

Head Teacher's Report to Governors

Spring 2019

This report covers the activities at Matching Green CE Primary School from
12th November 2018 – 14th March 2019

School Context

Numbers of pupils on roll

- We have 80 pupils on roll
- 4 of our children are entitled to a Free School Meal (5%)
- 9 of our children are Pupil Premium (11.25%)
- 17 of our children are SEND (21.25%)
- 2 children joined Year 1 in January. 1 of those children has Speech and Language needs and is receiving outside agency support. 1 child also joined in Year 6 from Hatfield Broad Oak. 3 children have left, 1 has moved out of the county (Year 2), 1 has moved to St Nickolas School (Year 4), the other has moved abroad (Year 6). 1 child is due to leave at the end of this term and will be moving to Hatfield Heath (Year 3).
- We are able to see that we have 16 first choices for the Reception places in September. We will not know how many of these has accepted their offered place until April. If all 16 do accept then I am suggesting that we go above our PAN to accommodate, especially due to the low number of Reception children we took in this year.

Y6	Y5	Y4	Y3	Y2	Y1	YR		Tot	
11	9						Shakespeare	20	Mr Loader
		11	14				Darwin	25	Mrs Raggio
				14	13		Nightingale	27	Miss Roach
						8	Potter	8	Mrs Nunn
							TOTAL	80	
							Spring 2018	83	
							Autumn 2018	79	
							Spring 2019	80	

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 2018	15	0
Autumn 2018	14	0
Spring 2019	17	0

More information can be found in the SEND report written by Jane Nunn.

Pupil Premium children

<u>Class</u>	<u>Autumn 2018</u>	<u>Spring 2019</u>
Potter	1	1
Nightingale	N/A	N/A
Darwin	5	5
Shakespeare	3	3

- Chrissie Chilvers has started working with some of our Year 4 PP children 2 mornings a week, there is a focus on reading and maths. For reading, the children are using a longer text and are focusing particularly on inference skills. In maths, the children are focusing on place value and number skills using the Maths of the Day resources. Chrissie baselined the children and will continue with this intervention for 8 weeks before they are then reassessed. The Maths objectives are linked to their class or individual targets. It is hoped that Chrissie can continue with this for longer than first anticipated as we are using Sports Premium funding for the maths element of the teaching as she is using Maths of the Day resources and is facilitating active teaching.
- The purpose for the Year 4 focus is that upon implementing a progress tracker it was evident that the Year 4 children needed some additional support to ensure that individuals either accelerated their progress or maintained their progress based on their EYFS and KS1 outcomes and the end of KS2 predictions on FFT.

Attendance Data

School target for 2018-2019 will need to be set at this FGB meeting			
Term	Current Attendance	Authorised Absence	Unauthorised Absence
Spring 18	94.7%	4.6%	0.7%
Summer 18	95%	2.7%	2.3%
Autumn 18	96.8%	2.6%	0.6%
Spring 19	94.3%	4.3%	1.4%

- One child had 28 unauthorised sessions since September for holidays. Four other children have had in excess of 10 unauthorised sessions due to holidays being taken during term time. Authorised absence is high because 4 children had in excess of 20 sessions 1 of those children had an operation. A number of children had illnesses that took a while to recover from such as chicken pox, scarlet fever, a ruptured ear drum, and a particular nasty virus.
- I have been in touch with our Attendance Specialist, Daisy, who is supporting schools in West Essex. She has given me some guidelines on what must be included in letters sent to parents after they have requested term time holiday. Previously, our letters did not contain the relevant information that could trigger a penalty notice. This needs to be improved as the paperwork could be used in court and therefore must be lawful. I also attended a course, which informed me of the link between attendance and the law. Daisy also shared with me letters that we should be sending to parents when it comes to our attention that the children were not genuinely ill e.g. when we have been told in the past that the child had a 3 day sickness bug but they were actually at Disneyland. She also clarified to me that children in Reception are to be considered like all other children the term after they have turned 5.

- We have started to input parents reasons for absences and minutes late on to our SIMS system. This means that we are using the exact words that parents have used when they are explaining why their child/ren will not be in school for the day.
- Daisy said that we are doing well by tracking attendance each term and either challenging or rewarding the good attendance. We are also now asking parents for proof of all appointments.
- We have been using the Essex model for our attendance policy, however Daisy is changing this and therefore a new policy will be coming out soon. She has given me some advice on how we can adapt ours in the meantime.
- 29 pupils had an unauthorised absence.

Safeguarding and Child Protection

We have had no major safeguarding concerns, which has meant that no contact has had to be made with the Family Operations Hub. We continue to monitor, record and discuss children of concern.

