



Westwood Community Primary School
Growing Together – Your Buckley School of Choice

Westwood Community Primary School Governors' annual report to parents 2020 – 2021





Message from the Chair of Governors – Gill Jones

Dear Parents,

Welcome to Westwood Community Primary School's "Governors Annual Report to Parents".

I am pleased to share this report with you on behalf of the Governing Body of Westwood Community primary school, to inform you of all the academic and school information for the year 2020 - 2021.

However, this last year has been anything but normal for all of us. The arrival of COVID and the subsequent school closures in March 2020 have led to a very different school year. As such there are aspects of this report that are not available, such as the usual data, attendance figures and so on. Our governing body at Westwood has a strategic role in formulating the aims and policies of the school, and then working with our head teacher and staff to deliver them. Our role as a body is to act as a critical friend who asks challenging questions, but who also provides the support and means to achieve any objectives.

This year has sent us in a very different direction to normal, with a greater emphasis on health and safety than ever before, in an effort to prepare the school, the staff and our children for a different start to the year, at least. Staff and governors have also been focussing on child and whole family wellbeing. The usual school improvement planning was suspended, for the most part, with the cessation of statutory education. The pandemic presented many challenges to us all, alongside the usual standards, funding and upkeep of the school, and a forthcoming new curriculum.

You have my personal assurances, we as governors and all the staff at Westwood Community Primary School will continue to work hard to ensure the school is a happy, caring environment that nurtures its pupils. I hope that we can expect some normality back in all our lives very soon.

Should you need to, you can contact me via the school office.

Kind regards,

Mrs Gill Jones - Chair of Governors



THE GOVERNING BODY AT WESTWOOD

Governors are like a board of directors and make joint decisions about how the school is organised and run, in support of the Headteacher and Staff. They meet at least once a term and have legal duties, powers and various responsibilities. There are several sub-committees containing a selected number of governors to deal with issues relating to Finance, Staffing, Curriculum, Health & Safety, Building, Discipline, Pay, Complaints, Additional Learning Needs and School Policies.

Governors are all volunteers, who receive no payment for their role. No claims for travel or subsistence have been made by a member of the Governing Body this year.

There are 14 governors in total, with a wide variety of skills and experience. We are very lucky at Westwood to have a core of dedicated and experienced governors who bring a wide range of skills including child protection, finance and school budgets along with health and safety. We work closely with our headteacher, formulating the direction of the school. No individual governor has any power unless it is delegated to them by the governing body as a whole. The chair, however, has the power to answer letters, deal with emergencies and liaise with the headteacher without recourse to the full board of governors. Mrs Adie Drury joined us this year as a new parent governor. During the early part of the pandemic we made decisions within the governing body to allow two governors to be appointed as joint vice-chairs, Mrs Carla Tellet and Mrs Lisa Maghak. We also have parent governors (voted for by the parents at school), local education authority (LEA) governors, appointed by the Flintshire County Council, 2 teacher governors and a non-teaching staff governor. The chair of governors Mrs Gill Jones and the clerk Ms Sue Guest may be contacted via the school.

The following people form the Governing Body of this school:

Name	Term of Office From	Term of Office To	Type of Governor
Mr Neville Phillips	16.03.2020	15.03.2024	LA
Mrs Joan Williams	25.03.2019	24.03.2023	Staff
Mrs Lisa Maghak	21.03.2020	20.03.2024	Community
Mrs Gill Jones	11.03.2019	10.03.2023	Community
Mrs Jeannie Hutchinson	12.08.2019	11.08.2023	LA
Mrs Lauren Fresa	20.01.2019	19.01.2024	Teacher
Ms Adie Drury	02.11.2020	01.11.2024	Parent
Mrs Jayne Williams			Headteacher
Ms Sue Guest	11.2002		Clerk
Rev Rosemarie Clarke	16.03.2020	15.03.2024	LA



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Ms Kristy Gomery	24.09.2018	23.09.2022	Community
Mrs Alison Wightman	02.11.2020	01.11.2024	Parent
Mr Peter Watkin	01.11.2018	31.10.2022	LA
Ms Gemma Bennett	24.09.2018	23.09.2022	Teacher
Mrs Sara Tompkin	11.04.2019	10.04.2023	Parent
Ms Carla Tellett	02.11.2020	01.11.2024	Community

THE WORK OF GOVERNORS

The role and responsibilities of the Governing Body is clearly defined and set out in law. Further details about the role of Governors can be found at: <http://www.governorswales.org.uk/>

Our primary objective is: To secure the wellbeing of pupils and staff; and to ensure that the school attains the standards and outcomes expected for all pupils. At a practical level, most of the work of the school staff and the governing body is defined by our policies and procedures. All policies, along with associated procedures and strategies, are reviewed on a regular basis and in line with Diocesan, Local Authority and Welsh Assembly guidance.

