

Head Teacher's Report to Governors

Autumn 2016

This report covers the activities at Matching Green CE Primary School from

12th July – 17th November 2016

School Context

Numbers of pupils on roll

- We have 93 pupils on roll
- Approximately 19.7% of our pupils receive free school meals (National average is 17.3%)
- Approximately 15 % of our pupils have ever received free school meals in the past 6 years
- 6 of our pupils receive SEN assistance – this is approximately 6.74% (National average is 1.4%)
- One of our pupils have an EHC (Education Health Care) plan for Global Developmental Delay
- One of our pupils have an IPRA (Individual Pupil Resource Agreement) for Speech and Language
- The school are currently beginning the process of applying for an EHCP for two children, one in year 3 and one in year 6.

Y6	Y5	Y4	Y3	Y2	Y1	YR		Tot	
10	14						Shakespeare	24	Mrs Johson
		13	13				Darwin	26	Mrs Raggio/Mr Parrott
				14	14		Nightingale	28	Miss Rouse
						15	Potter	15	Mrs Nunn
							TOTAL	93	
9	8	14	12	11	11	n/a	Cohort Jan 15	74	
9	11	14	14	13	14	13	Cohort March 2016	89	
10	11	15	14	13	14	14	Cohort July 2016	91	

Children on SEND Register

<u>SEN</u>	<u>No of Pupils on SEND Register</u>	<u>No of Pupils with EHC Plan or IPRA</u>
Summer 2015	6	0
Autumn 2015	4	1
Spring 2016	6	2
Summer 2016	6	2
Autumn 2016	6	2

- One of the children we are in the process of applying for an EHCP has had some Specialist Teacher support requested by the school. The school and parents have not felt that this child has received the support that she is entitled to and is in need of. As a result of this support more significant steps have been made in working out exactly what the needs of this child are and how they can be best supported and by which specialist teacher team. Mum has once again requested that she support her child in class, but I have reiterated that this is not a practice that happens within a school environment. This child has been given an hour a day 1-1 support by the SENTA, which mum is extremely grateful for. Parents and school continue to work in partnership.
- There have been two request from the CDC for letters outlining the behaviour and academic needs of children, the SENDCO has written these. It is hopeful that this will support the children in receiving some specialist intervention.
- Whilst I am on maternity leave Jane Nunn will assume the position of SENDCO, upon my return this may be something that she would like to take on full time, or to share responsibility for the role.
- The school and 2 families have chased up Speech and Language support that is needed for 2 children in the school. The S&L service is something that all schools within our LDG are unhappy with, which has resulted in the team leader coming to a Head's LDG meeting to discuss our concerns. Since that meeting the school has been allocated a S&L link therapist, which is something we have not had before. She has been in and made a visit to one child.

Pupil Premium children

<u>Class</u>	<u>Summer 2016</u>	<u>Autumn 2016</u>
Potter	N/A	N/A
Nightingale	4 children	3 children
Darwin	7 children	5 children
Shakespeare	7 children	7 children

- PP children continue to be tracked individually and closing the gap data will be available for governors nearer to the end of term. The year 6 teacher is aware that 55% of that cohort are PP children and has created individual files so that we can monitor their progress closely. This is especially important as 11% are not home grown.

Attendance Data

School target for 2015-2016 was 97%			
School target for 2016-2017 is 98%			
Term	Current Attendance	Authorised Absence	Unauthorised Absence
Spring 15	97.7%	2.2%	0.1%
Summer 15	97.7%	2.1%	0.2%
Autumn 15	96.7%	2.6%	0.7%
Spring 16	95.9%	3.5%	0.6%

Summer 16	96.8%	3.2%	0.5%
Autumn 16	97.6%	2.3%	0.1%

- I have been using the NAHT guidance for authorised absences in school as this continues to be a grey area.

