

**HEADTEACHER'S REPORT TO THE GOVERNING BODY OF  
WEST HATCH HIGH SCHOOL  
FOR THEIR MEETING ON THURSDAY 17<sup>th</sup> MARCH 2016**

**1. Admissions**

a) The SLASC (School Census) return for January was:

	Full Time		Sixth Form Part Time		Spring 2016	Spring 2015
	Boys	Girls	Boys	Girls		
Year 7	104	83			187	189
Year 8	86	100			186	191
Year 9	103	85			188	188
Year 10	103	86			189	187
Year 11	90	92			182	188
<b>Sub TOTAL</b>	<b>486</b>	<b>446</b>			<b>932</b>	<b>943</b>
Year 12	44	49	17	10	120	171
Year 13	41	60	28	11	140	129
OTHER	2	-	2	1	5	18
Sub TOTAL	87	109	47	22	265	318
<b>TOTAL</b>	<b>573</b>	<b>555</b>	<b>47</b>	<b>22</b>	<b>1,197</b>	<b>1,261</b>

b) Comments on the above figures.

We have had 577 applications. Essex 294, Redbridge 263, other Local Authorities 20 (no late applications to date).

There has been a slight drop when compared to last year. We are aware that despite more students coming through the primary schools there were less students in the system at the Key Stage 2 transition point into Key Stage 3. We are also aware from anecdotal evidence that our new PAA (Priority Admission Area) may also have had an impact.

We plan over the coming weeks to contact all our feeder primary schools to identify appropriate times when we can meet with Year 6 pupils and their parents to explain about the new PAA and to promote the school. We may be able to link in with an existing evening event which is already planned. We are currently formulating a strategy that will focus on best practice in relation to primary transition, build on our current programme and involve us in finding out what access other secondary schools have to Year 6 primary parents and pupils.

This will include our Key Stage 3 co-ordinators in Maths, English and Science to liaising with primary staff to ensure that our curriculum plans build very firmly on the KS2 curriculum ensuring sound progression and the embedding of best practice.

- c) Mid year applications remains high with 37 of which 30 joined made between September 2015 and February 2016. In general each time we attend an independent appeal hearing we occasionally have a child admitted which means the number in each Year group does creep up. Our Admissions Secretary works hard to ensure if students leave we are quickly up to capacity ensuring that we remain as full as possible. As with most London schools, we are experiencing increased student turbulence as families move further out of the area.
- d) The SLASC return includes a range of all the statistics which all have significance. I list some of these figures from previous years.

	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
Number of free school meals (claimed on day of count)	60 89 eligible	81 101 eligible	70 107 eligible	101 124 eligible	117 132 eligible	80 101 eligible
% of free school meals compulsory school age only 7-11	6.3%	8%	10.38%	10.7%	8.5%	9.36%
Number of whom English is an additional language	132	129	130	124	145	155
Number with statement of SEN	18	24	30	28	35	34
Number on SEN stages	95	166	109	111	243	184
Number of full time teachers	91	87	87	88	88	84
Support staff full time equivalent	56	55	53	59		
Number of part time staff	25	21	21	19	28	21

e) **Sixth Form Numbers**

We have been very pleased and encouraged by the numbers applying for September 2016. These currently stand as 266 externals and 138 internals – a total of 404. The Sixth Form team have been very proactive in their recruitment strategy. Also, Heads of Department have been taking a keen interest in recommending students to take their subject. We have a big drive now with staff in converting as many of our internal applicants as possible to places being taken up in September.

**2. Staff Absence**

The number of occurrences of absence for illness since the last Governing Body meeting in November has been

174 for teaching staff (including 2 long term)  
148 for support staff (including 2 long term)

Since the start of Spring term

111 for teaching staff (including 2 long term)  
31 for support staff

These figures compare with the same period last year

47 teaching staff  
56 support staff

and since the last Governors meeting (same time last year)

124 teaching staff  
174 support staff

### **3. Pupil Attendance**

We currently have achieved 94.42% attendance across the school. This is against our target figure of 95.2%. Emails and texting have greatly helped our ability to chase the whereabouts of any pupils who fail to turn up to school on an individual lesson basis.

