

# Wrexham Early Years Centre



## **Annual Governors' Report To Parents**

**September 2017 - July 2018**



# *Canolfan Blynyddoedd Cynnar Wrexham*



## *Wrexham Early Years Centre*

*Prince Charles Road Wrexham LL13 8TH*

*01978 356177*

*07507 218380*

*mailbox@wrexhameycentre.wrexham.sch.uk*

*Pennaeth / Headteacher - Mrs Rhian Hughes*

Autumn 2018

Dear Friends

On behalf of our governing body I am very pleased to present you with the Annual Report outlining the activities, developments and progress that have taken place in our school this past academic year.

Our school has enjoyed another busy and successful year. In Wrexham Early Years Centre we are extremely proud of our children's achievements and enjoy sharing their successes with you. However, we are never satisfied and continually strive to evaluate and improve our practices in order to give our children the very best start in their school careers. We never underestimate the importance of the excellent relationship we are able to enjoy with all of you. This is such a vital partnership which contributes immeasurably to your children's development and achievement.

In the summer we welcomed Redrow employees who generously gave their time and supplied all the materials to give our outside area a complete make-over. We are extremely grateful to the company and delighted with the results of all their hard work.

We have two vacancies for Parent Governors on our governing body. Please contact Rhian if you are interested. Being a governor requires some statutory training and a commitment of your time. The term of office extends for 2 years although parent governors often resign as their child leaves the school. It is voluntary and rewarding providing the opportunity to be available in decision making which defines the future of our school.

May I thank you all for your continued support and also thank our wonderful and dedicated staff for their continued hard work and sustained care given unconditionally to the children throughout the year. I would also like to thank my colleagues on the governing body who give their time freely to support the school.

Kindest regards

Jane Howells

Chair of Governors

COMPOSITION OF CURRENT GOVERNING BODY 2018 - 2019

<b>Name</b>	<b>Type of Governor</b>	<b>End Date</b>
Jane Howells - Chair	Community	2021
Ann Pumford – Vice Chair	Additional Community	2019
Sara Williams	Staff	2020
Rhian Hughes	Headteacher	Continuous
Rachel Costeloe	Teacher	2018
Laurna Smith	Community	2019
Robin Torgersen	Local Authority	2020
Fiona Davies	Local Authority	2020
Emily Parry	Parent	2019
<b><i>Vacant</i></b>	<b><i>Parent</i></b>	
<b><i>Vacant</i></b>	<b><i>Parent</i></b>	

Chairperson and Clerk to the Governors

The Chair (Mrs Jane Howells) and the Clerk to the Governors (Ms Nina Pryce) can be contacted through the school:

Wrexham Early Years Centre, Prince Charles Road, Wrexham, LL13 8TH  
01978 356177 or 07507 218380

Information is also available at [www.wrexhameycentre.co.uk](http://www.wrexhameycentre.co.uk)

If you are interested in becoming a governor and would like more information about the role please contact Mrs Jane Howells, Chair, or Mrs Rhian Hughes, Headteacher.



### Current Staff 2018 – 2019

Rhian Hughes	Headteacher
Elizabeth Jones	Teacher / ALNco–Additional Learning Needs Coordinator
Rachel Costeloe	Teacher / ALNco - Additional Learning Needs Coordinator
Jackie Whalley	Teaching Assistant Level 4 / Student Mentor / SMILE Coordinator
Helen Davies	Teaching Assistant Level 4
Sara Williams	Teaching Assistant Level 4 / Home School Links Coordinator
Emma Dransfield	Teaching Assistant Level 4 / Parent Coordinator
Jacqueline Feehan	Teaching Assistant Level 4 / Flying Start Supervisor
Rachel Davies	Teaching Assistant Level 2 / Resources Coordinator
Yvonne Rowley	Teaching Assistant Level 2 / Health and Hygiene Coordinator
Mel Jones	Teaching Assistant Level 2 / Family Learning Coordinator
Becky Blakeley	Teaching Assistant Level 1 / Transport Coordinator
Sophie Gillett	Teaching Assistant Level 1
Courtney Roberts	Teaching Assistant Level 1
Sarah Rye	Teaching Assistant Level 1
Nina Pryce	Administration (School Secretary) / Clerk to the Governors / Environmental Coordinator
Julie Miller	School Caretaker