Safeguarding

Training

- Safeguarding training (which included FGM, Forced Marriage, domestic violence, PREVENT, e-Safety and CSE) was delivered to all staff as part of INSET at the beginning of the Autumn Term, two governors also attended this training. Governor Safeguarding Training was delivered to the majority of Governors on the 6th October. It is now a requirement for all members of staff and governors to be aware of the 'Keeping Children Safe in Education' document that came into place on the 5th September 2016. For those Governors who did not attend training, it will be necessary for them to read part one of the document and to then inform me when they have read and understood it. This is a minimum requirement.
- I attended PREVENT training at the level that now enables me to deliver to others, as I have now been given a Home Office accreditation. I will also undertake CSE Champion training on the 6th December so that I can deliver training to the rest of the staff. All schools are required to have a CSE champion who have undertaken this training.
- AW attended Safeguarding Update training for the Autumn Term led by Jo Barclay.

Child Protection

- There have been no child protection concerns that have been reported to the authorities. Any children/families of concern are discussed in weekly Teacher/TA meetings.
- Any concerns continue to be recorded in the incident book, which is locked away in the school office. All staff are aware that it is there. Any incident is also reported to the safeguarding lead or deputy lead. The safeguarding lead also does a weekly update in the incident book to evidence what actions (if any) were taken. Actions are then highlighted in pink and notes are made of any follow ups. Safeguarding Lead ticks to say that an action has been completed.

Safeguarding Audit/ annual report

- Toni and I have completed the annual safeguarding report.
- The audit does not need to be completed until Summer 2018, as a new 2 year cycle has been put in place by county.

General Safeguarding Notes

- The doors for the girls/boys toilets in Nightingale Class have been put back on.

Health and Safety

Fire Drills

Spring Term 2016 – 22.2.2016	2 minutes 20 seconds
Summer Term 2016 – 29.6.2016	2 minutes 10 seconds
Autumn Term 2016 – 5/10/2016	2 minutes 44 seconds

- The increase on time to evacuate the school building was mainly due to Potter Class experiencing their first fire drill, it was also due to new members of staff recognising that it is okay for the children to walk across the field and do not need to wait to use the path.
- Toni and I completed a pregnancy risk assessment. It has been agreed that I work from home one day a week.
- A health and safety audit of the school does need to be carried out with the support of the Health and Safety Governor.

External agencies

- Effective partnerships continue with external agencies. So far the following have been in to support children:
 - EWMHS (Emotional wellbeing and mental health service – used to be CAHMS)
 - Relate Counselling

The External agencies engaged through the LDG continue to support our pupils well. 100% of LDG funding continues to be paid from Pupil Premium money.

Racist / e-Safety Incidents

- No racist incidents have been reported this term.

Behaviour

- Incidents relating to behaviour remain low-level and are being monitored- there are two particular issues that are being closely monitored by staff. EYFS/KS1 continue to be supported during playtimes to ensure that they are playing appropriate safe games. A group of girls in Shakespeare Class continue to be supported as they deal with any friendship issues, one of the TAs who has undertaken Protective Behaviours Training has been supporting this group of girls and continues to offer strategies for other members of staff to support too.

Parents

- The school and the Governing Body continue to work with a parent who has an ongoing concern.

Leadership and Management

I have been appointed as Head Teacher which provides the school with leadership stability. I will start my maternity leave on the 21st December 2016 and will be returning on the 1st July 2016. In the interim Fiona Reid will be covering, she has been recommended by the LA and Diocese and comes with many years of experience. She will be there to continue to improvements that have already been made and to carry out the School Development Plan that has been put in place.

SLIP (School Led Improvement Partnership)

The Governors and the SLT have started the journey towards School Led Improvement through a series of workshops. All school within our Partnership have added the following to their school websites:

"WHO WE ARE AND WHAT WILL WE DO

Ivy Chimneys Primary School is part of Epping Forest School Led Improvement Partnership which is committed to working together with the following local schools:

Coopersale and Theydon Garnon C.of E. Primary, Epping Upland C.of E. Primary, Epping Primary, Stapleford Abbots Primary, Theydon Bois Primary, St Andrews C.of E. Primary, Moreton C.of E. Primary, Dr Walkers C.of E. Primary, Chipping Ongar Primary, High Ongar Primary, Ivy Chimneys Primary School, Ongar Primary, The Ongar Academy.