We continue to make our expectations very clear in relation to pupils attendance at every opportunity, regularly at assemblies and also at each Parents Evening when I speak to parents.

Figures for 2014-2015 are as follows

4.10% authorised absences  
1.48 % unauthorised absences  
Overall currently 5.58%

The attendance of our disadvantaged students was questioned when we had our Link LA Advisor with us recently. This however, is lower than national but is as a result of two students who fall within the Pupil Premium bracket who rarely attend school. One parent is now being pursued by the courts, the other sadly is heading in the same direction. We have an extremely experienced Home School Liaison Officer and Attendance Manager who do much good work on this front.

### **4. Staff and Staffing Matters**

We currently have 4 staff on maternity leave and one planning to start her leave at Easter. We also have a member of staff who is about to go on Adoption Leave.

The following posts are out to advert – English, Key Stage 5 Co-ordinator and Science teacher.

We have had our second in PE, Ray Flowers, gain a Head of PE post and a Maths teacher, Yamina Delli, be promoted to second in Department at another school. Both will be much missed.

We have an interim member of staff as acting SENCo (Special Educations Needs Co-ordinator) following Chloe Moon leaving us to work at Braeside School.

A decision will be made prior to Easter to decide whether we go out again to national advert or invest in the internal applicant who was successful in securing the post (short term) when we last advertised.

We also have just appointed Phil Peters to a Raising Aspiration Post to work with the Gifted and Talented students developing the Specialist Pathways Programme into Key Stage 3.

## **5. Leadership Development**

The Deputy Head of Sixth Form post has been an excellent addition to the Sixth Form. We hope to increase the capacity still further by creating two non paid development roles; one of Head of Year 12 and one Head of Year 13 to focus on these key groups creating additional capacity within the team. These will be advertised after Easter.

Our Key Stage 5 Co-ordinator will transfer now to take on the title of Deputy Head of Sixth Form as her role has expanded covering a number of key areas that would normally fall into such a role.

We are very aware that we have a number of key staff who have developed significant years of experience in their current roles. Whilst not wishing to lose them immediately to promotion we are only too aware that we need to continue to offer them development opportunities so that when the time is right for them they are well placed to apply for senior roles should they choose.

To this end we are encouraging colleagues who fall into this bracket to complete a needs assessment so we can identify where they may welcome the opportunity to spend time with members of SLT gaining further insight into areas of interest.

We also have the opportunity to work closely with our local schools and set up the possibility of short internships whereby some of our staff work alongside senior teams in other schools and likewise we host colleagues from other schools too. This is currently being developed and will be available to staff in the summer term.

The Sixth Form Leadership Team are now in place and will leave behind a sustainable model for the Year 12s. The team consists of seven distinctive roles; Head Boy, Head Girl, Deputies, Social Media Prefect, Social Events Prefect and Cultural Prefect.

There have been significant areas that are clearly high on the Sixth Form agenda – facilities, parking and events. In addition, each House has Sixth Form Captains, Charity Co-ordinators, Health Champions and Sports Leaders.

This year the team have made incremental changes – purchasing a Christmas tree, encouraging participation in the Christmas Jumper competition and Fancy Dress Day. There is a Comments Board in the common room which is checked weekly and views are taken forward.

The Sixth Form Leadership Team has been involved in assemblies, Open Evenings and Parents Evenings. Alongside the Head of Sixth Form they organise the large number of Year 12 and 13 senior Prefects. This team has become a forum for the voice of Sixth Formers to be heard and acknowledged. As this team is still in its infancy their roles and responsibilities will evolve and develop over the next academic year.

The handover of Year 13 Prefect roles to Year 12 will take place in March as will the hustings and elections for the new Head Boy and Girl along with House Captains and key Sixth Form responsibility posts.

