# Woodchester Endowed Church of England (VA) Primary School

**Our church school community seeks to inspire children and adults to love, learn and flourish together so we may become everything God has created us to be.**

## Co-Headteacher's Report to Governors
## Full Governor Body Meeting 5th February 2024

**Context of the school – February 2024**

Total number of children on roll: 136 pupils: 65 boys/71 girls
Free School Meals = 7
Pupil Premium = 9
Service children = 1
English as an additional language (EAL) = 7
SEN = 15 children (My Plan or My Plan+) and 2 children with Educational Health Care Plans (EHCP) – note that one EHCP child is dual rolled at present.

| | Rec | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
|---|---|---|---|---|---|---|---|
| **Total Pupils** | 19 | 20 | 21 | 20 | 15 | 22 | 19 |
| **Boys** | 8 | 9 | 10 | 6 | 6 | 12 | 14 |
| **Girls** | 11 | 11 | 11 | 14 | 9 | 10 | 5 |
| **Pupil Premium** | 0 | 3 | 0 | 3 | 1 | 1 | 1 |
| **Service Chn** | | | | | | 1 | |
| **Free School Meals** | 0 | 3 | 1 | 2 | 1 | | 1 |
| **English additional language** | 1 | 1 | 1 | 0 | 1 | 0 | 3 |
| **Special Educational Needs on register** | 1 | 3 | 1 | 2 + 1EHCP | 3 | 2 | 3 +EHCP |
| **CIC (child in need)** | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **POST LAC (Looked After Child)** | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| **Summer born** | 7 | 5 | 9 | 11 | 9 | 4 | 9 |

## 23-24 Academic Year

- 5 children joined the school in September 2023
  - 3 previously home educated
  - 1 moved into the area
  - 1 from another local school
  - 19 children have joined in Reception 2023

- 2 additional new starters
  - 1 delayed starter in Reception is now attending and started in January 24 (included in the 19 reception)
  - 1 moved into area started November 2023
- 1 child is currently on role but attending 10 week assessment placement at a Communication and Interaction Centre (EHCP) with a setting review at the end of this period

## Staffing News and Organisation

- Mrs Jordan starts maternity leave in mid-late April (confidential information).
- Mrs Kath Clark left both her MDSA and 1:1 TA roles at the end of December 23
- Due to the assessment placement, Mrs Turk (teaching assistant) is working as an MDSA and office administrator until the February half term

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- Mrs Holmes continues in her role as SENCO role and has gained the National Award for Special Educational Needs Coordination (NASENCo) in January 2024.
- Mrs Loomes continues her NPQH studies which are due for assessment and completion in September 2024
- Advertisement for maternity cover for Mrs Jordan resulted in no applicants – a similar picture in other schools.

## Teacher Staffing Structure

**Co-Headteachers: Lynn Pennington and Lynne Loomes**

| **Mrs Kate Holmes (Mon-Thurs)** | **Mrs Claire Banks (Friday)** | **Mrs Jasmine Jordan (Mon-Friday)** | **Mrs Abbie Coombs (Mon-Friday)** | **Miss Isobel Smith (Mon-Friday)** |
|---|---|---|---|---|
| Years R&1 'Ash' | Years R&1 'Ash' | Years 1&2 'Beech' | Years 3&4 'Hawthorn' | Years 5&6 'Juniper' |

| **Mrs Lynne Loomes (Mon-Wed)** | **Mrs Debbie Megson (Thurs-Fri)** | **Mr Jay Leaman (Wed/Thurs pm)** | **Mrs Helen Latham (Thur & Fri pm)** | **Mrs Lynn Pennington (Mon-Wed)** | **Mrs Lynne Loomes (Thurs-Fri)** |
|---|---|---|---|---|---|
| Year 6 'Willow' | | All classes Atlas PE Coach | PPA for Beech/Juniper | Headteacher | Headteacher |