Safeguarding and Child Protection CPD

- I will be attending the Spring Term update on Wednesday 13th March.
- I recently spoke to the children about the internet craze MOMO, information about this was also shared with our parents/carers via Twitter.
- In January 2019 SET Multi Agency Protocol released some new information about the management of suspicious/unexplained injuries/bruising in children for all frontline professionals. This was shared with the staff.

Health and Safety

Fire Drills

Spring Term 2019	Has been booked into the diary for 14.3.2019
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- The school had a DfE Condition Survey on the 14th February 2019. The report will take 3 months to be published. However, the person conducting the survey did say that the school was in good condition considering its age and well maintained. He felt that the lightning generally throughout the whole school could be improved upon and that the guttering would need to be looked at. We may potentially be able to access some funding.
- We have had our annual PAT testing. As a result we have replaced the hoover, we have swapped a three point plug for an extension lead and have been advised to always roll out the entire extension lead for the Over Head Projector so that it does not overheat.
- A tree surgeon completed the works outlined in the tree survey.
- The Health and Safety audit that was carried out by Mike Nabarro still has some outstanding actions.
- Lockers have been installed in the corridor for the Shakespeare children to use and in the cloakroom off Darwin Class. This has cut down on bags/coats etc being on the floor and therefore being a trip hazard.

External agencies

- I have arranged for a counsellor to come into school for half a day a week for the whole academic year. This is at a cost of nearly £3,000 to the school but a grant has been sought and received from Golding Palmer

Trust to cover half of that cost. This is more cost effective than using the service as a pay as you go, where an individual session is £45 an hour and it is recommended that each child takes part in a 10 week block.

Racist / homophobic/ e-Safety Incidents

- Nothing has been reported to Essex County Council.
- No significant e-Safety incidents have occurred, however staff are spending more time with pupils discussing issues that have occurred over the Xbox – especially in Years 4-6. The children fall out/use derogatory language towards each other online in the evenings or before school and then the argument continues when they are in school.
- Some children have also shared their worries about videos they have watched on Youtube. Parents have been informed when this has occurred and advice has been shared with the child and the parents.
- The school are considering a visit from the Two Johns again as they were well received.

Behaviour

- There have been two incidents between the same two children. The Class Teacher spoke to the parents and there has been some improvement in their behaviour since then.
- Another parent has emailed stating that his child is being bullied. After extensive investigations by me the majority of the problems seem to be around the rules for 'it' being changed during games. The children have been encouraged to play other games and one member of staff every break and lunchtime is observing just this child. We are then speaking with this child at the end of break and lunchtime and recording what is said. This is to ensure that the message the child is sharing at home and school is consistent. A meeting between the school, the child and the parents has been offered but this was declined by the parents.
- The Year 3 children do not particularly gel well, however we saw an improvement in their communication skills and in their behaviour during the recent Forest School Days. I have therefore arranged for the Year 3's to attend a team building day at Danbury Outdoors. This is being funded by the Sports Premium budget. This particular cohort do need support with their communication skills and empathy. It is hopeful that this will show the children that others have different talents or strengths that may not be seen in the classroom and will teach them the importance of communicating with others that may not be in their friendship circle.

Parents

- I have written a Code of Conduct Policy for Parents/Carers. This is a result of the increasing number of aggressive confrontations members of staff are receiving from parents/carers. In the week before and after the half term break a member of staff was brought to tears by a parent and a member of the local community made a complaint against a parent who had sworn at her. This is the second time such an incident has occurred- different parent and a different member of the community.
- A Mersea meeting with the year 6 parents has been scheduled.
- More uptake from parents on Twitter since the introduction of #lifeinallitsfullness
- DEAR now occurs weekly in Nightingale Class and continues in Potter Class. I have approached Mrs Raggio for DEAR to start in Darwin Class during the summer term.
- 3 parents have sent emails to the school regarding the skipping activity Mr Loader has started doing with the children. 2 were complaining because their children had been hurt, this is obviously not something that we

want but I responded that children need to learn to manage their own risks and can do so in the safety of the school grounds. The skipping rope poses no greater risk than running across a football pitch, where you are at risk of being knocked over or hit by a ball. The 3rd email was really positive, thanking Mr Loader and expressing that her life has been made easier as her children are wanting to come to school a bit earlier to take part. As a staff we have noticed that different children are interacting with each other and it has engaged the boys who previously had viewed skipping as something for girls to do.

