

Head Teacher's Report to Governors

Spring 2017

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

17th November 2017 – 28th March 2018

School Context

Numbers of pupils on roll

- We have 83 pupils on roll.
- 4 of our children are entitled to a Free School Meal (4.8%)
- 11 of our children are Pupil Premium (13.25%)
- 14 of our children are SEND (11.62%)

Y6	Y5	Y4	Y3	Y2	Y1	YR		Tot	
12	10						Shakespeare	22	Mrs Johnson
		10	13				Darwin	23	Mrs Raggio
				14	13		Nightingale	27	Miss Patullo
						11	Potter	11	Mrs Nunn
							TOTAL	83	
							Spring 2017	93	
							Summer 2017	84	
							Autumn 2017	79	

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>
Autumn 2016	6	2
Autumn 2017	14	0
Spring 2017	15	0 (preparing to apply for one)

Jane Nunn has continued in her role as SENDCo. A copy of the Provision Map has been shared with the Governor with SEND responsibility and a recent visit has taken place.

Below is a summary written by Jane Nunn:

This year we have been embedding the 1 plan process. All children who require a 1 plan have one in place and the process of plan, assess and review is established in school. One parent has been particularly hard to engage with but we are persevering.

We have had staff development meetings to ensure that all teachers and LSA's understand the 1 planning process that puts the child at the heart of all decisions made. Staff are aware of the targets in place for children and these form part of Quality First Teaching.

I have shown teachers how to access Essex County's 'Provision Guidance' online that provides a wealth of guidance on all areas of SEN.

We have now set in place a half termly meeting between myself and teachers where we review the children's 1 plans to establish how the strategies that we have put in place are working. This gives us the opportunity to discuss the impact of the strategies, and for me to give guidance where necessary or find further information.

As SENDCo I also run interventions at lunchtimes for children throughout the school, who need support in Phonics, writing and homework.

I have run a phonics workshop for parents of children in Foundation and KS1 to support children preparing for the year 1 phonics test. Phonics interventions and QFT of Phonics remains a focus.

I work closely with our Educational Psychologist and attend the SENDCo update meetings. We are currently working on ways to track children with SEN and will look at the new paperwork for 1 Plans that will be released from Essex shortly.

Pupil Premium children

<u>Class</u>	<u>Autumn 2017</u>	<u>Spring 2018</u>
Potter	N/A	N/A
Nightingale	N/A	N/A
Darwin	4 children	5 children
Shakespeare	6 children	6 children

PP children continue to be tracked individually, which can be seen from the tracking grids. The Year 6 children who require additional support to close the gap are receiving it through 1-1 tuition with Gareth. Gareth is also working with the group of year 5 pupils as it was agreed that the focus should not just be in their final year of school.

Attendance Data

School target for 2017-2018 is 98% (the same as the previous academic year)			
Term	Current Attendance	Authorised Absence	Unauthorised Absence
Since September	95.5%	3.9%	0.6% (15 children) An increase, but shows that we are getting tougher.

- For the Spring Term 34% of our children achieved 100. 32% of our children achieved 95% or more. 34% of our children had an attendance of 94% or less. Two children had an attendance of 78.82%. One persistent absentee increased their attendance from 85% in the Autumn Term to 94.12% in the Spring Term, this will be recognised in a letter sent to the children's parent.
- I am in the process of updating our Attendance Policy and using the Missing Education and Child Employment Service Guidance to ensure that our policy is more robust and transparent to parents. It will include detailed information about persistent lateness and the consequences, the long term impact of persistent absence and

the consequences and the actual legal requirements parents must adhere to in regard to their children's education. Moreover, a reward system for those who do achieve 100% or above 95% will also be established so that it is consistently followed each term. A level of hierarchy needs to be established to tackle this issue as currently it is not embedded within the school. This will also provide us with evidence that can be used when/if a referral to Essex County Council is made.

Safeguarding

- Updates continue to happen throughout Staff Meetings.
- New guidance on Sexual Harassment Sexual Violence in Schools was released and this was shared with staff (a condensed version of the document was shared with the Safeguarding Governor). The Brooks Sexual Traffic Light Toolkit was also shared. Both documents are on display in the staffroom.
- A focus for the first half of the Summer Term will be for me to complete the Safeguarding Audit. The expectation is that this is completed every two years.
- Elaine Johnson is now the deputy safeguarding lead.
- Elaine and I will attend the termly Safeguarding briefing on the 26th March 2018.
- Our safeguarding records and Single Central Record was looked at during our recent Ofsted inspection and we were compliant.
- The Safeguarding Annual Report for the last academic year has been completed.

Child Protection

- Children continue to be discussed at the beginning of each teacher and TA staff meeting.
- The school have reviewed the way that we record information and it is now all collated into one folder. The way that we record was approved by Ofsted.

