

Wood Memorial Primary School Ysgol Gynradd Wood Memorial



Governors' Report to Parents Academic Year 2018/19



*Cyfeir pob gohebiaeth'r Prifathro
Please address all communications to the Head teacher*



Note from the Chair of Governors

Dear Parents,

I have been on the Governing Body at Wood Memorial for just over two years now. I was honoured once again to be nominated, and elected, as Chair of the Governing Body at our first meeting of the school year in September. I look forward to continuing to embrace the role and working with the Headteacher to help promote and maintain high standards of educational achievement in the school.

The school, along with all other schools in Wales, has continued to face very difficult financial challenges over the last 12 months due to cuts in budgets from the UK Government which are then passed on to Welsh Government and ultimately to individual schools. The school has done everything it can to ensure that staff numbers remain at their current levels so that there is no impact on the children. We have to thank the Headteacher and staff for this as it is extremely difficult to balance a budget when inflation continues to rise but additional funding is not received.

We are proud to support the school in the Welsh Government aim of reaching 1 million Welsh speakers by 2050, which has seen us begin to work towards Cymraeg Campus language initiative, which is to promote and increase the use of Welsh in school. The school has again been supported in applying for staff to attend Welsh sabbatical places, which again helps with the use of Welsh in and around school.

Can I thank each and every one of you as parents who have helped to raise money for the school in any way over the past 12 months – we have had some fantastic fundraising events and these are invaluable for the school and we are very grateful.

One great thing that the school can be so proud of is the introduction of ELSA (emotional, literacy, support assistant). This is something that is so important to the children who attend and has become their safe, calm place where they can discuss whatever they want, play games and be encouraged to work together to help problem solving and develop their confidence.

During the last 12 months I have been privileged to be invited to the school on a number of occasions which I have summarised below:

- attending the leavers concert – this was quite emotional and lovely to see the young children flourishing and ready to embark on their new journey onto high school where they will all be great assets;
- attending the graduation day of the year 2 children who were leaving to join the “big school” (juniors);
- visiting the lovely relaxed nursery room where the children play happily and are encouraged to do tasks independently, such as putting their own coats on;
- seeing the use of Sphero following the successful fundraising to purchase it;
- time in the Early Years HWB which was great to see individual groups of children all undertaking different tasks, including snack monitors who asked for snack requests in Welsh;
- attending the Christmas nativity – such a great way to end a term and get the children excited for Christmas.

All of the pupils are impeccably behaved and are always interested to talk to us as Governors which shows a great amount of confidence.

Can I thank all parents for helping us to maintain the attendance standards in school which are at 93.5%, and your ongoing support in our aim to achieve 94% this year. The school and Governing Body fully appreciate the efforts and support of parents in every aspect of the school to achieve, collectively, the best for our learners. At this point I would also like to thank the Parents Forum who offer valuable feedback and suggestions to the school.

We are looking forward to the year ahead. School is currently preparing for the new curriculum and is ensuring, as always, that pupil wellbeing is central. These are exciting times in education and we look forward to working together to ensure our pupils continue to have the very best education they can.

Our Headteacher is about to start a secondment with GwE, the school improvement agency and we wish her well. We also welcome Mrs Wyn-Hughes, Deputy Head teacher, into the role of Headteacher during Mrs Williams' secondment, where we are sure she will do a great job. She is supported by Mr Johnson and Mrs Spencer who have both been appointed to Assistant Deputy Heads.

Nicola Gittins
Chair of Governors

The Governing Body 2018/19

The following people form the Governing Body of this school 2018/19:

| Name | Category | Date Term Ends |
|--------------------------------------|--|-----------------------|
| Chair Mr J Hughes | Parent Governor c/o Wood Memorial School, Off Boundary Lane, Saltney, CH4 8LN | 09/10/20 |
| Vice Chairman Mr M Edwards | LEA | 16/12/20 |
| Mrs C Williams | Headteacher | |
| Mrs N Gittins | Parent Governor | 29/11/21 |
| Mrs H Gill | Parent Governor | 29/11/21 |
| VACANCY | Parent Governor | |
| VACANCY | Parent Governor | |
| Mrs V Gay | LEA Governor (Appointed by Flintshire) | 16/12/20 |
| Mrs E Allen | LEA Governor | 9/2/20 |
| Ms H Jones | Community - Minor Authority | |
| Mrs C Evans | Community | 1/03/19 |
| VACANCY | Community | |
| Mrs C Walters | Teacher Governor (elected by staff) | 11/06/21 |
| Mrs S Dorbin | Staff Governor (Elected by staff) | 19/01/21 |
| Jan Woodhouse | Clerk to Governors C/O Wood Memorial CP Saltney CH4 8LN | |

There are currently two parent vacancies which were advertised in June but no response. School will try again in Spring Term.