School Development Plan (please see actual plan for more information on specific actions and success criteria)

Staffing and Personnel

- Mr Loader has been covering Shakespeare Class and will continue to do so for the summer term. He has been a real asset to our team and is well liked by the children and parents. Mr Loader will be considered for the NQT cover of the NQT from September.
- Jessica Roach (NQT) has been making exceptional progress and will pass with an outstanding if she continues her current levels until the end of the academic year.
- Recruitment for the Year 5/6 vacancy has taken place. Sarah Keefe and I interviewed 4 candidates (we had 7 applications). Matthew Reed has been appointed. He is currently finishing his BEd at Brighton and Hove University and has a specialism in Maths, he is also a keen cricket and rugby player. Matthew will be joining the rest of the staff on the 23rd April for our INSET day training on Maths.
- A member of staff has been issued with a letter of expectation. Advice from HR was sought. More detail of this has been shared with the personnel committee.
- Harriet Buckland has informed me she is pregnant and is due to have her second baby in September. She intends to return to work. Her maternity cover is currently being organised. Her risk assessment has been completed by me and is due to be reviewed after the Easter holidays.
- Sue Woodhead has handed in her notice, she feels the time has come to 'give up work' she will continue to work until the end of the summer holidays. HR advice was sought on finding a replacement and we do not need to do a formal advert if we have somebody in mind as the placement is for a fixed year contract and will be for 3 days a week. The fixed year contract was thought best as we are not 100% certain where the school will be in terms of academisation. It is hoped that there can be a handover period between Sue and her successor.
- Mrs Dutnall has had some long- term sickness due to stress brought on by events in her personal life. She is now back at work.

Leadership and Management

- I have led another Church School Hub meeting and we have planned an Easter celebration event at Epping St John's church.
- Sarah Keefe supporting the interview process for Matthew Reed was actually excellent CPD for me. It has made me reflect on the questions that are asked and the additional questions that could be asked to gain a greater insight into the pedagogy of a teacher.
- Darren and Mike met with Hugh Godfrey and myself for my Performance Management review. Hugh's report has been shared with Darren, Mike and Toni.

EFSP (Epping Forest School Partnership Trust)

- Finance still dominates a lot of the meeting time and this is something that would need to be straightened out before Matching Green did consider joining. This has been recognised by the trust and they have said to all associate schools that they do not want us to convert this year.
- The weekly update letter continues to be shared with the staff and governors.
- Dawn, John and Jessica are all taking part in the moderation meetings for Maths and English. Jessica – Year 2, John Year 6 and Dawn Year 4.

WESSP (West Essex School Sports Partnership)

- We have taken part in a karate competitions and a Year 3/4 indoor athletics festival.

SLIP (School Led Improvement Partnership)

- Jessica Roach has visited another teacher at Dr Walkers; this is something she would like to continue to do, as there is an element of his practise that she would like to pursue in her own class.
- I will be attending some training around the revised Ofsted framework as this comes into place from September 2019. There will then be subsequent training for subject leaders, as the new Ofsted framework will have a bigger focus on a creative curriculum. Please see more info below about the new framework.
- I took part in a Peer Review at Dr Walkers, I particularly liked their marking and feedback policy and would like to look into this further for Matching Green. I am trialling this with Jessica in Year 1/2.

Wellbeing

- A Wellbeing Day for staff needs to be discussed with the FGB for approval.
- A Mental Health and Wellbeing policy has been written, the Church of England document and the DfE 'Mental Health in Schools' were both used to help form the document. This needs to be approved by the Curriculum Committee before ratification.
- Children were asked to complete a 'How are you feeling' survey. The results were as follows:

How did you feel this morning when you came to school?

9% anxious, 29% OK, 62% confident

How did you feel in your Maths lesson?

9% anxious, 31% OK, 60% confident

How did you feel in your Literacy lesson?

3% anxious, 35% OK, 62% confident

How did you feel at lunchtime?

5% anxious, 14% OK, 78% confident

Achievement and Standards

- Please see the progress tracker in your packs.
- Please see the current maths data. End of term data will be shared with the Curriculum Committee.
- Maths will continue to be a focus for us. The staff and I have started to look at the White Rose Maths materials and this will form part of our INSET training delivered by Angela Cass from the Teaching School. As the Maths Co-ordinator I have asked staff to particularly focus on Maths Talk and learning a greater

understanding about what Maths Mastery is. A separate document is in your pack explaining Maths Mastery in more detail.

- Phonics results are not on track to be 100% as we would have liked, this is due to the two new children who joined in January not having secure phonics at the standard we would like them to be at that point of the year. One other child has had a substantial amount of time off which has contributed to the lack of progress.
- Both Year 2 and Year 6 children took part in mock SATs. Both teachers then did a gap analysis of the outcomes and have tailored their teaching to plug the gaps. Both teachers are practising with SATs style questions and are teaching SATs technique on a daily basis. A letter is being written to the parents/carers of those in Year 2 and 6 so that they fully understand what we are doing as a school to support their child.

Local Authority/ Diocese/ External Support

- Pav Saunders, who was our SEP at the time, came to visit the school on the 27th November. Her report is in your packs.
- Our new SEP is Jacky Castle. She followed up Pav's visit with a phone call and said she had no concerns for the school but is around if we required her support or advice.
- Some of Partnership SEP days are being led by Jacky Castle – she is leading some training on the new Ofsted Framework and the expectations for subject leaders.
- Carrie Prior has made several visits recently to help us prepare for the imminent SIAMS inspection. Her visit notes are also in your pack.