## Visit by Governors

Throughout the school year, the Governors are frequent and welcomed visitors to the school. Full governing body meetings are held each half term with various sub committees meeting in the interim. All governors have specific areas of responsibilities determined at the start of each academic year. Governors attend training sessions when available and seek to evaluate and improve their own performance. Governors receive no monies for expenses incurred as all duties are carried out on a voluntary basis.

## Staffing



- Staff have accessed courses throughout the year, which will benefit all members of the school community. Our staff are highly experienced and undergo annual performance reviews to ensure the highest standards of achievement are maintained. These courses have included First Aid, Food Safety in Catering and Legionella training. Staff have also attended an Education Conference, a Child Protection Conference, Professional Teaching Courses and Foundation Phase Leaders' Course. Flying Start staff have also attended training courses.

## Financial Statements

The budget is based on a formula allocation.

The Finance Committee meets regularly to monitor income and expenditure.

Summary of the LA statement - attached



## School Fund Account

Donations to the school during 2017 / 2018 were received from:

- Tempest Photography - £26.75 (24/11/17)

School funds were used to purchase resources and to subsidise school activities. The full accounts of the School Fund are available for inspection on request. The School Fund Account is audited annually.

## Summary of Transactions – School Fund Account

Year Ended 31<sup>st</sup> March 2018

<u>Receipts</u>		<u>Payments</u>	
<b>Balances brought forward</b>		<b>Expenditure</b>	
Bank Current Account	£2,152.92	Bank Current Account	£1,589.42
Receipts			
Income	£1,493.55	Balance carried forward	£2,057.05
	_____		_____
	<u>£3,646.47</u>		<u>£3,646.47</u>

### School Prospectus

The school prospectus was updated with new term dates and personnel. The Governors felt that the prospectus was very user friendly and that the format need not be changed. A copy is made available to all our parents and is also available from the Headteacher upon request. Slight amendments were made to the new prospectus including more information and guidelines regarding attendance and information about the new school uniform. Parents have given their permission for their child to appear in the new prospectus which will also appear on the website.

### School Improvement Plan

The School Improvement Plan looks at the action required to move the school forward. A copy of this plan is displayed in the school foyer and is available on request to the Headteacher.

Summary of key development priorities for the year 2017 / 2018 were as follows:

- To continue to raise standards in maths and literacy.
- To embed rigorous systems used to inform the school Self Evaluation process and to help identify future areas of development.
- To ensure that all stakeholders are familiar with the systems and procedures used in meeting the needs of the children with ALN (Additional Learning Needs) and are involved in implementing the new SEN (Special Educational Needs) Code of Practice.

Other priorities for 2017 – 2018:

- To continue to develop an effective and consistent system for assessment to support high quality teaching, learning and outcomes for all children.
- To further develop the skills, knowledge and expertise of staff working with children with sensory issues.
- To further ensure that all safeguarding and child protection procedures are effective and up to date.
- To ensure that all staff are introduced to the Digital Competence Framework and the Hwb Learning Platform.
- To ensure readiness of the staff for the new Welsh curriculum.

Governors continually monitor and evaluate progress within the school. The school's Self Evaluation document is constantly reviewed and discussed. The governing body also has a development plan in order to promote further improvement. School policies are reviewed and updated on a regular basis.

Following our Estyn inspection a Post Inspection Action Plan was drawn up addressing the report's recommendations

- To improve children's problem solving skills.
- To develop opportunities for children to use and apply their numeracy skills across all areas of learning and in the outdoor environment.
- To improve monitoring procedures and make better use of data to evaluate the impact of initiatives on children's outcomes.