The Use of Welsh Language Flintshire provides a scheme of work to ensure continuity and provision through the key-stages. Staff use incidental Welsh regularly and plan follow up work on a weekly basis. All staff are encouraged to develop their knowledge and fluency in Welsh. The school has a strong relationship and commitment to improve and regularly utilises the LA's Athrown Bro.

We also:

- have a duty to promote the highest standards of educational achievement
- must establish a strategic framework for the school, and;
- must regularly review the progress made.

ANNUAL MEETING WITH PARENTS

Until 2021, the governing body held (or offered to hold an annual meeting for parents with governors. There is no longer a requirement for us to do this, However, parents are entitled to request up to three meetings per year with the governing body via petition, as summarised here: The governing body must hold a meeting within 25 days of receiving the petition.



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OUR COMMITTEES

In addition to the main governing body meetings which are held termly, we have several statutory sub-committees that meet termly to agree on issues arising in schools. Each of the governors take an active role in one or more of the committees.

Each sub-committee manages, supports and oversees different areas of school life at Westwood

Finance

Mrs J S Williams
Mrs K Gomery (Chair)
Mr N Phillips
Mrs G Jones
Mrs L Maghak
Mr P Watkin
Mrs A Wightman

Facilities Committee

Mrs J S Williams
Ms C Tellett (Chair)
Mrs A Wightman
Ms G Bennett
Mr G Cottrell (Associate)
Mrs Adie Drury

Curriculum

Mrs J S Williams
Ms G Bennett
Miss C Tellett
Mrs J Hutchinson
Rev. R. Clarke
Mrs L Fresa

Staffing

Mrs J S Williams
Mrs G Jones (Chair)
Rev R Clarke
Mrs L Maghak
Mrs S Tompkin
Mrs J Williams
Mr N Phillips

The following Committees will be appointed as and when required:

Staff Disciplinary and Dismissal Committee (Discipline Committee)
Pupil Discipline and Exclusions Committee (Discipline Committee)
Disciplinary and Dismissal Appeals (Appeals Committee)
Complaints Committee
Staffing Sub Committee
Policy Sub Committee

CLASS/SUBJECT GOVERNORS / LEARNING WALKS

Governors will be paired with the aim of achieving 3 learning walks a year. Due to Covid 19 these are currently on hold, however these will be carried out in a different way.

VISION AND VALUES OF OUR SCHOOL

Imagine a school where the efforts and achievements of all stakeholders are recognised and valued. Where its pupils and staff are happy, safe and motivated within a stimulating, nurturing and state of the art learning environment, where kindness is king! Think of a school where the



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whole community is unified and consistent with its development whilst keeping the children central to any decisions made.

This is Westwood Community Primary School, at the heart of the Buckley Community, with the Buckley Community at its heart.

Our Stakeholder Vision

At Westwood Community Primary School, we aim to be your school of choice by creating a nurturing, supportive and kind school community, where children are happy, valued and have a voice. Our children are encouraged by their successes, excel in their achievements and are inspired to be learners for life.

Westwood Community Primary School Mission Statement:

At Westwood Community Primary School our mission is to nurture healthy confident individuals who are ready to lead fulfilling lives as valued members of society. Team Westwood will ensure the best possible education for the children in its care, championing their wellbeing, celebrating successes and nurturing efforts so that each member of the Westwood Community family has a voice, can develop as an individual and flourish as a 21st century learner.

At Westwood Community Primary School our mission is to develop ambitious, capable learners who are ready to learn throughout their lives. We strive to create a safe, secure and stimulating environment that promotes and nurtures the development of growing minds; where pupils feel happy, empowered and inspired to learn effectively.

At Westwood Community Primary School our mission is to nurture ethical informed citizens who are ready to be citizens of Wales and the world. We will foster a strong sense of family, community and belonging where children develop kindness and a mutual respect for themselves, each other and the environment.

At Westwood Community Primary School our mission is for our learners to be enterprising confident individuals who are ready to play a full part in life and work. Everyone will be encouraged to try their best, attend regularly and achieve their full potential academically, creatively, personally, socially and emotionally. High quality and engaging learning experiences will be provided for all children and we will celebrate successes, innovation and aspiration.

Please look at our Vision Padlet to see how our learners are fulfilling our vision and mission:

<https://padlet.com/jaynewilliams90/yeyxh8oqktyzej6q>



STAFFING STRUCTURE

Our SLT – Senior Leadership Team:

Mrs J S Williams – Head teacher

Mrs Lynne Brown – Acting Deputy Head

Mrs Donaghy – Acting Foundation Phase Leader

Class	Teacher	Support (N.N.E.B., H.L.T.A., T.A., 1:1)
Early Entitlement (pm) (Jan - July 2021)	Mrs C Quirk	Sam Jones
Class 1 - Nursery (am only)	Mrs J Ryan	Mrs Quirk Miss Williams Mrs Evans (Mon AM / Tue AM / Wed AM)
Class 2 - Reception	Mrs K Hatton	Mrs Anderton and Mrs Kelly (1 to 1) Mrs Ducker
Class 3 - Reception	Mrs L Fresa – covered by Miss Vickers	Mrs Lewis M/T/W Mrs Evans Th / F
Class 4 – Year 1	Mr Northall	Miss Iball
Class 5 - Year 2	Mrs H Donaghy (Acting Foundation Phase Manager)	Miss Linforth Mrs Maguire
Class 6 - Year 3	Miss Davies	Mrs Braithwaite / Mrs Mattar
Class 7 – Year 4	Mr L Powell	Miss S Clubb
Class 8 – Year 4/5	Miss G Bennett	Mrs Sarah Jones Mrs Nash / Miss J Williams / Mrs Wright
Class 9 – Year 5 & 6	Miss A Mattar	Mrs Webster
Class 10 – Year 5 & 6	Mrs L Brown (Acting Deputy Head)	Mrs Williams
Welsh & Bilingualism	Miss Z Jones	
ALNCo	Mrs B Matthews	Mrs Hawkins (with some class cover too)
School Secretary	Miss S Clubb	
School Administrator	Mrs A Wightman	
Family Support Officer and Parental Engagement	Mrs Thomas (also in Reception)	
Caretaker	Mr Cottrell	



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Cleaning Team	Mrs Kaarasalan, Miss Buckley and Mrs Cortezia
Midday Supervisor Team / Breakfast Club Team	Mrs Tomlinson, Mrs J Jones, Miss J Williams, Mrs S Jones, Mrs Kaarasalan and Mrs Parry / Mrs Ducker/ Mrs Maguire
Kitchen Team	Mrs Dunn (Cook in Charge) Mrs Peet

STAFF NEWS

Staff news is shared via the weekly Sway memo internally, to Governors in the head's report and to our Westwood family via regular communication via the website, email, Twitter, Instagram, and also on the Buckley Bugle if its relevant to parents.

STRUCTURE OF THE SCHOOL DAY AND TERM DATES

(Please note – different times are currently in place as a temporary measure due to Covid restrictions)

TERM DATES 2020 / 2021

Autumn term 2020

Tuesday 1st September 2020 – TRAINING DAY (school closed)
Wednesday 2nd September 2020 – TRAINING DAY (school closed)
Thursday 3rd September 2020 – School open
Friday 23rd October 2020 – School closes
Monday 2nd November 2020 – School open
Friday 18th December 2020 – School closes

Spring term 2021

Monday 4th January 2021 – TRAINING DAY (school closed)
Tuesday 5th January 2021 – School open
Friday 12th February 2021 – School closed
Monday 22nd February 2021 – TRAINING DAY (school closed)
Tuesday 23rd February 2021 – School open
Friday 26th March 2021 – School closed

Summer Term 2021

Monday 12th April 2021 – School open
Monday 3rd May 2021 – Bank Holiday
Friday 28th May 2021 – School closed
Monday 7th June 2021 – School open
Friday 16th July 2021 – School closed
Monday 19th July 2021 – TRAINING DAY (school closed)
Tuesday 20th July 2021 – TRAINING DAY (school closed)