SIAMS (Statutory Inspection of Anglican and Methodist Schools)

- The SIAMS SEF (Self Evaluation Form) has been completed and shared with our Diocesan Advisor. I understand that it is a large document but I do think it would be valuable for it to be read by governors in preparation for our SIAMS inspection, which is imminent.
- More schools have now been inspected under this new framework and I have spent some time looking at their published reports. Some of those schools have been local to us.
- I am in the process of preparing a governors guide to the SIAMS inspection.

Curriculum

- The PSHE Association has released some guidance materials on the new Relationships Education and Health Education that will be statutory from September 2020. The DfE has also released draft guidance. As the PSHE co-ordinator I will need to look into these new expectations, some training for our staff, resources will need to be purchased as there is a larger focus on LGBT relationships.
- Forest School has started on a Friday, the children are working in their class groups. The benefits to the children include learning to take risks in a managed environment, communication skills, team building, co-ordination and problem solving. This is being funded by the Sports Premium budget.
- Mary Nicholls is working with Hannah Lidgey to support her teaching of PE. There has been an initial observation, followed by a meeting where targets were set. Hannah then had a few weeks to work on these before Mary came in for another observation. Mary saw some improvements in some areas so is going to continue to offer this support.

Assessment

- As the Maths co-ordinator I will be exploring the way that we assess this subject, with potentially moving towards the White Rose Materials that we will start to use for the teaching and learning.

Curriculum Enrichment

Since the last meeting, the following curriculum enrichment events either have taken place or are scheduled to take place:

- Children in Need fundraiser
- Essex Wildlife Trust Grounds Development Days
- Pantomime in school
- Jack and the Beanstalk Pantomime Headteacher's Outing for Year 3
- Christingle making and service
- Christmas disco
- Darwin Iron Age day
- Safer Internet Day
- Chinese New Year
- Help for Heroes bake sale
- KS2 Indian Drumming
- Charlie and the Chocolate factory Book Day and workshop
- Cyber Awareness Workshop and Fire Safety Workshop
- NSPCC assembly and workshop

The PTA

The PTA have provided funding for the school trips, the Essex Wildlife development days and some workshops. They are still fundraising for the playground developments.

Breakfast Club

- As mentioned above cover is needed for the maternity leave starting in September.
- Arrears for this are £99.50

School Dinners

- Providing hot lunches for the Montessori will not be going ahead.
- The Chinese New Year lunch was a big success so Dani is also going to be doing a different menu for American Independence Day and some other international days throughout the year.
- We will also be inviting 6 mums for lunch every day the week of Mother's Day and will do the same for 6 dads at Father's Day. An Easter Ears lunch and an Independence Day lunch is also being planned for.
- Dinner Arrears are at £417. We are still taking cash from some families, as this is the only method of payment they use.

Twitter

- We have 46 followers, which is an increase from 35 in the last report.
- We are using #lifeinallitsfullness for parents/carers to tweet news and photos of the children living out our school vision 'Learning with our head, heart and hands so that we can experience life in all its fullness.' This half term our focus has been on the children cooking/baking in the kitchen. Next half term the focus is 'maps'. The DfE Activity Booklet has been used as a stimulus for this.

Professional development

Date	Who	Training/CPD received	Outcomes/Impact
20.11.2019	AW and TN	Small Schools Conference	How small schools can be sustainable
28.11.2019	AW	FFT Training	Can now use reports for all of KS2, knowledgeable about how to get reports for specific groups of children.
3.1.2019	All teachers and TAs	Maths of the Day training	Know how to get the most out of our new resources
14.1.2019	JN	Safeguarding refresher training	Qualified deputy DSL
6.2.2019	HL and LB	Asthma and Epi Pen training	Able to administer inhalers/Epi Pen
13.2.2019	JN	Developing Deep Mathematical Maths Learning in EYFS	Whole school objective for maths improvement
26.2.2019	AW	Attendance and the Law	Understanding of legal requirements when addressing poor attendance
27.2.2019	DR/JR	Talk for Writing	Better structure to the teaching of writing
13.3.2019	LH,JR,AG,LD	Asthma and Epi Pen Training	Able to administer inhalers/Epi Pen

Church and SMSC

- School Vision has been finalised. A copy can be found in your packs.
- The lack of school/church links is an increasing concern for me and I would like to talk in more detail about this.
- The Ethos Committee have met.

Finance

- Please see minutes of recent Finance and Premises Committee.
- Since the meeting at the end of February, the school have received a donation from Golding Palmer Trust, which will fund half of the school counsellor. The counsellor has come from the charity 'The Change Project' who we have worked closely with in the past.