The Partnership vision is:

“Working collaboratively in the Epping Forest School Led Improvement Partnership, we strive to achieve excellent outcomes and opportunities for all pupils within our local communities.”

The Partnership will use our combined skills, expertise, knowledge and experience to drive forward school improvement and raise standards and outcomes for pupils whilst respecting each schools individual ethos, culture, values and identity. The Partnership will share best practice and key strengths both within and beyond the group to help facilitate support, development and improvement.

We are excited by this opportunity to work collaboratively with neighbouring schools to ensure the best provision for all children in our Partnership community.”

- Whilst I am on maternity leave Jane Nunn will continue to attend the SLIP workshops.
- I have received my Performance Management, this was led by Hugh Godfrey, an external adviser, with Jane Yates and Darren Olley, it will be reviewed before I go on maternity leave. The targets will also be shared with Fiona Reid, as target one outlines data targets for the whole school. All members of teaching staff and support staff have received their Performance Management too, this is linked to the HT’s Performance Management and the SDP. An anonymised copy of the Performance Management will be shared with the Continued Improvement Board.

Achievement and Standards

- On the 1st September the school received a letter from Clare Kershaw, the Director of Commissioning: Education and Lifelong Learning congratulating us on our results. Our Key Stage 2 results have placed us in the top quartile for Essex Schools for the percentage of children who attained at least the expected standard in Reading, Writing and Mathematics combined.
- On the 9th September the school received another letter from Clare Kershaw which informed us that Essex County Council were withdrawing the support of the Improvement Board as a result of the progress that has been made. It also informed us that the school is now ragged as amber. This therefore means that Essex County Council will be reducing their fortnightly visits to half termly visits.
- The school have been appointed an new SEC (Schools Excellence Commissioner) his name is Iain Birtwell.
- The Governors and the SLT decided that it would be beneficial both for the school and the Governing Body to have a Continued Improvement Board, so that momentum is not lost and a judgement of good can be secured when we are next inspected.
- The Continued Improvement Board consists of Toni Neville, Jane Yates, Mike Nabarro, Darren Olley, Mike Dean and Amy Wareham. Sue Woodhead clerks the meetings. There will continue to be a meeting every half term, an additional meeting has been planned for in December so that I can handover effectively.

- Our 2016 data has been shared with our Ongar LDG group Pioneer. This data is being collated by the HT at Ongar Primary who is looking for any trends. As we had the highest reading result in the group we have been asked to share our best practises. Other schools within the wider Epping and Ongar LDG are also keen to come and visit our EYFS setting.
- Please see attached targets pages, these have been shared with our SEC, Education Adviser Jane Downes and External Adviser Hugh Godfrey.
- I will be able to present accurate data for the Autumn Term in December after the children have undergone their end of term assessments. As a school we continue to moderate our writing, this will then be shared within the LDG once dates have been finalised.
- Pupil Progress Meetings took place at the beginning of term and an intervention plan was drawn up with the SENDCO. We have introduced something new where parents are now informed of the intervention that is taking place with their child with suggestions on how they can support at home. Parents have already been in to ask more questions about how they can be supportive so this has worked well and will continue.
- Elaine Johnson will be hosting and running a maths KS1 High Attainers workshop for all schools within our LDG at the Zinc Arts Centre, this is over a period of 4 weeks. The school will also be attending the KS2 High Attainers workshop for maths and writing in the spring Term and the KS1 writing in the summer term.

Local Authority/External Support

21.9.2016 Education Adviser Jane Downes – supporting AHT to redesign the whole school curriculum plan and to provide strategies for delegation of more responsibility to curriculum leads.

22.9.2016 New SEC Iain Birtwell - initial visit of the school

6.10.2016 Diocese Adviser Mike Dean – Progress in developing Christian distinctiveness

7.10.2016 External Adviser Hugh Godfrey – data, curriculum support, Ofsted/SIAMS readiness

1.11.2016 Education Adviser Jane Downes – support on how to move EYFS to securely outstanding. KS1 teacher support, curriculum plan update.