I met with the Head Boy and Girl with the Sixth Form team each half term where ideas and concerns can be discussed and acted upon where appropriate.

## **6. School to School Support**

Thirty three Headteachers in Essex have received HMI (Her Majesty's Inspector) training in carrying out focused reviews in other institutions. We have been put into Triads and will work closely together conducting reviews in each other's schools. We are partnered with Stewards School in Harlow and the Gilbert School in Colchester. The focus of our school review will be "How we extend and challenge our more able students". The review team will involve an ex Headteacher, an LA Officer and existing Heads and their deputies. We will feedback the findings at the next Governor meeting.

## **7. Pupil Premium Review**

We are commissioning, via the Local Authority, a thorough review of our Pupil Premium provision which will drill down into our practice; the strategies and provision we currently employ together with an assessment as to their impact in terms of pupils progress.

This is an Essex LA Audit which will be conducted by a National School Leader in Education. It will, we hope, provide us with very useful data that will help us ensure our provision is really meeting the needs of some of our most vulnerable students.

## **8. Buildings/Maintenance and Lettings**

A full refurbishment of the female staff toilets in the main school building has taken place over half term. In addition, the Technology roof has been replaced. Our thanks to Lisa for co-ordinating this as the results are excellent.

## **9. Healthy Schools National Award**

We have recently resubmitted for re-designation for the National Healthy Schools Award. This covers a wide range of indicators including:

Healthy Eating, Student Voice, the Food Technology curriculum and skill development, support for students to make wise choices, alcohol and substance misuse, emotional wellbeing and mental health awareness.

We had a Moderator visit just before the half term which involved a significant number of staff and students talking about the work of the school.

Members of the Student Council accompanied the Moderator on a tour of West Hatch and discussed the work of the Student Voice at West Hatch. Our Health Champions who had received two days training also spoke about three campaigns they are soon to launch with the school covering Mental Health, Health and Fitness and Body Image.

We were very pleased to have received re-accreditation. This will stand us in good stead in terms of our forthcoming inspection which places a high priority on Health, Education and Lifestyles.

Our thanks go in particular to Laura Hiscott, our Personal, Social, Health Education and Citizenship Co-ordinator, Leanne Smith our Catering Manager, Nick Bell our Co-ordinator for the Student Voice in the school, Hazel Barnard our Food Technology Head of Department and Melanie Hall our Welfare Officer/Pastoral Support for all their great work in relation to the National Standard.

#### **10. School Meals**

We continue to have themed days which are well received by our students. In addition, the Catering Department are able to accommodate special dietary requirements that a number of our students have. We also offer Halal meals for a significant number of our students. The Catering Department are very responsive and flexible when it comes to accommodating the needs of staff and students. They have a tremendous 'can do' approach and add much to life and work of the school.

#### **11. Pupil Premium**

As mentioned currently an extensive audit is underway to draw together our full range of provision available for all our Pupil Premium students at present. Simon Langton is leading on this with John kindly recently having taken on the Link Governor role.

As part of this review evidence will be generated to highlight which strategies are having most impact in relation to students' progress made. The external review will also identify new strategies that we may wish to consider. We have been informed, following our OFSTED preparatory review, that we will need to make explicit the funding we receive ensuring that significant amounts of the funding are spent on those students for whom it is intended. We will report back regularly on this key area of focus at subsequent meetings.

#### **12. Update Regarding Measures in Place for Those Coming up to Take Their Public Exams**

Staff continue to be very generous when it comes to going the extra mile providing additional study opportunities, intervention classes and revision sessions. Increasingly, following students pre public exams individuals will be targeted to attend.

Following input they will then be retested to ensure any gaps in their knowledge will have been addressed.

Our RAP meetings at Key Stage 3, 4 and 5 still continue led by our respective Raising Standards Leaders to explore with our Heads of Departments and other relevant staff strategies that will support our most marginal/vulnerable students who need to increase their levels of progress.

We have had a drive to support departments in increasing the accuracy of staff predictions across the board.

Revision classes have run during half term and are planned for the Easter break. We are again very grateful to staff for providing these. Students appreciate the steps staff take.

We have had a very successful day for all Year 11 students focusing on a series of revision strategies led by very experienced staff. These covered revision planning and organisation, memory, exam techniques, question interpretation and maximising the effectiveness of their revision. We had some very positive feedback from students who found the day very helpful.

### **13. Safeguarding**

All staff have clearance and there is no one working under a risk assessment. Laurie Mackintosh (formally McVittie) has attended radicalisation and extremism training and has run assemblies for the whole school and training for the whole staff. We are looking to purchase software that will allow us to identify potential radical communication on line. We have an external company visiting the school to work with all our students delving a presentation to every Year group and also after school to all staff. In addition, we have a powerful speaker who will be working with all our Year 10, 11 and 12 students and then with parents after school on a Drugs awareness raising session.

### **14. Racist Incidents**

The number of racist incidents since the last Governing Body meeting is 2. This breaks down as follows:

Year 7:	1
Year 8:	0
Year 9:	1
Year 10:	0
Year 11:	0

We continue to treat these very seriously with those responsible being dealt with accordingly. We always involve parents.

## **15. Bullying Incidents**

Since the last Governors meeting we have had 1 incident. As with the above any instances are dealt with very seriously. We work with both the bully and the bullied using Restorative Justice wherever we can. We constantly urge other pupils to be champions for anyone who may be being bullied, to bring it to our attention so that it can be dealt with. Our online recording of such incidents creates an alert at weekly fortnightly, monthly, 3 monthly and 6 monthly intervals so that key staff involved know to revisit those students who have been bullied to check all is well and that the bullying behaviour has stopped.

## **16. Behaviour Management Issues**

We have been very pleased with how the new Behaviour system is being implemented and the impact it is having on students. Not only is student behaviour in class very carefully monitored with a range of consequences implemented, so too is pupil behaviour beyond the classroom with referrals issued for a number of behaviours, see below.

We operate a detention system for an hour for any pupil who does not complete homework. Likewise, any student who has been poorly behaved in class also has an hour's detention after school. If a pupil fails to show up they automatically have a day in seclusion.

Likewise, if a student is boisterous, on their phone or with headphones on, using inappropriate language, eating outside the designated areas or wearing their uniform incorrectly they will receive a referral slip. If they accrue three they are sent for by their Head of House. This is having a positive impact on students taking increased responsibility for their behaviour around the school.

The Student Behaviour Panels continue to operate and have an impact – each House has one. Students have to sit before a panel of students and are called to account for their behaviour and the negative impact it is having on the learning of others.

We are operating a system of bells at 11.00am and 2.00pm to ensure all students are off the playground and in class ready to start their lessons promptly after break and lunchtime.

## **17. Child Protection and Looked After Children**

We continue to have four students on the Looked After Register who are making good progress. They are carefully monitored and supported by Mrs Hall who is our Home School Liaison Officer. She is very proactive involving outside agencies wherever appropriate.



## **18. OFSTED Preparation**

We had a full day involving Lyn Wright, a Local Authority Officer, who has recently completed her OFSTED training. She met with members of SLT, three Heads of House and six Heads of Departments. She was able to pose the sorts of questions we might expect during an inspection. This proved to be extremely helpful. She also met with John Haley in his capacity as Link Governor for Pupil Premium students.

A key focus became that of Pupil Premium, our levels of provision and spending, staff use of Pupil Premium data and the resulting support that is being put in place. How this support is differentiated and monitored? Other areas of focus included Safeguarding, Transition Points, strengths and weaknesses of the school, use of data and departmental intervention put in place for key marginal students, Teaching and Learning, marking and feedback.

Our Pastoral care across the school came out very strongly. We were asked to explain the English results this year and the steps now in place to address this for the summer 2016. The development of literacy was also a focus together with strategies in place for stretching the more able. All those staff involved found it invaluable and excellent preparation for when OFSTED arrive.

