week.

Safeguarding:

There are no children subject to outside support from Children's Services.

Migration to our new reporting platform has gone well and all records of concern are being logged electronically.

Safeguarding files for those children who have left have been passed on to their new schools and we have received files for our new files where appropriate.

Governors are still to complete Section B of the Safeguarding Report.

Accidents:

Headteacher's Report for Governing Body

None to report

Staffing:

There are currently no vacancies to fill.

Staff have returned to school positive and enthused. The first few weeks have been trying with our large number of Covid cases but people are managing to keep their spirits high and support one another.

Covid-19 Update:

We are currently (21.09.21) in the midst of a Covid outbreak in two classes – year 6 Snowdrop and year 4 Lilac. As a result of meeting the Government threshold (10% of children testing positive in one class) we have been required to implement our Covid Outbreak Management Plan (attached). We have had daily calls with HCC to monitor the situation. As of 21.09.21 the number and distribution of cases is:

| Year Group / Class | Number of Positive Cases | Number of children waiting for PCR results | Number of pupils returned from positive cases |
|----------------------|--------------------------|--|---|
| Nursery | 0 | 2 | 0 |
| Reception | 0 | 0 | 0 |
| Year 1 | 1 | 0 | 2 |
| Year 2 | 0 | 0 | 0 |
| Year 3 | 0 | 0 | 1 |
| Year 4 | 11 | 2 | 1 (staff member) |
| Year 5 – Honeysuckle | 2 | 2 | 2 |
| Year 5 – Jasmine | 1 | 0 | 1 |
| Year 6 – Snowdrop | 2 | 1 | 6 |
| Year 6 - Foxglove | 0 | 1 | 1 |

The HCC representative commented on the thoroughness of our plan and was impressed with the level of measures we were able to implement. I have spoken with the head of Schools Accountability, Tania Rawle, about additional measures that could be implemented, such as moving whole classes to remote learning. Her take on this was clear – the DfE are not allowing any school, in any circumstance to effectively close a classroom.

Headteacher's Report for Governing Body

Governor Involvement:

Governor Training – Wednesday 15th September
Covid Risk Assessment meeting and site walk – Thursday 16th September
Disadvantaged Pupils' Meeting – Thursday 23rd September

Dates for your Diary:

HIP Visit – Standards Visit for the Autumn Term: 23.11.2021: At least the Chair of the Curriculum Committee should attend this. Over Governors are welcome to come to the feedback session

HIP Visit – Headteacher's Performance Appraisal: 23.11.2020: Members of the Headteacher's Performance Appraisal Committee should attend this.

Governor Subject Visits – 18.10.2021 – these can be held at school, please ensure you have time on this day to meet you're your subject leader

People & Finance Meeting – 11.10.2021

Safeguarding Visit – 08.11.2021: This should at least include the Safeguarding but other Governors are welcome to attend too. Please note that all Governors should be making a note regarding their observations of safeguarding practise when they visit the school – regardless of the purpose of the visit.

Review of Website – a working party of Governors should undertake a review of the school website (during November) to ensure that it is compliant with DfE regulations.

Curriculum Meeting – 29.11.2021

ADVANCE WARNING: Governor Training 25th January 2022 with Helen Jones

Community Involvement:

None at this point

Bishop Stortford School Partnership: Envision

The partnership is well underway with conducting the next Pee Review Cycle.

We will be leading the review at Spellbrook school on Monday 4th October and our school review will be Tuesday 8th March 2022.

Recommended Reading:

School Inspection Handbook – Section 5
Keeping Children Safe in Education (2021)

Headteacher's Report for Governing Body

Policies for Ratification / Review: