



Ysgol Feithrin Fairoak

## GOVERNORS ANNUAL REPORT 2016 - 2017

### FAIROAK NURSERY SCHOOL

### GOVERNORS' ANNUAL REPORT SEPTEMBER 2016 - SEPTEMBER 2017

*No meeting was held under Section 94 of the School Standards and Organisation (Wales) Act 2013*

#### Chief Education Officer

Mr James Harris

#### GOVERNORS

##### Chair

CLlr Emma Garland

##### Address

Fairoak Nursery School  
Church Road  
Newport  
NP19 7EJ  
Tel: 259415

##### Clerk to the Governors

Mrs Susan Hall

##### Address

Education Department  
Civic Centre  
Newport  
NP20 4UR  
Tel: 656656

REPRESENTATIVE APPOINTED BY	NAME	ELECTED OR	TERM OF OFFICE ENDS
<u>Community Governors</u>	Mrs S Smith	Ballot	February 2021
	Mrs J Beckett	Ballot	September 2019
<u>Parents</u>	Mrs C Pullen	Ballot	April 2021
	Mrs M. Maguire	Ballot	October 2018
	Mrs C. Wilding	Ballot	October 2018
<u>Teachers</u>	Mrs S. Edwards	Staff Ballot	August 2018
<u>Ancillary</u>	Mrs A. Lewis	Ancillary Staff Ballot	August 2018
<u>LA Appointed</u>	Mrs C. Townsend	Newport City Council	
	CLlr. E Garland	Newport City Council	
	Mrs A O'Brien:	Headteacher	<u>Clerk</u> Mrs S Hall

## **Governors' Functions**

The Governing body is obliged to meet twice a term as a full board. Additional sub-committees were set up to discuss the following:

Staffing, Personnel and Grievance.

Complaints.

Finance and Policy.

Redundancy/Appeals.

Appointments and Pay Review.

Health and Safety

- Governors are kept fully informed in matters concerning the curriculum and are involved in decision making. Governors agreed the in-service training days [INSET] which are organised to support the School Development Plan. These are the days when school is closed and all staff are being trained in Curriculum matters.
- Governors have been delighted to attend many school events during the year including concerts, workshops, Stay and Play Days, visits, Fetes, etc. Our thanks to all members of the school community who made these events so successful.

During the year the Governors considered a whole range of topics including the following;

Headteacher's Reports.

School Building and Premises

Special Education Needs.

Health Education.

Health and Safety.

Performance Management

School Policies

Inclusion, Equality and Diversity

Volunteers' Policy

Admissions and Appeals.

Annual Report.

School Security.

The School's Aims and Objectives

School Development Plan

School Self Evaluation

Staffing

Attendance

Complaints Policy

## **Staff**

The nursery school has 1 Headteacher and 1 full-time Teacher, 1 part time teacher, 1 part time HLTA and 12 Teaching Assistants on a range of part time/full time contracts although members of staff have been fluctuating during the year dependant on the needs of the children. In 2016-17, the school provided training placements for students from Cardiff Metropolitan University, University of South Wales, local High Schools and a variety of adult training companies. All staff have made a valuable contribution to the school.

## **Nursery**

Class Teacher Sunbeams - Mrs. S. Edwards

Class Teacher Rainbows - Mrs J Morgan

## **Teaching Assistants: Nursery**

Mrs. A. Lewis [HLTA]

Mrs. J. Welsh

Mrs J. Morgan

Miss R. Davey

Mrs R Gameiro

Mrs T Williams

Mrs R Lester

Mrs V Grey

## **Teaching Assistants: Breakfast Clubs**

Mrs T. Williams, Mrs R. Gameiro, Mrs R Lester

## **School Support Officer**

Ms. S. Price

## **Cleaner**

Mrs. C. Lee

## **The Curriculum**

- The aim of the Newport Authority and of Fairoak Nursery School is to provide a well-balanced and integrated Foundation Phase curriculum which raise standards of attainment and contribute to the development and wellbeing of each individual. This includes an emphasis on Literacy, Numeracy and reducing the impact of disadvantage on achievement.
- The school is inclusive and provides an opportunity for all children to learn in the Foundation Phase curriculum of the 7 Areas of Learning: Personal, Social, Well-Being and Cultural Diversity, Language, Literacy and Communication Skills, Knowledge and Understanding of the World, Creative Skills, Physical Skills including using the outdoor environment and Welsh Development, with appropriate emphasis on raising standards in Literacy and Numeracy
- The use of Welsh in the nursery is promoted by all staff, using bilingual phrases together with English vocabulary to support all areas of learning. Children carry out a range of activities to familiarise them with the Welsh language and culture. Parents are invited to workshops and additional programmes are in place to develop children identified with a strength in the Welsh Language.

## **Educational Success - Standards of Attainment**

- The nursery was inspected by Estyn in December 2014. The school's performance was judged as good and the school's prospect for improvement was good. The Post Inspection Action Plan devised following the Inspection was monitored by the Local Authority and good progress was made in all areas.
- The outcomes shown through tracking of Baseline Assessments, Teaching Talking results and acquisition of language skills show standards continue to rise and that nearly all children meet expected level or above. Those children who did not meet expected level were subject to Individual Action Plans and were on the School Action Plus or Statement Stage of the Special Educational Needs Code of Practice.
- There is no comparative data for Nursery schools or classes. Some children are at below average on entry but nearly all children move up at least one assessment level on transfer to primary school [in some cases significantly more] showing the effectiveness of learning and teaching in nursery. At Fairoak Nursery School a majority of children achieve higher than expected standards across all aspects of learning i.e. above 67% Mathematical Development; above 80% in Language, Literacy and Communication; above 89% in Personal, Social and Wellbeing; rising to 94% in Physical Development. A data commentary is available on request.
- Fairoak Nursery School receives requests from the LA, schools, local universities and community organisations for visitors to witness consistently high practices within an early years setting.

## **Internal Organisation**

Children attend Nursery for either a morning or afternoon session. A free Welsh Breakfast Club is available which supports our Healthy Eating and Nutritional Education ethos. Educational support is given to all groups as required. All pupils have access to a broad, balanced and relevant curriculum with additional needs support given by an LA Advisory teacher, teachers, AENCo and teaching assistants where appropriate.

## **Total Nursery School Roll (As at the mid-point January 31st 2017)**

107 children on roll rising to 142 children in the summer term

## **Times of Nursery School Sessions**

Breakfast Club	Morning 08.20 – 9.15	
Nursery	Morning 09.15 - 11.45	Afternoon 12.45 - 3.15

## **Pupils**

- The children at Fairoak Nursery School are aged between 3 years and 4 years and they transfer to Primary schools in the September after their fourth birthday.
- In September 2016, 83 children transferred to local schools including Glan Usk, St Joseph's RC, St Julian's Primary, Maindee, Eveswell Primary, St. Mary's R.C., Lliswerry, Alway, Malpas Church, Ringland, St. Patrick's R.C., St. Woolos, Ysgol Casnewydd, Pill, Ponthir, Charles Williams Primary, and St. Andrew's.

### **Cleaning and Toilet Facilities**

The nursery is kept in a good state of cleanliness and repair with issues dealt with promptly by Newport Norse to ensure the health and safety of all stakeholders. The cleaner/key-holder, Mrs Chris Lee works to a regular schedule of deep cleaning. The cleanliness of the toilet areas and kitchens is monitored daily. Two staff members hold Level 1 Food Hygiene. Logs for Legionnaires Disease are kept up to date with regular checks by NCC, Aqua Treat and Santia.

### **Fire Drills**

Fire Evacuation Drills have taken place each term. The children, parents and staff have left the building in a sensible, purposeful manner and assembled in the nursery garden.

### **Racial Incidents**

The school takes any instances of bullying or racism very seriously. In the last year, there were no recorded incidents which were alleged to be racist and needing to be dealt with in accordance with the School and Authority policy. The School takes a positive stance on cultural diversity and does not tolerate racism.

### **Links with the Community**

- The Governors are pleased with the nursery school's endeavours to establish links within the community, especially with the excellent relationships built with parents of the school. There have been Parent/Teacher Consultation sessions offering individual and private meetings between parents, head-teacher, nursery teacher and teaching assistants. These important meetings were very well attended by parents and 100% of children were represented by one or both parents. School reports were issued to all parents in July 2017. Individual profiles of evidence were shared with all parents.
- During the year parents were invited to a series of workshops showing how their children learn in Nursery. These included; literacy, numeracy, ICT, Welsh, Creativity and Outdoor Learning.
- Stay and Play Days were also held on site and included a Cultural Diversity Day where the cultural identity of all our children was celebrated through a range of activities and visitors. There were also several off site Stay and Plays including Woodland Park, The Wetlands, Malpas Mansion House, Caerleon Nursing Home and Beechwood Park.
- A community volunteer came to Nursery on a weekly basis to help with gardening. She works alongside the children to provide opportunities for them to contribute to routine tasks within the garden and to plant, nurture, grow and harvest fruits and vegetables which the children can then taste within the Nursery.

### **Fund raising undertaken :-**

Wide varieties of Fund Raising events took place and were well supported by parents and families. Charities the school supported included:

Operation Orphan

Children in Need

MacMillan

Bobath

One Step – a local homeless shelter

Barnardo's Big Toddle for Children

### **Community Visits**

Nursery have visited a wide variety of local places in the community including Tescos, Bettapets Pet Shop, Maindee Library, Caerleon Nursing Home, Beechwood Park, Woodland Park, The Wetlands, St Joseph's Primary School and Malpas Mansion House.

### **Visits and Visitors to Nursery**

- Crew from HMS Severn to talk about their duties. A parent who is a nurse and the local Lollipop Lady visited to talk about people who help us.
- Operation Orphan visited to thank the children for their contributions of winter clothing for war torn countries
- One Step Homeless Shelter Volunteers

- A range of educationalists to view practice
- Members of the community for our Cultural Diversity Day
- Members of GAVO, MIND and Newport First for Families

### **Education and Business in Partnership**

- This school promotes positive links with community organisations and the school welcomes many local students who need a work experience placement. The Nursery has developed links with The International Dimension – a Cardiff based group who arrange visits to European settings to share good practice.
- Kingfisher Construction worked closely with the Nursery and will continue to do so next year whilst they build homes opposite the school.

### **Friends of Fair oak**

- Governors would also like to pay tribute to the many parents and volunteers who support the school by helping in the nursery and on nursery trips. The support of parents for fetes, off site experience days etc. contributed to the learning opportunities that Fair oak were able to offer and to the much needed fund raising to provide the extras to enable activities to take place. As a result of fundraising by the parents the Mansion House trip was subsidised to ensure all parents could participate.

### **Premises / Security / Health and Safety**

- The School has a very positive record in terms of Health and Safety. Any issues have been addressed in accordance with our premises action plan. The Headteacher is responsible for ensuring the induction of new, temporary or volunteer staff and students by the co-ordinator for staff wellbeing Mrs Julie Welsh.
- Various minor repairs were undertaken. All visitors, volunteers and students sign in, and visitors are required to wear identification badges. All staff use the in-and-out board so that checks can be carried out in case of fire. The rear gate is locked once all children are inside, latecomers used the main entrance and a security lock system is installed on the main door.
- Major repairs to several areas of the roof were carried out.
- Flooring has been replaced in one of the teaching rooms and in the children's toilets.

### **Complaints Procedure**

- A complaints procedure has come into force as a result of the Education Reform Act 1988. Information on the arrangements for the consideration of complaints about the school curriculum and related matters is available from school. All complaints should be addressed to the Headteacher in the first instance. A copy of the complaints procedure is available from the school. No written complaints were received.

### **Additional Needs**

- Governors reviewed and updated the Additional Educational Needs Policy according to the Additional Needs "Code of Practice". This allows for effective identification and support of children with Additional Needs thereby ensuring that these children receive the variety of learning opportunities offered to all children, including the maximum possible access to the 7 Areas of Learning framework, working alongside their peer group in mainstream nursery.
- The AEN provision in school is overseen by the headteacher and provided by the Higher Level Teaching Assistant (AENCO), ELSA trained assistants, teachers and teaching assistants with external agency support including an AEN Advisory Teacher, Speech Therapists, and Educational Psychologist.
- The nominated Link School Governor with responsibility for Additional Learning Needs is Mrs Carmel Townsend. Pupils with additional needs [including those who are more able and talented] achieve very well in relation to their ability, and provision is continuously evaluated.

### **Children with Disabilities / Inclusion**

- The Additional Needs provision within the school includes children with disabilities who are integrated into Foundation Phase provision with the appropriate support according to their disability. These children are encouraged to take a full part in the 7 Areas of Learning framework and all the other activities provided within the school environment. The school accommodation is mostly furnished with disabled facilities. The Nursery toilets have been adapted to allow for disabled access. A discrete changing area to protect the

privacy of children has been added this academic year. The school has policies for AEN, Equalities, Inclusion and Equal Opportunities/Disability which are familiar to all staff and are applied consistently throughout the school. Copies are available from the Headteacher.

### **English as an Additional Language**

- The language of the school is predominately English however children who speak English as an additional language receive support in the language programmes used by the nursery as well as day to day input from all members of staff. Where needed the Gwent Ethnic Minority Service is accessed to provide first language assessments. Signage and posters displayed are in the majority of the languages spoken by parents whose children attend nursery. The ability to speak another language is a cause for celebration and all parents were encouraged to leave messages in their home language during the Cultural Diversity Day.

### **Summary of School Targets**

- Very good progress has been made to raise standards of attainment. The main focus for learning is through real-life experiences in a thematic-based curriculum. Children lead their own learning through a skills-based approach and practitioners monitor and evaluate the impact through observation and assessment.
- Staff use an internet based system, INCERTS, as well as the new Foundation Phase Profile for Baseline Assessment to record and track progress. INCERTS Snap is used to record images that are used to enhance the Report to Parents through an individual QR code or password protected website.

### **Main Priorities of School Development Plan 2016-17**

- Embed Family and Community Engagement Toolkit including strategies to support the parents;
- Develop Fair oak as an Emotionally Literate School;
- To develop Physical Literacy;
- To develop Fair oak in line with the Digital Competence Framework within all areas of the Nursery;
- To further develop the Outdoor area to raise standards particularly in Mathematics Across the Curriculum

### **Other Areas for Development 2016 - 2017**

- Development of a "Learning Village" to provide real life experiences and learning opportunities
- Continue to professional develop staff to ensure all children have access to highly trained, skilled practitioners.

### **Main Priorities of School Development Plan 2017-18**

Embed the Family and Community Engagement Toolkit providing a range of activities for families with a new cohort of parents;

Review provision, practices and procedures for Inclusion in light of recent changes to legislation;

Evaluate and revise if appropriate scheme of skills for LNF/DCF; continue to track skills across all areas;

address any issues identified in evaluation;

Revise and review planning, policies, practices and procedures in light of curriculum changes;

### **Healthy Schools**

All pupils are encouraged to eat and drink healthily. The curriculum incorporates a wide range of activities covering the seven areas identified by The Healthy Schools Programme which the Nursery follows. This year we successfully gained the have the National Quality Award (Phase 6) which is the highest currently available.

### **Eco-Schools Committee**

ESDGC [Education for Sustainable Development and Global Citizenship] continues to run successfully. Eco has its own notice-board with tips and advice for others on recycling, re-using and saving energy in school and home. Nursery was successful in maintaining its Platinum School Status.

### **Action Taken to Implement and Review School Strategies**

The strategies within the School Development Plan were agreed and monitored by the Governing Body which

receives regular updates on progress. The school development plan covered five main areas for development:

Embed Family and Community Engagement Toolkit including strategies to support the parents: - Strategies implemented last academic year were developed further to support parents and families. The audit tool was used to inform action planning and self evaluation Use of website and other communication systems were trialed to enhance communications with stakeholders The Impact of parental engagement activities have been evaluated following analysis of questionnaires to parents and will inform next steps.

Develop Fair oak as an Emotionally Literate School: - All staff understand the need to be emotionally literate and how to support all stake holders with regard to wellbeing. Strategies and practices introduced successfully impact on outcomes of children identified as vulnerable in their baseline assessments. The work of the Emotional Literacy Support Assistants has been embedded. Work carried out in conjunction with Educational Psychologist has developed Fair oak as a "Communication Friendly Nursery" with wellbeing highlighted as a very strong feature in the recent National Quality Award for Healthy Schools.