We are led to believe that this will be some time during 2017. Our three years are up in September 2016 and the general trend seems to be 6 months thereafter.

We have rigorous plans in place that will ensure we are fully prepared and have all the evidence needed to hand when they visit.

Dan Leonard is mid-way through his OFSTED training. He has passed the key stages and will shortly be shadowing an OFSTED team.

This training will place the school in a very good position as the training gives additional insight and understanding as to how the latest framework is being interpreted.

## **19. Monitoring and Review**

- i. We have a clear cycle that all Heads of Department follow covering: teacher observations, homework and marking trawls, Pupil Progress data and Behaviour Management. Each teacher is graded and support put in place if it is needed.
- ii. All Heads of Department meet with myself and Simon Langton to review their exam performance.
- iii. Quality Assurance days run termly whereby over the year all staff will be observed teaching by SLT.
- iv. Heads of Department conduct regular pupil surveys to draw on their feedback.
- v. Weekly Learning Walks take place by SLT members across the school.

- vi. All Department Heads have fortnightly meetings with their Link SLT member and follow a clearly laid out agenda which ensures key monitoring points are in place and consistently reviewed.
- vii. A Pupil Premium Work Scrutiny has also been conducted.
- viii. In addition, our Peer Observation Programme continues with colleagues pairing up, observing each other teach three times in the year. Staff have, in many instances, paired with colleagues outside their departments which has led to the cross fertilisation of good practice.
- ix. We plan to introduce Department Reviews where we have concerns and attempt to ensure the appropriate support is in place. These will be proportionate to need

## **20. Teaching and Learning**

Currently 18% judged outstanding (6 borderline). 90.5% judged good or better (although 6 of these (7.1%) are borderline 2/3). There are 6 3's and 2 4's.

One of the 4's is a supply teacher and is improving through support, the other is on an ITT course in History and is on extensive support.

Five of the 3's are in core departments so are being supported by the Lead Practitioners in those areas. The other 1 is new to the school in Social Sciences and is supported within the department currently.

Further intervention will be put in place following the Spring term judgements.

### **Teacher Development**

We are involved in the CAMstar project led by Rob Tester, getting relatively new teachers to be teacher researchers. We also conduct weekly Learning Walks to gauge progress across the school. The whole monitoring process has evolved this year to ensure departments are taking a greater lead and that we get a typical picture and not just one off observations.

Vicky Schaefer has introduced the Sixth Form Teaching and Learning Team who meet to focus specifically on Sixth Form delivery.

We have given over all our CPD time this year for staff to plan for the delivery of new curricula at KS3, KS4 and KS5. Next year we will be refocusing again on Teaching and Learning as a whole school priority with an inspirational speaker leading a day for all staff.

## **21. Performance Management Update**

Staff have to have had successful Performance Reviews to now progress up the main spine. As always, this has been the case for progression onto the threshold and Upper Pay Spine 2 and 3.

The vast majority of teachers are successful and this year 5 out of 7 were ratified. Likewise, this is the case in terms of main scale progression.

There were only two members of staff where this was withheld and it links very closely to programmes of support they are currently on.

## **22. PiXL**

Governors may be aware that we are members of the PiXL organisation that works with over 1,000 schools across the country.

Apart from key meetings that take place throughout the year which Vicky Schaefer, Anthony Sinfield and I attend, there have also been a number of subject conferences that increasing numbers of our staff have and are able to take advantage of. These have proved very beneficial in most cases.

Sara Trickey has just been invited to be an Associate and is working with the IT Team sharing best practice that she has developed. She has spoken recently at a national conference and has had over 7750 hits on her computing resources that she has made available for teachers via the Times Educational Supplement website. KS3 computing schemes of work that she has posted have had 19,550 downloads.

## **23. SEF School Evaluation Form**

This has been updated again by Dan and will be available at the main meeting. This details our progress in relation to key priorities we are working on – our strengths, together with areas in need of further development. This will be a tabled item so that this key information can be discussed and your questions responded to.

