

HEADTEACHERS REPORT TO THE GOVERNORS

AUTUMN TERM 2020



FORSBROOK C.E. (C) PRIMARY SCHOOL
REPORT TO GOVERNORS
AUTUMN Term 2020

1. SCHOOL ORGANISATION - Numbers on roll - September 2020

Year Group	Number of pupils	Comments
Rec	30	
1	30	Two children left for new school provision, one child joined in Sept
2	29	One child left in September
3	50	One child left and two children joined in September
4	32	
5	31	One child joined as dual-registered
6	32	
TOTAL	234	

Groups	Number of children	%
Boys	116	49.5%
Girls	118	50.5%
LAC	6	2.6%
FSM	26	11%
EAL	2	0.8%
SEN (including EHCP)	20	8.5%
EHCP	5	2.1%

2. STAFFING

Year Group	Teacher	Teaching Assistants
Rec	Miss Adams	Mrs Collins
Y1	Mrs Hackney	Miss Shaw
Y2	Mrs Sumner	Mrs Bickerton
Y3 RC	Miss Cotton	Miss Preston, Miss Austin (AM)
Y3 MC	Mr Carnwell	Mrs Pickford
Y4	Mr Card	Miss Dyke
Y5	Mrs Cooke	Mrs Durose
Y6	Mrs Lockett	Mrs Streeter, Mrs Goldstraw (AM)

STAFFING CHANGES

Staff	Comments
Mr Carnwell	Covering Mrs Shaw maternity cover in Year 3
Mrs Shaw	Maternity leave
Mrs Goldstraw	Reduction of hours
Miss Austin	Reduction of hours
Mrs Edwards	Resigned from teaching assistant post to start own business out of education

STAFF ROLES & RESPONSIBILITIES

Staff	Role	Areas of Responsibility
Mrs Kelly Mitchell	Headteacher	<ul style="list-style-type: none"> • Premises Management • Health & Safety • Safeguarding Lead • GDPR • Budget/Finance • Recruitment/Staffing • Assessment/Data • Y5/6 Lead
Mrs Kate Cooke	Deputy Headteacher	<ul style="list-style-type: none"> • Designated Deputy Safeguarding Lead • English (including phonics/ library management) • Behaviour/ behaviour analysis • Pupil premium – Provision & Impact • Y3/4 Lead • Humanities • EVC for school trips
Mrs Nikki Lockett	Assistant Headteacher	<ul style="list-style-type: none"> • Maths • STEM (including DT & Enterprise) • Sports Premium – Provision & Impact • Online safety lead including futures cloud
Mrs Jayne Hackney	SENCO	<ul style="list-style-type: none"> • SEND – Provision & Impact • Designated LAC lead • R.E & Collective Worship • REC/Y1/2 Lead
Mrs Ursula Holdcroft	Nursery/Care Club Manager	<ul style="list-style-type: none"> • Management of Forsbrook Nursery & Out-of-school club, including finance and HR • Safeguarding Lead for Nursery
Mrs Sharon Dawson	Office Manager	<ul style="list-style-type: none"> • HR • Payroll • Budget/Finance • Invoicing • Recruitment (paperwork) • Health & Safety

Mrs Sam Warren	Clerical Assistant	<ul style="list-style-type: none"> • Admin • Letters • First aid Lead • Phone calls/emails/texts to parents
Miss Rebecca Cotton	Y2 Teacher	<ul style="list-style-type: none"> • Computing including e-safety • Communications (Website/Facebook) • Sustainability
Mrs Harriet Shaw	Y3 Teacher	<ul style="list-style-type: none"> • Science (currently Mrs Lockett) • PSHE (currently Mrs Mitchell) • Healthy Schools
Mrs Sam Sumner	Y2 Teacher	<ul style="list-style-type: none"> • The Arts (Art, Drama & Dance) • School Council
Miss Charlotte Adams	REC Teacher	<ul style="list-style-type: none"> • Music • British Values
Mr Brandon Card	Y4 Teacher	<ul style="list-style-type: none"> • P.E (Curriculum) Lead
We also have a number of full-time Teaching Assistants who take the lead in certain areas of the curriculum. These are as follows:		
Mrs Sue Durose	HLTA	<ul style="list-style-type: none"> • Eco • MfL
Miss Danielle Dyke	TA	<ul style="list-style-type: none"> • P.E & Sport Lead (Extra-curricular) • Playground Sports Leader
Mrs Sarah Bickerton	TA	<ul style="list-style-type: none"> • School Council (including Charities)
Mrs Julie Collins	TA	<ul style="list-style-type: none"> • Arts Award Lead
Mrs Donna Streeter	TA	<ul style="list-style-type: none"> • Cookery
Mrs Joanne Pickford	TA	<ul style="list-style-type: none"> • Art & Display

Governors Questions;

3. Attendance

Attendance was not recorded for 2019/20 due to COVID-19. Currently attendance is around 97% and it is our aim to ensure that attendance for 2020/21 remains above the national average.