Health and Safety

Fire Drills

Autumn Term 2017	2 minutes 10 seconds
Spring Term 2018	Not completed at time of writing

- A health and safety audit of the school was carried out. The Finance and Premises committee have received an action plan. The actions were RAG rated and have been or are being carried out.
- PAT testing was completed 6/3/2018 by Tony Tassell
- Steve Caller attend Asbestos Awareness training 6/3/2018
- Tony Tassell will also be completing Legionella training with Steve

External agencies

- The two children that were receiving support from Ormiston Families has reached the end of their sessions. The parent of the children was difficult to engage with and although benefited the children it will be Mum's decision to carry on and engage in order for the children to maximise the support.
- The LDG has ceased, however we still remain a member of the Epping Forest School Led Improvement Partnership. This means that we no longer pay into the Relate and subsequent services. We could have potentially opted in to the service currently available to those in the Epping Forest MAT but this would have

been at a cost of £52 per pupil, which was based on our October census data so would have therefore cost £4,056. This was far too high for our budget and we have not opted in. Relate have said that we can continue to opt into their services for individual cases, it has not yet been established how much this would cost but is there should the need arise.

Racist / e-Safety Incidents

- No racist incidents have been reported this term.
- No e-Safety incidents have been reported this term.

Behaviour

- Incidents relating to behaviour remain low-level and are being monitored. Whole school work continues with a group of year 2 boys who need support in making the right decisions particularly at playtime. Some playtime rules for these children have been established and are referred to on a regular basis with the children.

Parents

- As a result of the parental questionnaire The school has made a conscious effort to ensure that all dads of separated families are included on our Parents contact list. Staff are making an extra effort to ensure that both parents are phoned regarding incidents and are invited to Sharing Assembly etc.
- As a result of the parental questionnaire I have been discussing with parents how we can share with them the learning that takes place in school, this was also something that was discussed at our Peer Review.
- Arrears owed by parents particularly for school dinners has increased again after a decline once we introduced online payments. It currently stands at around £625. I have put together a plan of action for staying on top of the dinner arrears, this has been shared with the office staff who feel that it is manageable. This will be shared with parents/carers.
- Phonics Workshop held for EYFS and KS1 parents

Pupils

- A recent Pupil Voice assembly took place. The children told me what they think works well at school and what they would like to see happen to make our school even better. This will be shared with parents on a newsletter.

<u>What Works Well</u>	<u>Even Better If</u>
Collective Worship stories and taking part in it. Playground layout and new things to do The building, gates and cameras as it keeps us safe Our teachers Our trips	More running space Something special for each year group to do at the end of the year (E.g. year 6 go to Mersea – the children suggested sleepovers) Improve the Role Play area on the playground Be able to ring the school bell Classes to make lunch for the whole school Learn spellings in a more exciting way More clubs after school (suggestions were basketball, dance, junior art and crafts club, cooking club, drum, saxophone) Trampolines on the field

	Maths challenges More Film Nights More sports Buffets at lunchtime
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Leadership and Management

- Hugh Godfrey visited regularly until the Ofsted inspection. I personally have found the time invaluable and it has provided me with focus for the next step ahead as well as support when dealing with issues that have arisen. Recently we have been meeting to focus on the imminent SIAMS inspection. On the 20/3/2018 Hugh and Mike met with me to review my Performance Management Targets. We also briefly discussed potential targets for the next academic year.
- I have handed over the mentoring of Kelly to Elaine as a result of her NQT questionnaire conducted by the Personnel Committee.

SLIP (School Led Improvement Partnership)

- Matching Green took part in a Peer Review on the 25/1/2018. Please see the Governor's Shared Area for outcomes of the day.
- The Maths KS1 G&T sessions held by Elaine and the Science G&T sessions held by Dawn were very successful. The feedback received was positive and the partnership has asked that the same events occur next year.
- I am now the Vice Chair of the Partnership group and have attended a quadrant meeting which gave me an insight into how Essex wish the Partnerships to work.

Achievement and Standards

- Matching Green CE School has been judged a Good school by Ofsted!
- Jacky Castle is our SEP (School Effectiveness Partner) she has informed me that Matching Green is now a Green RAG rated school. This will mean that we will not receive any visits from Jacky, as support of Green RAG rated schools is meant to come through the shared partnership days. We can however buy Jacky in for visits. The cost to the school will be around £250 per half day. I think it is essential that the school pays for outside support from either Jacky or Hugh Godfrey to ensure that the school remains at the standard it currently is and is consistently moving forward.
- Please see the data that is available on the Governor's Secure Area.

Local Authority/External Support

- Hugh has visited regularly to provide mentoring support and CPD for me but has most recently written a visit report. Please see the Governor's Secure Area.
- Jacky Castle has visited twice this term. Please see the Governor's Secure Area.
- There has been one visit from Jane Downes (another one due) who provided moderation support to Elaine and teaching/learning support for Kelly.

Assessment and Curriculum

Curriculum

- There has been a whole school focus on writing with the introduction of writing success criteria's.
- There has been a whole school focus on times tables with the introduction of Times Tables Olympics.
- Please see the School Development Plan for more details.

Assessment

- Writing folders have been introduced so that progress in writing can be seen.
- Elaine has been trialling some different Maths assessments using the new Mathematics Programme that the school has subscribed to.

Curriculum Enrichment

This term, the following curriculum enrichment events either have taken place.

