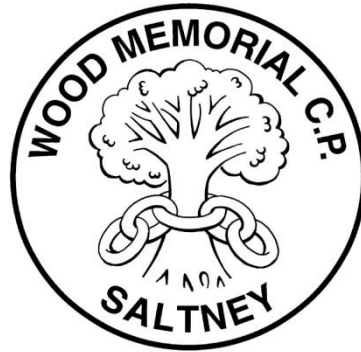


# Wood Memorial Primary School Ysgol Gynradd Wood Memorial



## Governors' Report to Parents Academic Year 2020-21



Cyfeir pob gohebiaeth'r Prifathro

Please address all communications to the Head teacher



## **Note from the Chair of Governors**

Dear Parents,

I have great pleasure in writing this note to you, the parents of our wonderful children here at Wood Memorial Primary School. I hope you find the information throughout the report interesting and of use.

It has been an extremely difficult year for everybody due to the Covid-19 pandemic, particularly during the lockdown period where we, as a school, focused heavily on the wellbeing of all children.

I am proud of how the school reacted and adapted to very fast moving times whilst always following the guidance of Welsh Government and the Local Authority. Credit must be paid to the whole teaching staff who quickly put plans in place for home learning to commence. This was alongside the school remaining open for vulnerable pupils, and pupils of key workers.

At this point, I must express my deepest thanks to every single parent and carer who took on the role of teacher – I know for one, I found it extremely challenging. But together we got through that very difficult period and the focus moving forward is to follow the guidance as always and help to keep ourselves safe.

Staff ensured that every single child had the opportunity to take part in home learning. If a child was unable to access work digitally, paper copies of the work were delivered home and also iPads and laptops were provided where requested.

The children have amazed me in how resilient they have been but we know that the pandemic will have had an impact so as I said at the start, the focus will continue to be on the wellbeing of each and every child in the school.

Wood Memorial has always operated an open door policy. As I am sure you can appreciate we are trying to avoid, where possible, visits into the school. However, please note that teachers are still available for you to contact and you can do this by email.

Despite the pandemic the school has continued to strive to achieve goals, and over the last 12 months we have seen the following:

For the period 2020/21 we had the pleasure of Mrs Wyn-Hughes leading our school in the role as Acting Headteacher. Mrs Wyn-Hughes took up a new post as Headteacher at another primary school in Flintshire in September 2021 and we wish her the best of luck in her new role. She did a great job in the two years she was Acting Headteacher at Wood Memorial as she will be missed by everybody.

Mrs Williams who was Headteacher secured a permanent position at GwE following two years on secondment at GwE.

The movement in leadership and a slight restructure has opened doors for other members of staff at Wood Memorial. I am really pleased that so many members of the team have been able to be offered opportunities which will benefit all children at school. The new roles are listed below:

- Mr Johnson: Acting Headteacher
- Mrs Spencer: Acting Deputy Headteacher and Foundation Phase Lead
- Miss Reaney: Acting KS2 Lead for Maths, Numeracy, Science, Technology & Assessment)
- Miss George: Acting KS2 Lead for Languages, Literacy, Wellbeing and Initial Teacher Education
- Miss Walters: ALNco in Foundation Phase
- Miss Topham: ALNco in KS2

We wish those members of staff the best of luck in their new roles.

**Nicola Gittins**  
**Chair of Governors**

## The Governing Body 2020-21

The following people form the Governing Body of this school 2020 - 2021:

<b>Name</b>	<b>Category</b>	<b>Date Term Ends</b>
<b>Chair</b> Mrs N Gittins	Parent Governor c/o Wood Memorial School, Off Boundary Lane, Saltney, CH4 8LN	29/11/2021
<b>Vice Chairman</b> Mr M Edwards	LA Governor	21/03/2022
Mrs A Wyn Hughes	Headteacher	N/A
Ms H Ellis	Parent Governor	23/11/2024
Mrs H Gill	Parent Governor	29/11/2021
VACANCY	Parent Governor	
Mrs E Allen	LA Governor	09/02/2024
Mrs V Gay	LA Governor (Appointed by Flintshire )	21/03/2022
Ms H Jones	Community - Minor Authority	28/06/2022
Miss A Williams	Community Governor	21/03/2023
VACANCY	Community Governor	
VACANCY	Community Governor	
Mrs C Walters	Teacher Governor (elected by staff)	11/06/2021
Mrs S Dorbin	Staff Governor (Elected by staff)	19/01/2025
Mrs M Higgins	Clerk to Governors C/O Wood Memorial CP Saltney CH4 8LN	N/A

