



## **Head Teacher Report Autumn 2015**

### **\*Staffing**

I shared with you in Summer term, the detail of new appointees and allocation of classes and sizes. At that time I had specified that we were in the process of recruiting an apprentice. Further to my e mail regarding the appointment, I am delighted to inform Governors of the positive progress. Miss Jessica Watson has proven herself to be accommodating and adaptable. Her role has developed as the weeks have passed and training has been according to identified need. Miss Watson will have intensive training soon on managing the school website and facebook account.

You have been provided with a staff list of roles and responsibilities, along with a copy of photographs from the website, so that you can put faces to the names of staff. We initially had a settled and positive start to the year, but then had two long term staff absences. I was present for the first week of term, but then was absent until after half term. It is a relief to be back at work and I hope to continue in good health. Lisa Macpherson, in her new role as Deputy Head, quickly adapted to Acting Head Teacher too. She did a fantastic job, with very little time out of the classroom to minimise disruption to her own class. We have accumulated approximately £4000 in insurance cover. However, Mrs Greenwell, a Teaching Assistant (TA) is currently absent and we anticipate this being for several months. We do get insurance cover at a daily rate, but this is less than we pay for a supply TA.

My absence has brought into sharp focus our current staffing structure and the vacant position of Assistant Head Teacher. Mrs Macpherson in that time, was phase leader, Deputy and Acting Head Teacher. I have spoken to Human Resources Advisor, Emma Watson with regards to advertising the post and after planned discussion with the staffing group, anticipate advertising externally, as we did with the DHT post. We have several members of staff who would have the necessary requirements for the position. If an internal teacher with a TLR (teaching and Learning Responsibility) were to be appointed, there would be a financial saving to the school to offset the increased salary. Two members of staff Miss McCulloch and Miss Cheetham are on temporary contracts due to the vacant AHT position and uncertainty as to the full or part time offer in Nursery in the future. This would accommodate the eventuality of appointing an external candidate.

CPD (continued Profession Development) is mapped out every half term for both teaching and support staff and an overview has been provided for Governors. We have some staff meeting time for phase teams to meet where team leaders can ensure the most targeted staff development possible.

### **Monitoring**

Many aspects of school life are monitored across the year. In the Summer term the Leadership and Management team devised a comprehensive year plan which is colour coded according to the nature of the task. Green is monitoring, red is planned events in school and black general diary dates. This is available to all staff, but is displayed in the staff room, month by month so staff are fully aware of upcoming events. A copy has been provided for Governors and I am happy to have further discussion on any aspect.

## **Performance Management**

We used the training in September to complete performance management of staff, meeting the deadline of 31<sup>st</sup> October. Unfortunately due to my absence, my team are in the process of completing their targets but this will be completed by the end of next week. In your file you have an overview of the performance management process and structure. There have been no appeals or representations made on the grounds of alleged discrimination. All teachers made satisfactory progress towards targets. All staff training needs have been met.

## **Website**

We now make savings of £2000 per year as we do not have a company managing our site. We have hosting costs of approximately £100 per annum. We have asked some outside providers to electronically send us information and links to their website so that we can complete some pages, such as The Friends of Westmoor and Out of School Club. We will be gathering the views of parents as to the usefulness of the website, in the hope that we can continue to improve the site. We will also gather pupils views, particularly with regards to what they would like on the "Kid's Zone" and hope that Laura Dickinson will work with us to develop this page. Our admin apprentice will soon be managing the site to ensure it is as up to date as possible.

## **Foundation stage Outdoor Area**

Following a successful bid for funding, the Foundation Stage team are working closely with North Tyneside Early Years Consultant, Emma Packard, to develop the outdoor area. The bid was comprehensive, but we are ensuring that any planned expenditure will best meet the needs of our children currently and in the future.