<ul style="list-style-type: none">• Arts & Crafts/netball/ football/ Multi sports/gardening/gymnastics/Spanish and karate Club• Darwin Swimming Lessons• Easter Service led by Rev Albert• Whole school fortnightly visits to the library bus• World Book Day – Alice in Wonderland theme• Whole school Book Week dance workshop• Darwin trip to Gunpowder Mills• Shakespeare trip to St Albans• Nightingale trip to South Weald park	<ul style="list-style-type: none">• Sports Relief fundraising• KS2 Writing High Attainers workshop• Year 6 High Attainers Maths workshop• Around the World at Lunchtime• Parents to Lunch• Shakespeare Class Bodycare sessions• Internet Safety Day• Chinese New Year• Year 3/4 and 5/6 Football Tournaments at Shooters
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Breakfast Club

Harriett Richardson continues to cover Breakfast Club, as reported at the F&P meeting in October the club is still continue to make a loss of £805. It therefore is being monitored closely, between 6-8 children attended a day.

Staffing

Leah Hannon has returned to the school and is a TA in Nightingale Class. She has also taken over from Lisa Stephenson as the Catering Assistant.

Parking

We have had several local resident complaints and parental complaints about parking outside of the school. The problem being that parents are blocking driveways or parking opposite the yellow zig zag lines as well as on them. Two local residents also expressed concern for the welfare of some children as they are not being kept safe by their parents. The school has written to parents but only appears to have impact for a short period of time. A member of staff used to move parents on or ask them to park elsewhere but did not want to continue as the parents were being rude to him. One parent has suggested that we ask the council to put zig zag lines on both sides of the road. Sue has been investigating this with the local parish council.

Professional development

Date	Training/CPD received	Outcomes/Impact
25.1.2018	Peer Review	Head teachers from the EFSLIP reviewing the school. Action points have then fed into the School Development Plan.

Date	Training/CPD received	Outcomes/Impact
30.1.2018	HL Gym Trail Training	Skills to lead effective Gym Trail to groups of children to help with motor skills and concentration
20.2.2018	LH Food Safety	To ensure that we comply with Health and Safety and Leah has the confidence required to work in the kitchen
22.2.2018	DR Science	Creative ways to engage children in science Resources to support the assessment and planning of science
22.2.2018 and 15.3.2018	Maths – using manipulatives	Strategies and resources that can be used to support children in their understanding of mathematical concepts.
1.3.2018	KP Gymnastics	NQT requirement
6.3.2018	SC Asbestos Awareness Training	Requirement for Health and Safety audit
14.3.2018	DR and AW New SIAMS Framework	Ready for SIAMS inspection expectations from September 2018.

Church and SMSC

- MGPS Ethos committee continues to meet and feedback to the Curriculum Committee. They also continue to review section 4 of the SDP.
- Children are becoming increasingly involved in pupil led worship. The children in Darwin and Shakespeare have been leading Sharing Assembly. The aim is for Nightingale to take on this responsibility in the Summer Term.
- The school continues to endeavour to make links with the Church but we understand that until someone else is appointed to the team visits from the Church would not occur regularly.
- The school are overdue their SIAMS inspection, we will get one week notice. If we are inspected in the Summer Term then we will be inspected under the current framework. The new framework comes into place in September 2018. The Diocese has said that no inspections will take place in the Autumn Term to allow schools to familiarise themselves with the framework. Therefore, if we are not inspected in the Summer Term we will not be until the Spring Term 2019.

Finance

- Please see minutes of recent Finance and Premises Committee
- The only reason we have managed to balance a budget this financial year is because we have a large carry forward. This however will not continue in the future. Sue and I have looked closely at the budget and have cut costs where we can e.g. not subscribing to Essex School Service English/Maths and Assessment

updates. One way that will have a big impact on our budget is to have more children. The school will be holding an Open Morning in October that will hopefully entice more parents to put Matching Green as a first choice (we currently only have 8 children first place choices for the next academic year). We will also engage with the newspaper throughout the Summer Term/Autumn Term to share our school with the local community.

- The school made an application to the Shuttleworth Trust for blinds for the school hall and a laptop for a PP child. We received the money. Blinds have been installed and the child has received their laptop. The child and family were extremely grateful. The child has become more engaged with his learning and the school have asked that he write a letter of thanks for the Shuttleworth Trust.
- The parent donation was spent on EYFS resources to support the ambition for Outstanding. The other half of the donation was spent on equipment/resources for the playground. The children have enjoyed the new provisions as mentioned in the recent Pupil Voice Assembly.
- Jane Yates supported the school greatly in an application to The Golding Palmer Trust for additional playground resources to develop a friendship area for the playground and other playground provision. The children will be writing letters of thanks and inviting members of the trust into lunch.

Phone system

The school phone system has been updated which now allows all phones to transfer calls, the ability to record conversations, a clearer way to receive absent messages and the ability for voicemail messages to be changed outside of school (e.g. to change the voicemail if there was a school closure).

Catering

- Parents to lunch has been a success and we hope that this continues after the Easter Holidays, it is also a good way to earn an income.
- New summer menus are being devised, there will be an additional option on some days for a lighter lunch alternative e.g. a bap roll with a filling, a pasta pot with a filling.