## Staff Organisation at Wood Memorial CP School ~ 2020-21

Acting Headteacher/ALNCO Assistant Headteacher	Mrs A Wyn-Hughes Mr A Johnson Mrs M Spencer ( <b>FP Manager</b> )
Foundation Phase Teachers	Mrs M Spencer Mrs S Broome Mrs A Topham Miss C Walters
Key Stage 2 Teachers	Mr A Johnson (KS2 Manager) Mrs L George Mrs S Harry Miss L Reaney
Teaching Assistants	Mrs Warr Mrs H Berry Mrs S Dorbin Mrs S Barber Mrs A Ridge (Family Liaison) Miss L Davies Miss K Williams
ASW	Mrs L Elson Miss J Helps Mrs C Gorman
Secretary Dinner Money Admin	Mrs M Higgins Mrs C Fowles
Mid-day supervisors	Mrs S Finnegan Mrs H Mason Mrs H Gill
School Cook	Mrs K France
Caretaker Cleaners	Mrs G Atkin Miss K Loftus

## **Holidays 2020-21**

### **Autumn Term 2020**

- 1 September 2020 - 23 October 2020
- 2 November 2020 - 18 December 2020

### **Spring Term 2021**

- 4 January 2021 - 12 February 2021
- 22 February 2021 - 26 March 2021

### **Summer Term 2021**

- 12 April 2021 - 28 May 2021
- May Day: 3 May 2021
- 7 June 2021 - 20 July 2021

## **Holidays 2021-22**

**Training Days may be subject for change**

### **Autumn Term 2021**

- 1 September 2021 - 22 October 2021
- 1 November 2021 - 22 December 2021

### **Spring Term 2022**

- 6 January 2022 - 18 February 2022
- 28 February 2022 - 8 April 2022

### **Summer Term 2022**

- 25 April 2022 - 27 May 2022
- 6 June 2022 - 20 July 2022

## **School Session Times**

Nursery 8:50am to 11:20am

Reception to Year 2 8:50am to 12:00pm  
1:00pm to 3:10pm

Year 3 to Year 6 8:50am to 12:00pm  
1:00pm to 3:15pm

## **Pupil Numbers**

Numbers in April PLASC 2021

Nursery	24
Reception	24
Year 1	14
Year 2	21
Year 3	19
Year 4	26
Year 5	20
Year 6	18
Total	166

## **Attendance Information**

We have been working hard on whole school attendance this year. We have first day of absence calls to ensure all pupils who can be in school are attending. We link in well with the inclusion welfare officer and monitor poor attendance. Parents are invited into school should a pupils attendance fall to a concerning level. We send out regular letters for all parents about the importance of pupils attending school in order to reach their full potential. Attendance percentage of possible sessions for pupils on roll and leavers of compulsory school age only shows attendance has improved but we are still working on further improving this figure.

## **End of year results**

Due to COVID we did not complete End of year Teacher Assessments for Y2 and Y6

	<b>Attendance</b>
2018-19	94.0
2019-20	93.0
2020-21	93.4

## **School Trips, Residential Trips and Extra-Curricular Activities**

Despite a great deal of disruption due to Lockdowns/home learning, pupils were involved in a wide range of trips and workshops including the following:

- Chester Zoo workshops held interactively for all classes R-Y6 and all classes will visit Chester Zoo
- Food and hygiene 'Pirates of the chilli bean' workshop
- Financial Literacy project held in school for Year 6
- Year 6 'sick to death' trip to Chester to support current class topic
- PC Lee has been in to school and delivered sessions to pupils across the school. He also facilitated some small group sessions regarding racial tolerance for some KS2 pupils.