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Autumn term 2021

Wednesday 1st September 2021 – TRAINING DAY (school closed)
Thursday 2nd September 2021 – School open
Friday 22nd October 2021 – School Closes
Monday 1st November 2021 – School open
Wednesday 22nd December 2021 – School closes

Spring term 2022

Thursday 6th January 2022– TRAINING DAY (school closed)
Friday 7th January 2022– TRAINING DAY (school closed)
Monday 10th January 2022 – School open
Friday 18th February 2022 – School closes
Monday 28th February 2022 – School open
Friday 8th April 2022 – School closes

Summer Term 2022

Monday 25th April 2022 – School open
Monday 2nd May 2022 – Bank Holiday
Friday 27th May 2022 – School closes
Monday 6th June 2022 – School open
Tuesday 12th July 2022 – TRAINING DAY (school closed)
Friday 15th July 2022 – School closes
Monday 18th July 2022 – Bank holiday (school closed)
Tuesday 19th July 2022 – TRAINING DAY (school closed)
Wednesday 20th July 2022 – TRAINING DAY (school closed)

PROSPECTUS CHANGES

Due to Covid 19 and the lockdown, the school prospectus takes the form of the school handbook. The school handbook for our Westwood Family can be found on our website - www.westwoodprimary.co.uk

DATA

All requirements for reporting to parents on data has been suspended due to the covid-19 situation for the year ended 2020 - 2021.

PUPIL INFORMATION –

Number of pupils on role =	210 full time + 41 part time
Nursery and Early Entitlement =	251 Pupils in total
Number of pupils eligible for free school meals =	93

Number of pupils with Statements = 2

Number of pupils with special educational needs but no statement = 25



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School Action Plus = 25
School Action = 2

Number of permanent exclusions in the 2020 - 2021 school year = Nil
Number of fixed term exclusions in the 2020 - 2021 school year = 16 session (0.5 days)

WHERE DID OUR YEAR CHILDREN 6 GO ONTO?

Elfed High School
Argoed High School
Ysgol Maes Garmon

Commented [GJ1]: Where did our year 6 go?

Commented [2R1]: As above :)

ATTENDANCE

There is no requirement to report attendance data due to COVID. In addition, Westwood school does NOT authorise holidays during term time, outside the 10 days which are permitted.

SCHOOL POLICIES

School policies are constantly being reviewed and updated in line with Welsh Assembly Government, the Flintshire local authority and the Buckley and Mynydd Isa Consortium. Many policies have been reviewed and ratified over the last year. All school policies can be requested from the school office at wwmail@hwbcymru.net.

SCHOOL IMPROVEMENT PLANNING –

Our school improvement planning takes the form of a school development plan. The school development plan can be found on our website.

The School Development Priorities for this current academic year 2020 are:

<u>Standards</u>	Implementation of COVID recovery plan focus – improve the standards in Literacy & Numeracy
<u>Wellbeing and Attitudes to Learning</u>	Recover staff and pupil mindset and wellbeing (improve attitudes to learning by supporting the physical, mental and emotional health and well-being of staff and pupils especially those impacted by Covid 19)
<u>Teaching and Learning</u>	To develop effective approaches to remote/blended teaching and learning (Full implementation of successful futures vision and developing the 21 st Century Learner in readiness for New Curriculum changes)



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Care, Support and Guidance

To engage Parents and Stakeholders within school in Parent partnership opportunities and to support their child's learning

Leadership and Management

Develop leadership opportunities by evolving an effective programme of professional learning for stakeholders (within our learning organisation with reference to the new curriculum, recovery and blended learning, Wellbeing and ALN reform)

CURRICULUM; SPECIAL EDUCATIONAL NEEDS; MORE ABLE AND TALENTED

Teaching and Learning:

We understand that for some of our learners coming back to school was a challenge and for some lockdown will have had a significant impact on their learning and engagement in school education. At Westwood we pride ourselves on the wealth of care, support and nurture that we provide for our families and our pupils. As our children returned there was a focus on pupil wellbeing as we reintegrate the children and prepared them once again for the structure of school and learning through the curriculum.