## Teaching Assistants and other staffing

| **Mrs Kelly Lusty (Monday-Friday)** | **Mrs Marianne Wilkins (Mon-Friday)** | **Mrs Marie Boulton (Mon-Friday am) (Mon/Wed/Fri pm)** | **Mrs Annette Cook (Mon-Friday am) (Mon/Tues/Wed pm)** | **Mrs Debs Adams Full time** |
|---|---|---|---|---|
| Years R&1 'Ash' | Years 1&2 'Beech' ELSA support | Years 3&4 'Hawthorn' Forest School/ELSA | Years 4&5 'Juniper' Interventions pm | 1:1 support am Interventions/SEND pm HLTA (PPA cover)/Forest School |
| **Visiting Music Teachers** | **Administrator** | **Finance Officer** | | |
| D Tye – brass/woodwind/ P Jones – drums R Tuttle - guitar | Mrs Natalie Abrams Mrs Laura Turk (Thurs/Fri am) | Mrs Natalie Abrams | | |
| Midday Supervisors: (day dependent) | Mrs M Wilkins/Mrs E Penney/Mrs C Turk/Mrs R Beavis/Mrs L Turk | | | |

## Subject Leadership Responsibilities

| Who | Responsibility |
|---|---|
| SLT/Office | PE fixtures/Partnership with provider |
| Mrs Pennington | Modern Foreign Languages |
| Mrs Loomes | Science / Computing / RSE (Relationships and Sex Education) |
| Mrs Holmes | Maths / Phonics / Spirituality / EYFS |
| Mrs Jordan | English / Phonics / Geography |

***Indeed, the body does not consist of one member but of many' (1 Corinthians 12; 14-16)***

**'Love, Learn and Flourish Together'**

| | |
|---|---|
| Miss Smith | RE |
| Mrs Megson | Art / DT |
| Mrs Latham | Music |
| Mrs Coombs | PE / PSHE (Personal, social, health education) |

**SLT Responsibilities**

| | |
|---|---|
| Designated Safeguarding Lead | Mrs Pennington/Mrs Loomes |
| Deputy Designated Safeguarding Lead | Mrs K Holmes |
| Designated staff member for Looked After and Previously Looked After Children | Mrs Holmes |
| SENCO | Mrs Holmes |

**Safeguarding**

**Designated Safeguarding Lead:** Mrs Lynn Pennington and Mrs Lynne Loomes

**Deputy:** Mrs Kate Holmes

**Link Governor:** Mrs Sally Bull. Sally regularly monitors the Single Central Record with Natalie Abrams (Finance Office). Single Central Record training continues to be available for Governors, Headteachers and Administrators. The Single Central Record was checked during the OFSTED inspection in February 2023 and no issues were raised. Headteacher should sign off at least once every other month that they have undertaken a check. Head and Chair are expecting to inspect the SCR on 30th January. Mrs Loomes will attend this training in April 2024.

**Keeping Children Safe in Education Assurance Declaration –** This is a statutory requirement and an integral part of the self-assessment and assurance of effective safeguarding practice. Co-Heads and Chair have completed this online platform which remains 'live' and available for regular updates via GHLL.

**Safer Recruitment training** – Chair's training runs out in June 24. This will need to be renewed but more governors need to be trained as soon as possible.

**Filtering and Monitoring**: Mrs Loomes and Mrs Bull have attended a training course on Filtering and Monitoring and additional work has now been done in this area. Mrs Loomes has signed the school up to Knowsley City Learning Centres Online Safety programme which provides regular information to send to parents, staff and governors about staying safe online.