## **Healthy Eating and Drinking**

As a school we are part of the Healthy Schools initiative and we have recently gained the NQA. School works hard to ensure children are made aware of how to stay healthy and safe.

Children are encouraged to bring in healthy snacks in key stage 2 or use the pupil led fruit tuckshop. Pupils are provided with fruit in Foundation Phase. School has implemented elements of the Healthy Eating in School Standards which ensure all food given to children in school meets strict nutritional guidelines. This includes food served in the school kitchen.

We have a water cooler in school and all pupils are encouraged to drink water throughout the day.

## **School Development Plan (SDP)**

Priority 1: To raise standards of extended writing across the school with particular focus on More Able and Talented.

Priority 2: To raise standards of numeracy for all pupils with particular focus on Problem Solving and reasoning in both Key Stages.

Priority 3: To adopt a whole school approach to wellbeing and work as part of a cluster to embed the 5 ways to wellbeing initiative

Priority 4: To create effective and passionate readers by raising the profile and importance of higher order reading skills with a particular focus on early reading and phonetic blending in foundation phase and comprehension strategies through modelling and supportive practice in ks2



## **Policy and Curriculum**

The policy committee meet once a term to discuss school policy and practice. Governing Body agreed to adopt all Flintshire policies in the first meeting of the school year.

We have discussed the changes to the curriculum as the new curriculum is developed. We have looked at the way we teach and how we can improve our pedagogy.

Pupils are fully involved in developing our curriculum and help decide on topics and which direction their learning takes. We try, wherever possible, to provide rich tasks which children can get fully involved in. We start most topics with an immersion day so the pupils become fully involved in their topic.

## **Finance and Personnel**

School Budget was shared twice during the school year and the LA finance officer attended. We approved small purchases and staffing changes as well as looking at budget forecasts and current spends. The overall budget is positive however reductions in core budgets and falling pupil numbers means we need to ensure we are making efficiencies. School used the pupil deprivation grant to deliver initiatives such as Nessy, a reading programme. It also funds the daily reading programme, ELSA and our family support worker. We write a plan each year and this is published on the school website.

## **Building Development/Health and Safety**

As well as conducting health and safety audits in school, Governors looked at areas of the school that needed general repairs and maintenance. These included the area outside of the Reception classroom and the Reception classroom roof.

The following statutory committees were also set.

- Staff Discipline and Dismissal Committee
- Pupil Discipline and Exclusions Committee
- Disciplinary and Dismissal Appeals
- Complaints

## **Additional Learning Needs**

It is the responsibility of the school to do all it can to maximise the learning opportunity for every child regardless of their level of ability. Removing the barriers that would otherwise hinder levels of achievement is seen as very important to us. As a school, we are constantly looking for ways to improve our resources, teaching strategies and environment to allow all children to be able to pursue their potential.

This year we have continued to draw up and maintain relevant Individual Education Plans for children at School Action or School Action Plus. This involved regular meetings and reviews taking place between class teachers, parents, pupils and outside agencies. The Behaviour Support Specialist, Educational Psychologist, School Nurse, Inclusion Welfare Officer have been close at hand to offer specific advice and support for individual children and families.

Mrs Wyn Hughes is supported in school by Mrs Dorbin who withdraws children for small group support and supports staff in the writing of literacy targets. This year we trained two members of staff to deliver the ELSA programme. This focusses on supporting pupils emotional literacy. We have seen the impact of the sessions and will train more staff next year.

## **Parental Involvement**

As a school we believe our relationships with parents is a strength. We have worked hard to develop this relationship over recent years and we now have an active Parent Forum who meet regularly. We also seek the views of parents once a year in our parent surveys.

We have developed an active Parent Support programme which was led by our Family Liaison Officer, Mrs Ridge. Unfortunately we have been unable to run any of these courses due to COVID restrictions but we are hopeful they can resume next year.

## **Language Development**

The first language of the majority of our pupils is English. For those pupils whose first language is one other than English we access support through the EAL team (English as an Additional Language). This might take the form of an EAL teacher visiting and working with pupils or through support for class teachers. This year we had a 'planted adult' support pupils in school over a term. This initiative was introduced by Flintshire EAL service to provide more intensive support for pupils who have English as an Additional Language.