Staff Organisation at Wood Memorial CP School ~ 2018-19

| | |
|---------------------------|---|
| Headteacher | Mrs C Williams |
| Deputy Headteacher/ ALNCo | Mrs A Wyn-Hughes |
| Foundation Phase Teachers | Mrs M Spencer (TLR FP Manager) Miss L Reaney Mrs A Topham Miss C Walters |
| Key Stage 2 Teachers | Mr A Johnson (KS2 Manager) Mrs S Broome (seconded-Ms L George) Mrs S Harry |
| Teaching Assistants | Mrs Warr Mrs H Berry Mrs S Dorbin Mrs S Barber Miss L Davies Miss K Williams |
| ASW | Mrs L Elson Miss J Helps Mrs C Gorman Miss A Ridge (Family Support) Mrs Emma Cunnington |
| Secretary | Mrs M Higgins |
| Dinner Money Admin | Mrs C Fowles |
| Midday Supervisors | Mrs R Harris Mrs S Finnegan Mrs M Willis Mrs H Gill |
| School Cook | Mrs K France |
| Kitchen Assistant | Mrs A Edwards |
| Caretaker | Mrs G Atkin |
| Cleaners | Mrs M Willis/Miss Kelly Loftus |

Holidays 2018-19

| SCHOOL HOLIDAY DATES FOR 2018/2019 | |
|---|---|
| Monday 3 rd September 2018 | <i>Training day for staff - school is closed for the children</i> |
| Tuesday 4 th September 2018 | <i>Training day for staff - school is closed for the children</i> |
| Wednesday 5 th September | School reopens for pupils |
| Friday 26 th October 2018 | Finish school for half term |
| Monday 5 th November 2018 | Return to school |
| Thursday 20 th December 2018 | School closes for pupils |
| Friday 21 st December 2018 | <i>Training day for staff - school is closed for the children</i> |
| Monday 7 th January 2019 | Return to school |
| Friday 22 nd February 2019 | Finish school for half term |
| Monday 4 th March 2019 | Return to school |
| Friday 12 th April 2019 | Break up from school for the Easter holidays |
| Monday 29 th April 2019 | Return to school |
| Monday 6 th May 2019 | School closed for Bank Holiday Monday |
| Friday 24 th May 2019 | Finish school |
| Monday 3 rd June 2019 | Return to school |
| Thursday 18 th July 2019 | School closes for pupils |
| Friday 19 th July 2019 | <i>Training day for staff - school is closed for the children</i> |
| Monday 22 nd July 2019 | <i>Training day for staff - school is closed for the children</i> |

| SCHOOL HOLIDAY DATES FOR 2019/2010 | |
|---------------------------------------|--|
| Monday 2 nd September 2019 | Return to school after the summer break |
| Friday 25 th October 2019 | Finish school for half term |
| Monday 4 th November 2019 | Return to school |
| Friday 20 st December 2019 | Finish school for Christmas |
| Monday 6 th January 2020 | Return to school |
| Friday 14 nd February 2020 | Finish school for half term |
| Monday 24 th February 2020 | Return to school |
| Thursday 2 nd April 2020 | Break up from school for the Easter holidays |
| Friday 3 rd April 2020 | Staff Training day |
| Monday 20 th April 2020 | Return to school |
| Friday 8th May 2020 | School closed for Bank Holiday |
| Friday 22 nd May 2020 | Finish school |
| Monday 1st June 2020 | Return to school |
| Wednesday 15 th July 2020 | Pupils Finish school for the summer |
| Thursday 16 th July 2020 | Staff training day |
| Friday 17 th July 2020 | Staff training day |

Training Days may be subject for change

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 January PLASC 2019

| | |
|-----------|-----|
| Nursery | 11 |
| Reception | 20 |
| Year 1 | 22 |
| Year 2 | 29 |
| Year 3 | 21 |
| Year 4 | 21 |
| Year 5 | 18 |
| Year 6 | 22 |
| Total | 164 |

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.