To develop Physical Literacy: - All staff understand physical literacy and how it impacts on overall development and wellbeing. Strategies and practices introduced had an impact on outcomes of children identified as vulnerable in their baseline assessments. Physical Literacy has been built into all areas of the curriculum. A grandparent contributed significantly to this through running weekly physical literacy sessions for all the children within the setting.

To develop Fair oak in line with the Digital Competence Framework within all areas of the Nursery; All staff were trained to deliver the Framework and the Local Authority Nursery Scheme of Work. The skills audit identified staff training needs and provided the focus for school based training; a scheme of skills was compiled to give annual overview of the skills covered across all areas of learning; thematic overviews included opportunities for the Digital Competence Framework; The ICT Self-evaluation Tool provided by the authority was completed and used to identify future needs. Vulnerable learners identified through analysis of the baseline were tracked to ensure progress towards expected outcomes.

To further develop the Outdoor area to raise standards particularly in Mathematics Across the Curriculum: - All children have accessed high quality learning experiences. Opportunities for indoor and outdoor experiences based on children's interests were provided. Fully trained and experienced staff were provided to ensure standards were consistently high and that all children made progress. A "learning village" with specific areas for real role play opportunities was provided and high quality learning experiences have been offered to all children. This has resulted in an increase in standards in all areas but particularly numeracy. Planning for outdoors clearly identified opportunities to develop skills across the curriculum. Children identified as vulnerable or affected by poverty have had access to high quality provision impacting on overall standards and raising outcomes for these children.

### **Action Taken to Review School Policies**

Statutory procedures and policies are reviewed and updated annually or as a result of changes or new initiatives from the LA or Welsh Government. Most non statutory policies are updated annually with others being updated on a three-year cycle.

### **ATTENDANCE**

- School rates in Newport have been set at 94% or above depending on the school. A variety of strategies are currently being used to help parents understand that punctuality and attendance are key to effective learning. There were no exclusions.
- Unfortunately, our attendance has fallen a long way below this target.

**ATTENDANCE PERCENTAGE SUMMARY:**

	AUTUMN TERM 2016 % Attendance	SPRING TERM 2017 % Attendance.	SUMMER TERM 2017 % Attendance
<b>Sunbeams a.m.</b>	<b>89.9%</b>	<b>87.9 %</b>	<b>82.9 %</b>
<b>Sunbeams p.m.</b>	<b>77.5 %</b>	<b>78.9 %</b>	<b>73.9%</b>
<b>Rainbows a.m.</b>	<b>85.7 %</b>	<b>86.9 %</b>	<b>88.5 %</b>
<b>Rainbows p.m.</b>	<b>86.9</b>	<b>88.3 %</b>	<b>81 %</b>

**SCHOOL HOLIDAYS 2016-17 – Last Year**

<b>Term</b>	<b>Start</b>	<b>Half term starts</b>	<b>Half term ends</b>	<b>Ends</b>	
Autumn	1 Sept 2016	24 Oct 2016	28 Oct 2016	16 Dec 2016	
Spring	3 Jan 2017	20 Feb 2017	24 Feb 2017	7 April 2017	
Summer	24 April 2017	29 May 2017	2 June 2017	21 July 2017	
<b>Other Closure Days</b>	General Elections 04.05.2017		May Day: 01.05.2017		
INSET Days	26.09.2016	21.10.2016	16.12.2016	27.02.2017	04.05.2017
No days were lost through inclement weather.					

**SCHOOL HOLIDAYS 2017-18 – Current Year**

<b>Term</b>	<b>Start</b>	<b>Half term starts</b>	<b>Half term ends</b>	<b>Ends</b>	
Autumn	4 Sept 2017	30 Oct 2017	3 Nov 2017	22 Dec 2017	
Spring	8 Jan 2018	19 Feb 2018	23 Mar 2018	23 Mar 2018	
Summer	16 April 2018	28 May 2018	1 June 2018	24 July 2018	
<b>Other Closure Days</b>	General Elections N/A		May Day: 7 May 2018		
INSET Days	13.10.17	06.11.17	04.12.17	16.02.18	03.05.18

**Financial Statement** - This statement is prepared by Newport City Council. The Governors Finance Committee monitors the budget throughout the year. The Schools Financial position is sound and its resources are well managed.

Please see overleaf for the Financial Statement for 2016 - 2017