To support parents and children with attendance we are providing pastoral support where necessary. Mrs Mitchell works closely with parents to encourage good attendance, particularly past persistent absentees. In addition, attendance rewards are continued and provide motivation for children to regularly attend school.

Where children are unable to attend school due to self-isolation guidelines, work is set via our SeeSaw APP so that learning can be continued at home. This WILL NOT affect the children's attendance record.

Governors Questions;

4. SEF Judgements

<u>Area</u>	<u>Grading</u>
Leadership & Management	Outstanding
Quality of Education	Good with outstanding features
Behaviour & Attitudes	Outstanding
Personal Development	Outstanding
Early Years	Outstanding

Please see **SEF 2020** for further evidence which informs these judgements.

Governors Questions;

5. School Development Plan – Leadership & Management

Below are the main priorities for this academic year. The impact of these priorities will be reported in the spring and summer term. Although our current school development plan is an ongoing working document, due to changes in government legislation and current guidance, certain areas have been made a priority this year to ensure that our school is OFSTED ready against new guidelines.

Priority 1: To develop and implement a 'COVID recovery' plan to ensure that children feel safe, secure and happy in school and receive the correct interventions to 'catch-up' on lost learning.

Planned actions to achieve this priority:

***Please see COVID recovery plan for aims and actions

Governors Questions;

Priority 2: To develop and improve practice across the broader curriculum to ensure that ALL areas of our curriculum are covered effectively with the correct coverage and progression. (Continued priority from 2019/20)

Planned actions to achieve this priority:

- Middle leadership training for all subject leads, including effective action planning and the monitoring and evaluation cycle
- Raising the profile of subject leadership by increasing accountability through performance management
- 'Deep Dives' for subject leaders and senior leaders to make judgements about subjects and plan for next steps
- Collaboration with other subject leaders from local schools
- CPD from outside providers where necessary

Governors Questions;

Priority 3: To develop a bespoke curriculum for personal development and well-being, using up-to-date legislation and guidance, which links to other areas of the curriculum and provides a strong foundation for our children and fully prepares them for the next stage of their education. . (Continued priority from 2019/20)

Continued actions to achieve this priority:

- Reading around new legislation for health education and relationships and statutory guidance for the 2020 RSE curriculum.
- Training.
- Trial 'HeartSmart' and 'MindKind' approach across the school – training for staff
- Adapt collective worship plans to reflect the 'HeartSmart' approach
- Re-write Relationships and Sex education policy – consult with staff, pupils and parents
- Subject leaders work alongside senior leaders to create bespoke curriculum map, which links science, P.E, PSHE and RSE.
- Liaise with external providers to determine how other initiatives could link with the development of our PD curriculum.
- Staff training to cascade information regarding the new PD curriculum.

Governors Questions;

Priorities which require ongoing monitoring and evaluation:

- To develop a more rigorous system for reading whereby children can read age-appropriate books through to Year 6 and progress can be tracked more closely and interventions placed earlier.
- To improve standards in writing so that a greater number of children achieve the expected standard and greater depth across the school (At least 6% increase per year)

- To raise standards in Maths through further developing a Maths Mastery Curriculum.
- To implement and develop a STEM curriculum which provides a multi-disciplinary, applied approach to science, technology and maths
- To further develop the Christian distinctiveness of the school including governance, monitoring and evaluation, collective worship and a deeper understanding of other world faiths
- Continue to provide a broad variety of opportunities in P.E and school sport to ensure that the focus on physical well-being remains a high priority

*The progress & impact of these ongoing priorities will be reported in the spring and summer term Headteacher's report. Action plans are currently being updated by subject leaders.

Governors Questions;

6. Outcomes for Pupils

Due to COVID-19, we were unable to make attainment and progress judgements in the summer term. Therefore, we have carried out baseline assessments on all children and are currently in the process of target setting based on these judgements. Intervention action plans are being written by individual teachers and action plan meetings are scheduled to take place with the headteacher the week beginning 28th September.

Once these meetings have taken place, targets will be fully set and regular pupil progress meetings will take place throughout the year to track progress against these targets.