Attendance summary for 2018-19

| Attended (%) | | | Authorised absences (%) | | | Unauthorised absences (%) | | | Not required to attend (%) | | |
|--------------|------|-------|-------------------------|-----|-------|---------------------------|-----|-------|----------------------------|-----|-------|
| B | G | Total | B | G | Total | B | G | Total | B | G | Total |
| 92.9 | 94.3 | 93.5 | 5.7 | 4.9 | 5.3 | 1.4 | 0.8 | 1.2 | 1.6 | 1.6 | 1.6 |

End of year results

School 2019

| | |
|-------------|-------------|
| PSD | 96.4 |
| LCE | 85.7 |
| MDT | 85.7 |
| FPOI | 85.7 |

Key Stage Two

| School 2019 | |
|-------------|-------------|
| English | 90.9 |
| Welsh | 0 |
| Maths | 90.9 |
| Science | 90.9 |
| CSI | 90.9 |

Targets

Individual targets for improvement are identified during lessons and the school will target the levels for each cohort of pupils in the school for the end of Foundation Phase, key stage two and attendance. We exceeded our targets in almost all areas this year.

| Foundation Phase | LLC | MD | PSWCD |
|------------------|------|------|-------|
| 2018-19 | 85.2 | 85.2 | 85.2 |
| 2019-20 | 95 | 95 | 95 |
| 2020-21 | | | |

| Key Stage 2 | English | Maths | Science |
|-------------|---------|-------|---------|
| 2018-19 | 85.7 | 85.7 | 85.7 |
| 2019-20 | 76.5 | 76.5 | 76.5 |
| 2020-21 | | | |

| | Attendance |
|---------|------------|
| 2018-19 | 94.5 |
| 2019-20 | 95 |
| 2020-21 | 95 |

School Trips, Residential Trips and Extra-Curricular Activities

Children were involved in a wide range of trips, workshops and enrichment activities including the following:

Athlete in from team GB
Manchester Museum
Fire service visit
Chester Zoo
Bikeability
Art Gallery
Consortium Eisteddfod
Dragon Sport Junior Leader Programme
Playful Futures project for better playtimes
Into Film Festival
Robinwood– residential
Flintshire Dancefest and performance at Theatre Clwyd
Heartstart – learning CPR
Travelling book fair
Parkhall farm
Sea Aquarium
St. John's ambulance
Saltney Summer Playscheme
Chester Basketball Team
Chester University Aspirational Futures Project
Hats of faith
Healthy Schools celebration event

As well as this we took part in a number of sporting events.

- We took part in the football and netball consortium leagues
- Year 1/2 boys and girls took part in county and consortium football tournaments
- Consortium small school swimming gala
- Flintshire small school athletics
- Year 5/6 handball
- We took part in Dancefest
- We also took part in wheels, multi sports, dodgeball tournaments
- NFL Flag football
- Cross country winners
- Triathlon
- Gymnastics
- Basketball project

In addition to the demands of the day, some staff are able to organise and manage additional learning opportunities for the children of Wood Memorial during lunch breaks and/or after school. A range of after school Sports clubs were offered including football, netball, athletics, handball, hockey, running, fitness and cricket. We also had clubs for other interests. This is completely voluntary and I offer my sincere thanks on behalf of the Governing Body to all staff who are able to show this regular level of commitment, above and beyond their expected roles and responsibilities.

| Activity | Member of Staff |
|---|--------------------------|
| Choir | Mrs Spencer |
| Homework | Miss George |
| Cheerleading/Streetdance | Mrs Spencer/ Miss Reaney |
| Football | Mr Johnson |
| Netball | Mrs Topham |
| Sports Clubs including handball, cricket, athletics, rugby and hockey, running club | Mr Johnson |

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. We were re-accredited in July.

School Improvement Plan (SIP)

Following the School Self-evaluation we set 4 key targets for

1.To raise standards of extended writing across the school

All teachers took part in training this year to develop their practice in the classroom. Staff have worked with other schools in the consortium and are developing ways to enable pupils to write for a reason. Writing improved this year but we feel we need to improve things further. The handwriting scheme we purchased is now being used across the school. Planning now reflects opportunities for pupils to engage in writing.

2. Improve pupil independent learning skills, particularly in KS2

Pupils were introduced to a range of age-appropriate strategies to develop their independence skills and these were successfully used throughout the school year. Staff attended a range of courses and worked within the consortium to develop ideas and strategies. This may not continue as a priority next year but will be fundamental and key to all priorities across the school.

3. To increase standards achieved by pupils identified as more able and talented in core subjects

Pupils are identified through teacher assessment and any standardised data we have. MAT pupils being taught in small groups in KS2 during basic skills sessions and this is impacting on their standard of work.

Marking and feedback is moving learning forward (examples in books) and we have had successful action research conducted in classes in order to write a new, effective marking and feedback policy. MAT pupils have taken part in specific trips ie techniquetst to develop skills and have worked with the local high school to give pupils experiences that offer suitable challenge.