## **24. Sports Hall, Dance Studio and Science Block**

Meetings with the Local Authority have been very positive – in terms of at least an additional form of entry which would enable us to have a Sports Hall. There is also the possibility of us taking on two forms which again would allow further building to take place. Discussions had to be halted with our architects with regards to the sale of land by the side of the school. Once the LA's contribution is finalised we will be in a position to explore these additional options once again.

## **25. Forthcoming Events**

Governors are warmly invited to a special evening directly following the Governors meeting on 17<sup>th</sup> March. This is to hear students in Year 8 present their research findings, advocating for their chosen charities as part of the national 'First Give Project'. The students will have the opportunity to compete for £1,500 of grant money available to be spent on charities of their choice. A panel of judges and invited guests will hear the speeches and students will be marked on their knowledge, creativity and delivery. The charities adopted so far include Haven House, St Clare's Hospice, Barnardo's, Guide Dogs for the Blind, GOSH, McMillan, Cancer Research, Salvation Army, Reaching Out East and Animals SOS. It will mean a lot for the students and staff involved if Governors can attend.

Please can you let me know if this is possible.

## **26. Trips and Events**

Since the last Governing Body meeting staff have kindly organised the following:

Friday 6<sup>th</sup> November - Year 12 PSEC day  
Thurs 12<sup>th</sup> November - Year 12 Open Evening  
Thurs 19<sup>th</sup> November - Year 12 Study Skills Day  
Tuesday 24<sup>th</sup> November - Year 13 Geography Trip  
Thurs 26<sup>th</sup> November - Year 12 Parents Evening  
Friday 27<sup>th</sup> November - Year 11 Apprenticeship Roadshow  
Wednesday 2<sup>nd</sup> December - Rotary Chef Competition  
Tuesday 8<sup>th</sup> December - Year 12 Film Studies trip to British Film Industry  
Tuesday 8<sup>th</sup> December - Othello Performance (East 15) Drama for Year 12 and 13  
Wednesday 9<sup>th</sup> December - Year 11 Dance Show  
Thursday 10<sup>th</sup> December - Christmas Music Concert  
Thursday 10<sup>th</sup> December - Year 11 Winter Wonderland Cache trip  
Monday 14<sup>th</sup> December - FIFA Xbox Finals  
Tuesday 15<sup>th</sup> December - Year 7 Christmas Carol Concert  
Thursday 7<sup>th</sup> January - Upper School Awards Evening  
Thursday 28<sup>th</sup> January - Year 9 Design Technology Day  
Tuesday 2<sup>nd</sup> February – A Level University Ethics Trip  
Thursday 4<sup>th</sup> February - Year 8 Parents Evening  
Wednesday 10<sup>th</sup> February - Year 10 Resistant Material Trip - Design Museum  
Thursday 11<sup>th</sup> February - Year 10 Resistant Material Trip - Design Museum  
Friday 12<sup>th</sup> February - Second A Level University Ethics Trip  
Thursday 25<sup>th</sup> February - Year 12 trip to Southend for University Talk  
Monday 7<sup>th</sup> March - Year 10 trip to V & A Museum (Textiles)

## **27. Sports Update**

The Year 7 girls' netball team are through to the quarter finals of the Essex Cup.  
The Sixth Form netball team are through to the last 8 of the Essex Cup.  
Year 7 have won the West Essex and Harlow Rugby Festival and are District Champions.  
80 students and 9 staff went skiing to Italy over the half term.  
There is a rugby tour planned at Easter that will involve 50 boys from Years 7-10 and 5 members of staff travelling to Colomendy.

Our thanks to all Governors for all the wonderful support you give us and the school on so many fronts. A special thank you also to John for all the time and commitment he gives me and the school and in particular for his involvement in Admissions and the new building proposals.

We have very much enjoyed working with Link Governors and look forward to having additional meetings over the coming months.



Frances Howarth  
Headteacher