Staff will be deployed appropriately and placed with the children who have the greatest need.

Targets and pupil progress reports will be reported in the spring term Headteacher's report.

Governors Questions;

7. Teaching & Learning

Phase reviews will take place this term as part of a monitoring and self-evaluation review per phase over the course of one full day. During the review, members of SLT will carry out learning walks, pupil discussions, book scrutiny and gather any other evidence they feel necessary based on individual practice. The outcomes of this review inform individual performance management and the planning of the monitoring schedule. Individual support is also placed where necessary. ***All teaching, learning and training this half term is focused around our COVID recovery plan.

WB	Staff training	Lead	Monitoring Schedule
31 st Aug	INSET AM – Welcome back, GetSet4PE, Priorities for September, Updates PM Classroom preparation	SLT	
7 th Sept Baseline Assessment	Computing Updates 20-30mins Level 1 Annual Safeguarding Refresher (ALL STAFF REQUIRED)	RC KM	
14 th Sept	Assessment/Trackers	ALL	
21 st Sept	Interventions (action planning)	SLT	Phase Reviews – Upper KS2
28 th Sept	Interventions (action planning)	ALL	
5 th Oct	PRE - IEP meetings (TBC with JH)	KM	Phase Reviews – Lower KS2
12 th Oct	IEP Parent's evening (TBC with parents)	KM	Phase Reviews – KS1
19 th Oct	Parents' Evening (3:30pm – 7pm)	ALL	Phase Reviews – EYFS
26 th Oct	HALF TERM		
Weds 4 th Nov	Fireworks Spectacular (TBC closer to the time)		
9 th Nov	Research presentations	ALL	

16 th Nov	Curriculum Development – Session 1 – Basic Principles & Research-based intent (ALL STAFF REQUIRED)	KC	
23 rd Nov	Curriculum Development – Session 2 – Cultural Capital (ALL STAFF REQUIRED)	ALL	Computing monitoring – Curriculum overview, learning walk, scrap books
30 th Nov	In-school writing moderation	SLT	
7 th Dec	Planning – Whole School Text	ALL	Maths monitoring – Book trawl
14 th Dec	No Staff Meeting	ALL	
23 rd Dec	CHRISTMAS HOLS		

All informal monitoring taking place in the autumn term will be discussed during an SLT meeting at the end of the autumn term. Here, we will consider staff training needs and these will inform our spring term staff training sessions. The outcomes and impact of this will be reported in the spring term head teacher's report.

Governors Questions;

8. Personal development, behaviour & Welfare

On return to school, behaviour expectations have been set (with COVID safety at the forefront). Growth mindset has been introduced to the children through 'DEAL' time (Discuss Everything About Learning) and this is used to promote positive and resilient attitudes to learning.

Through our HeartSmart curriculum, children are encouraged to think about their own Heart and Mind and how to take good care of themselves and others. This is taught as a weekly lesson and embedded through the wider curriculum.

For those children who need wider pastoral support, a weekly nurture group takes place which focuses upon friendships, discussion and positive emotions. Two members of staff are currently undertaking HOPE training to become better equipped to support this group of children and provide more effective provision.

Safeguarding

****Please see annual safeguarding report to governors*

Parental Engagement

Parental Engagement this term will take place in the following ways:

- Remotely (PTFA meetings and events)
- Via telephone consultations (Parents evenings)
- Through filming or live streams (Class assemblies, Christmas performances)

Educational Visits

The following visits have taken place this term:

- Y2 one day outdoor adventure – Stanley Head
- Y6 four night residential – the year 6 residential to Conover hall has been rescheduled for the week beginning 17th May.

After School clubs

After school clubs will commence after October half term. Every member of staff will run a club for their own bubble. This means that each child will have access to at least two after school clubs. A breakdown of what extra-curricular clubs are on offer will be reported in the spring term report.

Governors Questions;

9. Premises Management

The following work took place during the summer holidays/autumn term:

- Relocation of nursery door (pre-school entrance)
- New carpets fitted in Year 2 and 3 classroom
- New blinds fitted in Reception, Y2, 3, 4, 6 and ICT suite
- Decoration in Year 2 classroom and new nursery entrance
- Water heater fitted in staff toilets
- New sink/wet area fitted in pre-school room
- New fogging machines to be used in halls and ICT suite

Governors Questions;

Thank you for taking the time to read the Head teacher's report. Please note any questions that you have to discuss at the full governors meeting.

Kind Regards,

Kelly Mitchell