



Head Teacher Report Summer 2019

***Meetings with Chair of Governors**

Claire Renney and I continue to meet regularly and plan to discuss progress on my personal performance management as well as safeguarding documentation and checking school procedures in terms of record keeping.

Performance Management

All staff have performance management targets with the exception of Out of School Club staff and additional lunchtime supervisors. Mid-point reviews have been held for all teachers and there are no concerns regarding performance. I have an overview of staff performance for Governors which has been anonymised, demonstrating which staff have progressed through the pay scales. There have been no previous issues with teacher performance. Staff are given time to update their evidence against professional standards. This is a working document which is anticipated will be updated regularly, clearly demonstrating the skills, knowledge and experience of Westmoor Staff.

Quality of Teaching and Learning

Formal lesson observations have on the whole been replaced with shorter drop-ins with the whole staff's agreement. Book scrutinies are more frequent and feedback is sent electronically through Perspective Lite. Staff then feedback on their actions, so that leaders can evidence impact with more rigour. This process is still in its infancy and with time will become embedded. Teaching across school is at least good. Other sources such as data and pupil voice go alongside observations and book scrutiny to make this judgement with confidence.

Progress Data

Ofsted do not expect to interrogate school's internal data, but of course we will need to consider how we can evidence progress. We are continuing to use Target Tracker, however in line with workload reduction, we produce the minimum data. I have scanned an example of tools to demonstrate succinctly whole school data to share with Governors. Our focus for the year ahead will be to further raise expectations for a higher level of greater depth pupils, with a focus on basic skills for children working significantly below Age Related Expectations (ARE) or those who are "slow movers" in terms of progress.

Attendance

School attendance currently stands at 96.7%. We continue to tackle persistent absenteeism and latecomers.

Safeguarding

Update training is planned for all staff for Operation Encompass, next steps; PREVENT, FGM. Once again, all staff will sign to say they have attended training. Myself and Cath Tennant (Designated Safeguarding Leads) attend regular LA DSL updates and pass on information to staff.

Health and Safety

As part of the caretaker and the admin's performance management, any items identified from the Health and Safety audit and resulting action plan, as well as the RoSPA report, have been actioned. This will be presented to Clare Renney at the next Chair's meeting.

GDPR

School implements systems according to agreed policy. Actions are detailed in the performance management for a member of the admin team. Authorisation is sought annually from parents for a range of permissions and this is shared promptly and clearly with staff. An annual report will be available for presentation to policies and curriculum sub group in autumn term. It could be prudent to include this for a Chair of Governor visit.

Future Visits

Please contact the school office to arrange any future visits to school and they will ensure you are directed to the relevant member of staff.

Staffing

Nursery teacher, Sara Blair will not be continuing at Westmoor in September. She will spend the majority of her time in London, where her immediate family are now based. Sara has been an incredible creative influence in our school and we are sorry to see her go. She will be available to our school for supply if required.

Two staff will begin their maternity leave in September: Mrs Sarah Dundas -Year 5/6 teacher, and Mrs Diane Brash - Year 2 teacher and Key Stage 1 Manager. It is anticipated that both staff will return to work after the Easter break or the final half term. The closing date for applications for maternity cover is this Friday 7th June. We have had an incredible amount of interest in these vacancies and anticipate interviewing on Tuesday 18th June, following lesson observations on a prior date.

We internally advertised for a Key Stage 1 manager for Diane's maternity cover. Two members of staff applied: Christine Murphy Y1/2 teacher and Abi Cheetham Y1 teacher. Clare Renney interviewed both alongside myself. We appointed Christine after a very rigorous interview. Both staff have been given individual feedback and I personally told them how impressed I was and how proud I was to have such strong, dedicated teachers at Westmoor.

Although staffing is not yet confirmed, it is anticipated that Phil Potts will move into the Year 5/6 team and Sarah Dundas will return from maternity into the Y 3/4 team. The level of support staff will remain as it currently is. Parents will be informed of staffing structure when this is firmly in place and children will be informed of their allocated class in the last week of term.

The Senior Leadership and Management team are carefully considering the most effective use of Cath Tennant's time and expertise and I will detail our thoughts at the meeting

SDP visit

Further to my written feedback in my last report the SDP Report is on the website. The summer visit is scheduled for 19th June.

***Inspection and Self Evaluation**

As an outstanding school, we are not subject to routine inspections unless there is reason to do so. I am aware of several schools previously judged to be outstanding, to have lost this status in recent inspections. As a self-evaluating school, we are very much aware of our areas for improvement and feel that we would accurately judge our school as consistently good. However, we feel that aspects are outstanding, particularly our commitment to children's behaviour and welfare. I have requested an assisted review by the Local Authority for the summer of next academic year. If we were to be Ofsted inspected prior to this we would then not require the assisted review. Staff will be made aware of this on Friday 7th June.

Over-subscription in Foundation Stage

As usual we are oversubscribed for Reception. The Local Authority allocate 45 places according to strict criteria detailed in our admissions policy. Four appeals are scheduled for the end of June

for which I will have to prepare a statement and attend to present this and answer questions from the parents and the panel.

For the first time in my headship at Westmoor, we are oversubscribed for Nursery places. We will be completely full in September with 39 morning places and 26 in the afternoon. We have therefore had to apply published policy to allocate places and have had to send letters of rejection to some, based on distance. Those who have been refused a place are not in catchment.

***OPAL (Outdoor Play And Learning)**

The sand pit was installed in the half term break and this has been well received by the children. The school Council have gathered pupils' views and have created lists of further aspects they would like. Some of these ideas were quick fixes and include music, bubble machine, mirrors, and goal-posts. I'm not sure about their suggestions for a slime making area, make-up area, zip-line, tree house and bouncy castle! Thank you once again to The Friends of Westmoor who provided the funding from parental donations. I will show Governors a selection of photographs. A new area has been developed on the website to showcase OPAL.

Sub Groups

Any groups that were unable to meet will be scheduled within the next couple of weeks.

***Paperless Communication**

Training for admin staff and myself took place in the Easter break. We have worked tirelessly to gather parental contact e-mails. We now have 76%. As we intend communication to be on the whole electronic, parents will need to engage with the process. We have contacted parents individually, but next steps are to make individual phone calls. All bookings for out of school club, school clubs, events, residential etc. will all be booked and paid for online.

Fire Safety and Drill

The caretaker, Jeff Baston, has attended fire warden training. All staff have accessed training resources, completed tasks and have signed to say they understand content and procedures. The autumn term fire drill is scheduled for week commencing 10th June and the Fire Safety file evidences up to date records.

Official complaints

There have been no official complaints

Racist Incidents and Exclusions

No racist incidents or exclusions

Events in school are communicated on the school website.

Items marked with an asterisk will be discussed at the meeting.

Sharon Trundle

June 2019