17.11.2016 External Adviser Hugh Godfrey – review of the school since 9.6.2016.

Assessment and Curriculum

Curriculum

- Professional Development Meetings continue to be focused around the development of long term and medium term plans, with the activities stemming from a book. It is during this meetings that the role of the subject leader and how they can monitor effectively is being developed.

Assessment

- Elaine Johnson (Maths Lead) is investigating more effective maths assessments. Teaching staff feel that the Rising Stars assessment that we are currently using do not create a fair assessment as some elements of it are too hard and do not tally with the end of year key stage tests. They also do not provide any evidence of children working at a greater depth. At a recent LDG maths lead meeting other maths leaders had the same opinion. Elaine is going to trial some CPD materials and will report to the curriculum committee on the effectiveness. The school will continue to use the same assessments laid out in the assessment cycle. The assessment cycle continues to be embedded.

- Jane Nunn has started the academic year with the phonics assessments that she introduced during the summer term last academic year. These assessments will start with the EYFS children and will run through until year 2. Those children in year 3 who do not pass the phonics screening test in year 1/2 will also continue to use this assessment until all gaps in their knowledge and understanding have been filled. Starting from the beginning of the academic year will mean that a full cycle has been completed. All teachers and TAs have had coaching from Jane on how to administer the tests.

Curriculum Enrichment

This term, the following curriculum enrichment events either have taken place or are scheduled to take place.

<ul style="list-style-type: none"> • Arts & Crafts/netball/KS1 and KS2 football/cooking/gardening/boxercise and karate Club • Shakespeare Swimming Lessons • Little Praises (Potter Class) • Assemblies led by Rev Gill • Harvest Festival • Remebrance Assembly • 150th Birthday celebrations – Turn the Clock Back day, Victorian workshop • Whole school fortnightly visits to the library bus • Whole school anti bullying workshop • Whole school pantomime • Whole school Christingle making 	<ul style="list-style-type: none"> • Black History Month dance/drama workshop • Young Town Planners Lego workshop • Trip to the allotment for EYFS • Roald Dahl Day • McMillan Coffee Morning • Children in Need Day • PTA Film Night • Shakespeare class visit from Rev Gill • Visit to the British Museum • KS1 Maths High Attainers workshop • Friendly Club to lunch • Golding Palmer trust lunch • Governors Assembly • Shakespeare Class Bodycare Programme
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Breakfast Club

- Leah Hannon has been covering Breakfast/Morning Club which still continues to be well attended regularly, with an average of 8/9 children every day. The children are not doing as many sporting activities, but Leah has asked the children what they would like to do and has devised a timetable around that.

Staffing and Personnel

Staffing Structure

- Tina Rouse was appointed Nightingale Class Teacher on a fixed year contract
- I was appointed Head Teacher 11th October 2016
- Elaine Johnson has moved to Shakespeare Class
- Jane Nunn continues to teach Potter Class
- Dawn Raggio will be returning to work on a phased return as of the week beginning 21st November. She will be teaching 3 days a week, with John Parrott covering 2 days a week, this will continue until the end of the term.
- A student teacher has started in EYFS for 2 days a week, she will be with us for the whole academic year.

Teaching Assistants

- Mrs Byrne continues to support children across the school, this can be children who are PP or SEND, those who need additional support in targeted areas, or children who would benefit from the extra support to allow them to achieve a greater depth level. She continues to work in Potter Class one afternoon a week. Mrs Byrne has been taking on the SENTA role and supports the SENCO to coach the other TAs to support the work of the MITA project. Mrs Byrne will undertake the HLTA course over the academic year 2016/2017. Continues to lead the Midday Assistant Team and has been part of the sub committee for the 150th birthday celebration in her role as staff governor.
- Miss Hannon continues to support the child with an IPRA (Individual Pupil Resource Agreement) 2 mornings a week and supports EYFS as a general TA 3 days a week in the mornings the afternoons are spent supporting a child with Global Developmental Delay.
- Miss Giles supports the SEND child with Developmental Delay in the mornings and is using her Protective Behaviour Training to support the children across the school. She continues to be a Midday Assistant.
- Mrs Diprose works in Shakespeare class every morning and is supporting a variety of children with a range of needs. She has been supporting the Collective Worship lead by preparing the school for the theme of the month.
- Miss Stephenson continues to work in Nightingale Class 3 mornings a week supporting a child with an IPRA, the two other mornings are spent doing general support for EYFS. One afternoon is spent supporting KS1 and the other afternoon is spent covering PPA for EYFS/KS1. Miss Stephenson has asked if the school would support her to complete the level 2 NVQ Teaching Assistant qualification.