These recommendations form the basis of our subsequent School Improvement Plan.

Nursery – The school welcomed 17 children into their Nursery year in September 2017.

Reception – Eleven children returned in September, with 5 staying until July 2018.

Early Education – children attend EE in the Spring and Summer terms. Six enrolled in January 2018 and 10 started after Easter. Two children left in the Summer Term. Seven children returned in September 2018 for their Nursery education.

### Flying Start

Flying Start began here in September 2011. These sessions are held in the afternoons. At the end of the summer term 2018 there were 8 children in Flying Start. Two children have returned in September 2018 for their Nursery education.

## Community Links

School maintains its strong links with the community. The school had enjoyable visits to St Anne's Church at Christmas and Easter. Health visitors visited school to talk to the children on a number of occasions. In May 2018 some of our children attended a Caia Park woodland event organised by WCBC. The children were involved in a litter pick with Keep Wales Tidy, a bug hunt and enjoyed a picnic organised by the Wrexham Environment Team.

Mrs Sara Williams liaised closely with Health Visitors in her role as Home / School Links Coordinator and staff regularly liaised with colleagues in our feeder schools. The school has worked in partnership with local schools as part of the Primary Steps scheme.

Hand In Hand coffee mornings were relatively well attended. Themes included a talk by Cass Jones Speech and Language Therapist on Makaton sign language. Parents were able to access the drop-in on Fridays.

## Curriculum and Organisation

The school follows the Foundation Phase curriculum. The daily routine promotes both child centred and adult led activities. The emphasis is very much on active learning and discovery and seeks to establish routines and behaviours which prepare children for the next phase in their education.

## Pupils With Additional Learning Needs

"Wrexham Early Years Centre values all its pupils equally and aims to cater for their individual needs to give them full access to the curriculum." *Policy statement*

We place great importance in involving and working closely with parents to achieve the best outcomes for children. We ensure that the additional and differing needs of our children are appropriately identified as set out in the Special Education Needs Code of Practice.

Wrexham Early Years Centre is a truly inclusive school where all children's achievements are shared and celebrated within the whole school community.

Parents are kept fully informed of their child's progress and where appropriate any outside specialist help is obtained. A copy of the school's ALN policy is available from the Headteacher.

Mrs Liz Jones and Miss Rachel Costeloe are the Additional Learning Needs Coordinators. They are responsible to the Head Teacher for the implementation of the School Policy. The ALNCoS have responsibility for assessing individual needs and identifying appropriate provision. They monitor the progress and targets for each child and hold regular meetings with parents to review their child's progress. The ALNCoS arrange for the transition of children to and from our school.

Throughout the year, both ALNCoS liaised closely with outside agencies including Educational Psychologists, Speech and Language Therapists and Health Visitors. Both ALNCoS attended numerous courses and meetings throughout the year.

The Governing Body have approved the ALN policy and have appointed a Governor with responsibility for Additional Needs. Mrs Ann Pumford undertakes this role.

All staff have received Makaton training.

Physical access to the school is good. The school possesses specialised toilet facilities including a changing bed.



## Attendance

The attendance figures for 2017 / 2018 were:

Reception attendance – **89.31%**, authorised absence – 9.39%, unauthorised absence – 1.30%.

Nursery attendance – **85.45%**, authorised absence – 11.38%, unauthorised absence – 3.17%.

Early Entitlement attendance – **81.93%**, authorised absence – 8.99%, unauthorised absence – 9.08%.

We continue to monitor unauthorised absences and employ a variety of strategies to encourage regular attendance. Parents are encouraged to contact the school when their children are unwell or when they are unable to attend school. The Attendance Coordinator makes first day absence phone calls. Mrs Sara Williams, our Home / School Link Coordinator offers support to parents if there are difficulties in children attending school.