School looked a little different; this was to keep the children safe. Classrooms were a bit sparser; this is so that the surfaces could be easily cleaned. Where necessary, children were be arranged into front facing rows and activities were be planned to reduce the need for close face to face interaction. Children received feedback whilst learning, from teachers and support staff, however feedback to the children was from the adults' level rather than the adult moving down towards the child. For younger children, teachers allowed more of a structured free flow approach to the provision, so that the children could learn through play. For all learners, there was a real focus on outdoor learning, and use of the outside space to provide rich and purposeful curriculum experiences.

Our school vision has the four purposes of the new curriculum for Wales at its heart. We planned to offer a broad and balanced curriculum from September covering all subjects of the Welsh Curriculum, however there were some changes to how that curriculum has been designed from previous years. We incorporated greater use of blended learning, which involves a combination of school, home and digital learning. The Hwb digital learning platform, which provides access to a wide range of digital tools and content that can support learning, also played an increasing part in our school's curriculum.

Planning included opportunities to identify and close gaps in children's learning, following the lengthy school closure since March 2020. The focus was to work towards closing these gaps and to ensure children move on to their current year group's curriculum as soon as possible. The key focus was on supporting children's resilience and wellbeing whilst addressing key areas in reading, writing and mathematics.



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Interventions:

We implemented a programme of in-school interventions to run throughout the academic year and initiatives were targeted to close gaps and maximise pupil progress. Interventions focus on Literacy, Numeracy and Wellbeing.

Contingency Plans:

Contingency plans were put in place for extended home learning in the unfortunate event of a full or partial closure which included reverting to our use of learning platforms and learning grids where details of blended learning activities will be shown. We provided opportunities for Parents to engage and be supported in the use of digital devices and the use of online platforms. The children could use online resources in school and in the event of contingency plans or your child being unable to attend, these could then be accessed at home confidently with your support.

For full details of the Welsh Governments strategy to learning, see the link below:

<https://gov.wales/sites/default/files/publications/2020-07/guidance-learning-schools-settings-from-autumn-term.pdf>

Essentially all staff at Westwood Primary School are “Additional Needs Personnel”. We acknowledge current legislation and recognise that a percentage of our children may have an Additional Need which may affect their academic progress. This may be due to Learning delays, Social Emotional and Behavioural Difficulties, Sensory Impairments or Physical Disabilities. All class teachers liaise closely with the Additional Learning Needs Coordinator (ALNCO) for the school, Mrs Beverley Matthews. The Governor link for this important area is Mrs Carla Tellett.

We have worked closely with various outside agencies to guide and support the provision for specific children in school. This includes Dr Linda Callaghan the Educational Psychologist, Anthony Oldfield from Behaviour Support, Angie Byrne from Learning Support, Speech and Language Therapists and a variety of nurses and therapists from specialist fields to support individuals and offer staff training. In relation to Child Protection and Wellbeing, we are forever grateful of the support and expertise of Linda Ellis our Education Social Worker and Lisa Brannan our School Nurse. The Governor link with this area is Mrs Gill Jones.

WELSH

We have a dedicated language advisor to promote Welsh and bilingualism at Westwood. The school works alongside Campus Cymraeg and we have achieved the Bronze award. The staff members that are involved with this are Mrs Farrer, Mrs K Hatton and Miss Z Jones. Mrs H Maquire has also run a Welsh afterschool club this is offered for one term per academic year.



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COMMUNITY LINKS –

Our children go out amongst the community regularly and pride itself on the strong links we have as the local community school. Westwood is the community school at the heart of Buckley, we will always engage with the wider community to get involved in a range of activities in the local area such as litter picking, attending community events, collecting for the local community (foodbank etc) Pre Covid, our community were invited into school for fundraisers such as Macmillan, School fairs, Bingo, Circus and School Productions. Furthermore, our school community are always at the fore of our work and support. We will go above and beyond to help our families and are the hub for support, advice and help. We are instrumental in ensuring our families can access external help and suitable signposting, and also upskilling our school community with parent courses, such as Welsh Language, Parent skills courses, Come and Cook and EPEC. We always have Buckley at the heart of our school.

HEALTHY EATING

The school promotes healthy eating and lots of information is shared with parents regarding the children's snack and lunch. We work closely with Newydd in regards to what is provided in school for the children's meals and Mr Powell is our Healthy eating co-ordinator.