Professional development

Date	Training/CPD received	Outcomes/Impact
23.9.2016	AW New Head Teachers to Church Schools	Greater understanding of what the expectations are
27.9.2016	AW School Led Improvement Partnership Workshop 1	Changes to education and the shift of schools becoming supportive of each other in a partnership rather than being supported by the Local Authority
27.9.2016 and 28.9.2016	JN and LB Paediatric First Aid Training	Requirements for EYFS
4.10.2016	AW New Head Teachers to Essex	What to do if there is a critical incident at the school/updated information about unauthorised absences, children missing in education and penalty notices
11.10.2016	JN SENCO Cluster	Educational Psychologist support for the academic

Date	Training/CPD received	Outcomes/Impact
		year
6.10.2016, 13.10.2016 and 20.10.2016	EJ,SC,AW,SW and LH First Aid Training	Requirement
19.10.2016	AW Educational Visits Co-ordinator training	Safeguarding requirement
31.10.2016	GK Understanding Christianity part 1 of 3	Ways that MG can develop its Christian Distinctiveness and ensure a good/outstanding grade when re-inspected.
31.10.2016	LS and LH Paediatric First Aid Training	Requirement
1.11.2016	JN EYFS LDG Baselineing	Networking with other EYFS teachers in the LDG, strategies for how the group would like to develop, moderation.
2.11.2016	AW and JN School Led Improvement Partnership Workshop 2	Peer Review training
7.11.2016	EJ Maths LDG	Moderation and assessment developments
10.11.2016	EJ Maths SL update	Updated information of developments in maths teaching/assessment
22.11.2016	JN English SL update	Updated information of developments in english teaching/assessment
23.11.2016	JN Reciprocal Reading Training	Organised by MG for the LDG group as per an analysis on whole LDG reading data
6.12.2016	JN and LS SL training	JN to understand how in her capacity as SENDCO she can support children with speech and language needs. LS to have a greater understanding to support the child with an IPRA.
12.12.2016	All teachers INSET led by Mike Dean	Greater understanding of how we can promote our Christian Distinctiveness and Collective Worship

Church and SMSC

- MGPS Ethos committee continue to meet regularly and focus on the review of section 4 of the SDP.
- Prayer spaces have been developed in each classroom

- Children are continuing to work on the school prayer

Finance

- Please see the 5 year budget prepared by Sue.

Online Payment/Communication Systems

- The School Money payment and communication system has been purchased after approval from the Governing Body. The office have found that this has helped them considerably with dinner money and school trips/clubs. It is also easier to keep track of parents who owe money, once they are reminded payments are usually prompt.

IT infrastructure

- Sue Woodhead and I have been pulling together quotes for 10 new laptops, 16 ipads and a new server. The quotes need to be looked at by the Governing Body so that they can agree which company to go with. At the time of writing I have not got all the information needed, I will have this at the meeting.
- Sue Woodhead wrote a letter to the Shuttleworth Trust asking for a donation of £2000 which will be spent on 4 class ipads. These ipads will be used by the teachers to support them with the teaching and learning in the classroom, but can also be linked to the School Money system for the registers/school dinners.

Catering

- The uptake for lunches remains high, the Governing Body have agreed to raise the price to £2.50 per day. Parents came to lunch in the first half of term and this was very popular. Parents will be invited once again in the Spring Term.
- The Friendly Club continue to come to lunch every month and we receive some really positive feedback from the visitors.
- The school have invited The Golding Palmer Trust to lunch to thank them for their donation which has enabled the school to purchase some play equipment and to create a safe and secure friendship area on the field.