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## Attendance

## Attendance Data 29.01.24 (136 pupils)

| Attendance Autumn 2023 | Whole School | Children entitled to FSM | Children with Special Educational Needs | Boys | Girls |
|---|---|---|---|---|---|
| **Whole School Attendance %** | 95.5% | 93.8% | 94.4% | 95.3% | 95.8% |
| **Absence %** | 4.5% | 6.2% | 5.6% | 3.7% | 3.5% |
| **Unauthorised absence %** | 0.9% | 0.1% | 0.8% | 1% | 0.7% |
| **Persistently absent%** | 7.4% | 0.1% | 0.1% | 50% | 50% |
| **Severely absent%** | 0% | 0% | 0% | 0% | 0% |

| **Comparison of attendance with other schools in Gloucestershire Local Authority who share data** (Includes data up to 12.01.24) | | |
|---|---|---|
| **Attendance Measure** | **Percentage** | **Ranking** |
| **Overall attendance** | 95.4% | Ranked 94 out of 229 schools |
| **Overall absence** | 4.6% | Ranked 94 out of 229 schools |
| **Persistently absent** | 9.4% | Ranked 58 out of 229 schools |
| **Severely absent** | 0% | Ranked 46 out of 229 schools |
| **Authorised absence** | 3.7% | Ranked 88 out of 229 schools |
| **Unauthorised absence** | 0.9% | Ranked 116 out of 229 schools |

## Persistently Absent

Reasons for being persistently absent are due to holidays in term time or number of sessions missed due to sickness.

Two AIMs (attendance improvement meeting) forms completed and sent off to Inclusion Officer following a meeting with parents. Review at half term.

Mid-year review reports are being sent out on February 9th 2024 and will include a record of attendance from September 2023.

## Staff Absence

| | Certified Medical (days) | Self-Certificated (days) | Total Absence (days |
|---|---|---|---|
| **Leadership** | 0 | 0 | 0 |
| **Teachers** | | 3 | 3 |
| **Office/Teaching Assistants/Midday supervisors** | | 24 | 24 |
| | | **Total Absences** | 27 |

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## Premises Matters

**Energy Audit (Heat Decarbonisation Site Report)**
Extra SCA grant was paid to schools to support energy efficiency projects and was received last year (Woodchester' s allocation was £13 000). This extra funding may be treated as SCA grant, with three years to spend it. Quotes were obtained to replace all the old lighting inside and outside school with LEDs. Governors considered these and Limbirds have been booked to complete the work during the February half term. They are conducting a preliminary visit in school on 6th February 2024.

**Emergency Lighting**
Annual emergency lighting completed by CIA in December 2023. All devices passed except for two emergency lights and we are waiting for this work to be completed.

**Fire Alarm Service**
This was completed by CIA in December 2023

**Five Year Fixed Wiring**
Completed in August 2022. No action required

**Play Equipment Survey**
Last report received January 2023. Company booked to carry out any repairs (quoted £300) – replacing logs on trim trail. This work was never completed and the trim trail has been out of action. We will contact GCC for advice regarding a new survey.

**Annual PAT testing** took place in December 2023

**Local Authority Audits:**

**Surveyor Annual Inspection** – Due Dec 2023 – Surveyor did not attend. Will contact GCC.

**Management of Asbestos – Asbestos Management Plan 2022/23**
This was completed and forwarded to the Local Authority in December 2022

**Boiler Services –** Both boilers serviced in December 2023

**Burst Pipe**
Severn Trent contacted the co-head at the end of the Christmas holiday as they had detected a leak. School was opened but no leak found inside the building. Further investigation revealed a leak between the main stop cock and the point of entry to school (underneath front playground). Pipeline Logistics completed repairs 27th January 2024.

**Whole school Basic First Aid training and Basic Health and Safety training** was delivered by ERFA in school on Thursday 21st December 2023.

**SEF (Self Evaluation Form) – document sent out to governors**

This was updated by the Co-Headteachers following review in January 2024.updated and reviewed January 2024. The SEF provides school leaders and governors with summary of key information, such as:

- Introduction – contextual information
- Quality of Education
- Behaviour and Attitudes
- Personal Development
- Leadership and Management
- Early Years

Thank you
Lynn Pennington and Lynne Loomes