SPORTS AND PHYSICAL ACTIVITIES

The school promotes physical sports and activities, and we provide lots of opportunities for the children. This includes working with PK sports coaching who is timetabled weekly and runs an afterschool club. We attend swimming for the junior children which is timetabled weekly, and this is working alongside Aura. Internally some of our teachers have run a football and dodgeball afterschool club over certain terms.

EXTRA CURRICULAR ACTIVITIES

Westwood offers afterschool clubs for Welsh. The school has Design for Smile that comes in and works with the Foundation children about the importance of dental hygiene and the children are also provided with their own toothbrush and paste.

The school liaises with North Wales Police, and we have PC Mark who comes in to work with the children regarding various topics.

Playful Sheds – A man named Simon came in to work with Year 4 children to help set up a new outdoor shed and the resources involved. This is on a weekly rota out on the yard as to which year groups get to utilise it 4 days a week.

Traveller support – Mrs Hutchinson comes in approximately twice a week to work with the traveller children in key stage 2.

EAL support – This is offered to any children where English is not their first language.



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DASU support came in and worked with some of our children on a one-to-one basis.

ELSA (Emotional literacy support assistant) based internally and working with children on a one-to-one basis who have been identified through the ALNco and referral process.

RESIDENTIAL ACTIVITIES

No residential activities have taken place this year due to the covid situation. We hope to resume these once safe to.

TOILET FACILITIES

We provide within the school enough toilets and washbasins for those expected to use them, children's facilities are:

- Two toilet areas near the caterpillar room
- One toilet area by reception classrooms
- One toilet area on the ground floor by the stairs
- One Unisex toilet area ground floor
- One toilet area in the Nursery area
- Two toilet areas upstairs between year 3 & 4

Staff facilities:

- Separate facilities for men and women, enough toilets and washbasins for those expected to use them.
- A Unisex toilet is provided.
- A supply of toilet paper and, for female employees, somewhere to dispose of sanitary dressings.
- Hot and cold running water
- Enough soap or other washing agents
- Away of drying hands, such as paper towels or a hot-air dryer
- A medical wet room based on the ground floor with a shower, toilet with handrails and a changing bed with a foot pump to adjust the height when needed.

PARKING

There are very limited staff parking spaces within the school grounds 13 in total with one disabled space. Parents are advised to park in the short stay car park near the precinct and not on the roads outside school.

Commented [CT3]: Parking has been along running problem at Westwood, we are luckier than other schools with the range of car parks we have available around us. We have been discussing with FCC about possible options to make the road safer but finding a solution is not simple. There is a live job advert for a crossing patrol which should help with the dangerous areas.

COMPLAINTS

At Westwood we pride ourselves on our open-door policy and aim to resolve concerns informally and amicably through parent - teacher communication. Any unresolved issues should be brought



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to the head teacher in the first instance. Parents who remain dissatisfied may then contact the chair of governors via the school. The chair may then deal with the complaint, raising the matter with the full governing body as appropriate. Our complaints policy is available from the school office, or via our website.

FINANCIAL OUTURN 2020/2021

£60,235

SUMMARY OF TRANSACTIONS OF SCHOOL PRIVATE FUNDS 2020/2021

BALANCES B/F		BALANCES C/F	
CURRENT ACCOUNT B/F	16946.12	CURRENT ACCOUNT C/F	18929.58
SAVINGS ACCOUNT B/F	0.00	SAVINGS ACCOUNT C/F	
LESS UNPRESENTED CHEQUES	177.10	LESS UNPRESENTED CHEQUES	
PLUS OUTSTANDING CREDITS	0.00	PLUS OUTSTANDING CREDITS	
PETTY CASH B/F	0.00	PETTY CASH C/F	
TOTAL FUNDS B/F	16769.02	TOTAL FUNDS C/F	18929.58
PAYMENTS			
EXPENDITURE	17591.54	RECONSILIATION	
LESS CHEQUES WRITTEN OFF	0.00	TOTAL FUND B/F	16769.02
TOTAL PAYMENTS IN YEAR	17691.54	TOTAL PAYMENTS IN YEAR	17691.54
RECEIPTS		TOTAL INCOME IN YEAR	19852.10
TOTAL INCOME IN YEAR	19852.10	TOTAL FUND C/F	18929.58