## **\*Data**

In general terms our published data is very positive, particularly with achievement at Key Stage 2. I will share with Governors, as is usual at this point in the year, some key pages in Raise Online. The pack is larger than I normally provide, as pages of possible interest to Governors are marked with a "G". I have annotated most pages so that you can get a sense of the information presented in graphical form. If Governors have further questions I am more than happy to arrange a specific meeting for data analysis or evaluation, as this would be too lengthy to incorporate into a full Governing Body meeting. The FFT (Fisher Family Trust) Governor dashboard is not yet available, but I will provide you with a copy as soon as I am able to. In addition I have provided you with Raise Online's Inspection Dashboard front page. This is designed to show at a glance our strengths and weaknesses and is what Ofsted Inspectors would use as their summary starting point to inspect schools. I have not yet worked through this with my SDP (school Development Partner), hence I have not provided all 12 pages.

The LA (local Authority) provide us with data early on in Autumn term. This is useful, rather than wait for the release of Raise Online at the end of October. I historically have not provided Governors with sheets of this data, but you have in the past had Foundation Stage analysis and Literacy and Numeracy analysis relating to this. This year, phase leaders have analysed this and produced summary documents in the same format as previously. This will go into fine detail with regards to areas of focus. In my performance management recently, targets were set to focus upon particularly, disadvantaged pupils. We have low numbers, hence data can appear very good or seem like a cause for concern. As a school we can evidence who these pupils are and how we have supported them, but have strategies to implement as to how to evidence this further.

## **\*Assessment**

Leadership and Management staff along with Sarah Dundas and Phil Potts, attended training in school on Friday 20<sup>th</sup> November for Target Tracker. This is a tool to track elements of what has been taught and what has been achieved by pupils. This tool can easily present information on individual, group, class and school level for a range of filtered areas. In particular this will strengthen SEND, so that teachers can access historical records of pupils.

## **Extra Curricular Activities**

Since Summer, we have used an outside provider to deliver some after school clubs for indoor curling and archery. This continued in Autumn term 1 and will begin again in Spring term with Cheerleading and dodgeball. The most recently attended events have been the Remembrance Service at The White Swan Centre and the choir performed at The Sage.

## **Seeing is Believing**

These tours will be scheduled for the Spring term and we hope that parents will take this opportunity to see our school at work. Each year we are receiving increased external requests to have a tour of the school, particularly for possible Reception places. I accommodate this by offering a session a month, but this would be unmanageable to offer this to our current Nursery parents. We simply do this for those who have their children at different Nurseries and is more often the case, Private Day Nurseries

## **\*Christmas Performances**

Christmas performance rehearsals are well under way and the dates are on the last newsletter and can also be found on the website. We would be delighted to have Governors attend and you do not need to request a ticket. On the whole parents seem to enjoy the performances and we have many positive comments at the end. We are concerned that this encroaches on curriculum time and we cannot possible evidence as much work in pupils' books. It may be that we do Carol Services in the future where all children do the same to avoid queries from parents regarding the parts their children have been allocated.

## **Governor Visits**

You will soon receive a proposed date for Governors to visit to speak to their link teacher. This will be on a Tuesday evening at 3.30pm and as part of allocated staff meeting time. When you visit, please request a proforma from Mrs Docherty to record discussions. We will send this out electronically too if you would prefer to type your notes in. If you are unable to make this date, please contact the school office to arrange an alternative.

## **Governor File**

It was easier to provide you with a new file for the academic year, and pre-load this with some documentation. The files cost 90p each, so this is minimal. Rather than copy existing documentation which remains valid, please transfer anything you consider relevant to your current annual file. For example the Ofsted report, Governors statutory instrument. You will receive additional documentation throughout the year, such as SEF and the general overview. If you wish to dispose of any previous information (although it may be best to keep this historically) you can bring this into school for confidential waste disposal. If you wish to return the file we can use this in school.

## **\*Group 3 School**

You will notice from the whole school overview that we are classed as a "group 3 school" and previously we were a group 2 school. I am unsure when this changed as our pupil numbers have been fairly static for many years The following information is from Emma Watson our HR advisor.

"All schools are assigned to a group, and this group is based on the unit totals for the school. The unit totals are made up using the following formula;

7 points allocated per pupil in the preliminary stage and each pupil in the first or second key stage.

Our current plasc information indicates that Westmoor's unit total is; 2255.6, this would take Westmoor into a group 3 school. A group 3 school unit total range is; 2201-3500.