Buddy system in lower KS2 to develop roles and responsibilities and pupils are identified as class experts! This is then developed to digital leaders etc in upper key stage 2. Transition plan with St David's has recently been renewed and we have discussed the need for more links for yr 6 MAT – for instance, allowing pupils to visit to use equipment not available to us. There will be a timetable in place to allow this to happen.

4. To develop pupils Numeracy and Problem solving skills

Staff welcomed Gareth Metcalfe in to school to look at current maths planning and delivery and worked with new resources suggested in order to develop pupil skills. He was impressed with the standard of maths and made recommendations to further develop pupil problem solving skills and general confidence in applying mathematical concepts. Staff have trialled resources and given feedback in staff meetings. This will need further embedding and will continue as a priority next year.

Wood Memorial Primary School Committees

Policy and Curriculum

The policy committee meet once a term to discuss school policy and practice. The statutory policies which were ratified this year included ALN, Complaints, Safeguarding, Staff Sickness Absence, Capability, Health and Safety, Child Protection, Pay Policy and the Charging Policy.

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

The finance committee met twice during the 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 Nussy, 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 the building committee looked at areas of the school that needed general repairs and maintenance. These included the KS2 classrooms and the outdoor environment.

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 L Dodd and then taken over by Mrs A Ridge. She works with families on a range of issues which may affect the wellbeing of their children. She offers guidance on parenting active children and has been trained to deliver the 'Challenging Years' Programme which was first run in school by Youth Justice. She is able to provide foodbank vouchers and refer families to external support agencies such as Y Teulu Cyfan and Team Around the Family. She hosts our parent's forums and will try to facilitate courses parent requests – such as Paediatric First Aid, Parents Protect or Cook and Eat Sessions.

We have a parents evening each term but operate an open door policy whereby parents can come in and discuss any concerns or let us know about any successes!

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 Criw 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, taught for 90 minutes per week. 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 have once again taken part in the Racing to School initiative which links school to local racecourses. Pupils are able to attend a race day and use numeracy skills to explore this topic.

We have taken year six pupils on a visit to Chester University to look at life beyond school – they all got to graduate!

We have an active consortium who have worked together on preparing for the new school curriculum. We also join together for the annual Eisteddfod. This is held at St David's School and involves pupils from all local schools.

We use the community for curriculum links as much as possible. For example, we wanted our nursery pupils to experience being in a café as this was a role play which was being introduced. We took all pupils to Café Nora in the high street and the pupils enjoyed a snack and a drink!

We have met with local foodbanks and school is now able to give foodbank vouchers to families who are in need.

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.

Pupil's destination upon leaving Wood Memorial School

The destination of our Year 6 pupils were as follows:

17 - St David's High School in Saltney

5 - 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

Saltney Wood Memorial CP



WOOD MEMORIAL PRIMARY SCHOOL (383)

FINANCIAL OUTTURN 2018/2019

| BUDGET HEADING | FORMULA BUDGET 2018/2019 | SCHOOLS PLANNED BUDGET 2018/2019 | EXPENDITURE 2018/2019 | DIFF + OR (-) |
|----------------------------------|--------------------------|----------------------------------|-----------------------|---------------|
| BALANCE FROM 2017/2018 | 20,076 | 10,633 | | 10,633 |
| EMPLOYEES | 486,947 | 645,518 | 671,247 | - 25,729 |
| PREMISES | 55,254 | 40,126 | 41,661 | - 1,535 |
| TRANSPORT | | | | - |
| SUPPLIES | 18,990 | 25,170 | 34,075 | - 8,905 |
| PUPIL & ADULT MEALS/LINK COURSES | | - | 15,453 | - 15,453 |
| SERVICE LEVEL AGREEMENTS / MUSIC | 34,904 | 34,904 | 35,621 | - 717 |
| INCOME | | 140,180 | -211,278.04 | 71,098 |
| TOTAL 2018/2019 | 616,171 | 616,171 | 586,780 | 29,391 |

Detailed records of all financial transactions, including School Funds, are available at school for your perusal.

Summary Of Transactions

Wood Memorial County Primary, Private School Funds

Year Ended 31st March 2019

RECEIPTS

Balance b/f
Current A/c 9,666.34

Receipts
Current A/c 29,087.54
Cheque Adjustment 22.20

38,776.08

PAYMENTS

Payments
Current A/c 30,356.18

Balance c/f
Current A/c 8,419.90

38,776.08

Certified

Williams.
Head-teacher

Higgins
Hon Treasurer

Certification By Auditor

I hereby certify that I have examined the the accounts for the above named Private School Fund Accounts, and am satisfied that they accurately reflect the position of the fund for the period indicated.

03/06/2019
DATE

Stamus
SIGNATURE