We are a school in Wales so we promote the development of Welsh as a second language. This has been a school focus over recent years and a number of staff have now taken part in the Welsh Sabbatical Scheme. We have established a Cwriw Cymraeg and are undertaking the 'Cymraeg Campus' initiative to develop Welsh across the school.

Welsh is taught through structured play activities and Welsh puppets and books in the Foundation Phase and through an advised scheme in Key Stage 2.

School also promotes Welsh around the school using Welsh greetings and commands. Wherever possible, signs will be bilingual.

## **Community Links**

We have strong links in the community and try to be involved in many aspects of life in Saltney.

We have a youth worker from St Marks Church visit the school every other Tuesday to deliver an assembly to our Foundation Phase pupils.

We take part in the Remembrance Service at Hawarden Memorial and collect for the Royal British Legion.

We supported a number of charities this year and families have proved to be very generous.

We are still involved in the School Beat programme and PC Ashton visits school regularly to work with pupils on topics such as stranger danger and substance misuse.

## **Pupil's destination upon leaving Wood Memorial School**

The destination of our Year 6 pupils were as follows:

- St David's High School in Saltney
- Other

## **Disability Accessibility**

School continues to work with children and families who have disabilities to ensure school meets all of their needs. Over recent years we have had ramps fitted to all exit doors and have had the fire alarm changed so it also now lights up (as required for pupils with hearing loss). We have had doors widened within the school so that they are accessible for all.

## **Toilets**

In Wood Memorial School there are toilets allocated for both Foundation Phase and KS2 pupils. The Nursery and Reception pupils have their own set of toilets. Year One and two pupils have a shared set of girl and boy toilets available which has been partitioned. KS2 pupils have one set of girl and boy toilets located along the junior corridor. We have sanitary bins in the junior girl's toilets, staff toilets and the changing area in years one and two. We also have two nappy bins in school which are maintained and collected by an external company.

All toilets are cleaned by the school cleaners at the end of every school day. During the school day all staff ensure the toilets are kept to a reasonable standard and they have access to cleaning equipment should the need arise. All toilet facilities are subject to a regular daily check by the Caretaker and an annual Health & Safety check is carried out by the Health & Safety committee.

## **Prospectus**

Staffing and Governance was updated in the current prospectus.

## Financial Reports 2020/2021

### Saltney Wood Memorial CP

BUDGET HEADING	FORMULA BUDGET 2020/2021	SCHOOLS PLANNED BUDGET 2020/2021	EXPENDITURE 2020/2021	DIFF + OR (-)
BALANCE FROM 2019/2020	16,506	9,103		9,103
EMPLOYEES	562,483	788,116	789,702	- 1,586
PREMISES	58,563	39,230	42,744	-3,514
TRANSPORT		-	420	-420
SUPPLIES	24,730	25,863	28,944	-3,082
PUPIL & ADULT MEALS/LINK COURSES		-	4,306	-4,306
SERVICE LEVEL AGREEMENTS / MUSIC	34,935	35,486	34,905	581
INCOME		-200,580	-270,718.00	70,138
TOTAL 2020/2021	697,217	697,217	630,303	66,914

**SUMMARY OF TRANSACTIONS OF SCHOOL PRIVATE FUNDS**

**Period 1st April 2020 to 31st March 2021**

**Wood Memorial CP School**

**FORM D**

£  
**Receipts**

£  
**Payments**

Balance Brought Forward

Bank

Community Account 3,753.97  
Cheques not presented  
written back 104.20  
3,858.17

Payments

Community Account 17,532.64

Receipts

Community Account 22,135.00

Balance Carried Forward

Bank

Community Account 8,460.53

Total 25,993.17

25,993.17

Certified.....  
Treasurer

*M Higgins*

Head Teacher.....

*[Signature]*

I have examined the books and, vouchers and other documents relating to the Wood Memorial CP School Fund and in my view the above account gives a true and fair view of the transactions for the period 1st April 2020 to 31st March 2021 and of the balances in hand at that date.

Date 13/09/2021

Signed  
Auditor

*James Pearce*  
CPFA