With the change in the group size, the range for the school (Individual School Range) can also be reviewed to acknowledge this change in size, the range for a group 3 school can be set between leadership range L11- L24, whereas the range for a group 2 school is L8-L21. The Head teachers range should be a 7 point range within the group range.

The pay and conditions document would allow for a range to be reviewed for a school to ensure that there is appropriate scope for review of the Head teacher, Deputy Head Teacher and Assistant Head Teacher salaries and progression through the range as part of performance management. The review of the range should not be carried out at the same time as the Head teachers performance management process, and if such a review were to be completed it should be done so as a separate process and documented as such.

If the governing body feel that a review should be completed, further advice can be provided from Human Resources”.

### **Leadership and management**

Last academic year the Leadership team met every Tuesday and the full Leadership and Management approximately once a month or once a half term. We are now meeting as a full team weekly and this is working well. We intend to continue in this manner with a lunchtime meeting. This is facilitating a far more effective distributed leadership model and deeper understanding of phase needs and whole school priorities.

### **ICT**

In the Summer term we trialled the use of individual pupil ipads. This was well received by both the pupils and the teacher involved. In order to use ipads effectively as a tool to evidence teaching and learning we would need the children to save their work into their own area, which wasn't possible. However, in recent staff training with Laura Dickinson we were introduced to “seesaw” which easily allows pupils to save their work in this way. If a teacher was monitoring books and wanted to view the pupil's work on the ipad alongside this, they can easily do so from one device. We will seek a quote as to the cost of buying a class set. The alternative would be for each child to purchase an ipad on a leasing option.

### **House Point System**

The behaviour policy has been updated following some inconsistencies that were highlighted as part of the assisted review. Children have been divided into 4 teams under the name of a castle, with a corresponding colour: Alnwick, Lindisfarne, Dunstanburgh, and Warkworth. Housepoints are given as a reward and each class counts theirs and there is a class winner weekly. On a Friday Celebration Assembly, classes bring their winning rosette and a whole school winner is revealed. Weekly winning houses in each class get an extra playtime on a Friday and the half termly winning team has a non uniform day. Children and staff are really enjoying this.

### **Facebook**

If as a Governor you are not our “friend” on facebook, I would encourage you to do so. A member of staff could set this up for you if you wish. It gives a weekly flavour of 2 activities in every class across the space of a week

### **NLT and Teaching School Alliances**

Lisa Macpherson in her role as Deputy Head Teacher will coordinate any element of North Tyneside Learning Trust and Teaching school Alliance (GSHS and ShiNE). This will ensure that staff are directed to any training and development opportunities

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

Staff have completed part (ii) of part 1 of the SDP. This section is curriculum action plans. The Leadership and Management team are in the process of producing part (i) of part 1 which will be data driven or priorities unrelated to specific curriculum areas.

### **Official complaints**

There is an ongoing complaint that was initially addressed to the Chair of Governors. However, as I had returned to school it was agreed with all parties that I would meet with the parent to discuss

her concerns, as per our complaints policy. However, in recent correspondence the parent has stated that she wishes to progress to stage 2 of the procedure, so we anticipate a written complaint to the Chair of Governors.

A parent, with the support of a solicitor, is suing the school with regards to some play equipment in the Foundation Stage yard. The LA is involved. The equipment is regularly inspected and has been so recently (14<sup>th</sup> July 2015). It is deemed safe and no remedial maintenance is required. Levels of supervision were appropriate at the time of the child's accident on this equipment.

### **Fire Drill**

The Autumn term fire drill is planned for Thursday 26<sup>th</sup> November 2015.

### **Safeguarding**

Record keeping continues to be meticulous. The annual accident reporting summary is included in your file.

### **Health and safety**

The termly health and safety inspection is yet to be completed. As Carole Baker is no longer able to continue as a Governor we will need to assign a Governor to this area.

### **Racist Incidents and Exclusions**

No racist incidents or exclusions

Events in school are communicated through the diary on the back of newsletters. Please let Mrs Docherty know in the school office if you do not receive a newsletter. Alternatively please look on the school website [www.westmoorprimary.co.uk](http://www.westmoorprimary.co.uk)

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

*Sharon Trundle*

November 2015