## Child Protection

The Welsh Office guidance makes it clear that schools have an important role to play in the protection of children from abuse. This is confirmed in Wrexham County Borough Council Policy, which sets out procedures to be followed by staff. The school therefore has a duty to refer any concerns about the well being of pupils to the Social Services Department and the school medical officer for further advice. All staff and governors received Child Protection training.



## Premises

The Health and Safety Coordinator and members of the governing body regularly inspect the premises and make risk assessments. Any issues are promptly addressed. Contractors maintain the outdoor premises regularly.

Redrow PLC completely revamped the outside area.

## Equal Opportunity

The school is committed to the principles of equality of opportunity for all. The school's policy is available from the Headteacher.

## Healthy Living

The school continues to set targets and to raise standards in this area. We have a Level 5 in the Food Hygiene rating.

## Healthy Food

Our Nursery and Early Education children are provided with healthy snacks in the morning and have milk to drink. The Flying Start children have a choice of snacks taken from the Tiny Tums menu provided by Flying Start and also have milk available.

## Toilet Facilities

The children's toilets are modern and bright and a separate toilet for nappy changing is available. This toilet has a specialised bed to lift children up to be changed and various items to hold their attention during the process. Strict policies are in place with regard to changing and toileting children.

Mrs Sara Williams offers outreach support and works with parents to help with the toilet training process.

Toilets are cleaned daily and the Health and Safety Coordinator Toni Gwilliam and the Health and Hygiene Coordinator Yvonne Rowley ensure that the highest standards are maintained.

## Languages

The primary language spoken in the school is English with Welsh being taught as a second language. All signs and displays are labelled bilingually and children are encouraged to use incidental Welsh at every opportunity. Songs and rhymes are enjoyed in Welsh. Polish phrases are also used and the staff carry a Polish phrase card with them to enable them to converse with our Polish pupils. Every morning the children and staff greet each other in a range of languages. Makaton Sign Language is used continuously throughout the sessions.

Parents were offered the opportunity for Welsh drop-in sessions and also provided with termly Welsh sheets showing vocabulary that the children were using in school. Support is also available on the schools website.

## Contact with the School

Parents are encouraged to work in partnership with staff. Parents received an annual report in July. Parents were invited to discuss any problems that arose.

The school produces regular newsletters so that parents are informed of any events / activities that might be taking place. Our website is continually updated to provide information and support for parents.

## AGM for Parents

Annual General Meetings are no longer a statutory requirement. New guidelines do not require governors to hold an annual meeting from May 2013. Parents are now able to request up to 3 meetings per year with the Governing Body via petition. Further information is available from the school.

## Term Dates for 2018 - 2019

Autumn Term 2018 - September 4<sup>th</sup> - December 21<sup>st</sup>

*Half Term - 29/10/18 - 02/11/18*

Spring Term 2019 - January 8<sup>th</sup> - April 12<sup>th</sup>

*Half Term - 25/02/19 - 01/03/19*

Summer Term 2019 - April 30<sup>th</sup> - July 19<sup>th</sup>

*Half Term - 27/5/19 - 31/05/19*

## Session hours

Nursery: 8.55 am - 11.30 am

Early Education / Flying Start: 12.30pm – 3.00pm

The Governing Body wish to thank  
the Headteacher and staff of the  
school for their sustained  
commitment to the school's well  
being.

*Mrs Jane Howells*  
*Chair of the Governing Body*

## Wrexham Early Years Centre

Summary Financial Expenditure Statement 2017 / 2018

Financial Year 1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018

<u>Budget Heading</u>	<u>Annual Budget</u>	<u>Expenditure</u>	<u>Balance</u>
Employees	351,064.00	368,285.44	-17,221.44
Premises	5,915.00	5,537.07	377.93
Transport	100.00	57.57	42.43
Supplies	9,055.00	8,821.93	233.07
3 <sup>rd</sup> Party Payments	12,466.00	0.00	12,466.00
Support Services	16,933.00	16,933.00	0.00
Income	<u>-113,498.00</u>	<u>-135,200.27</u>	<u>21,702.27</u>
	<b>282,035.00</b>	<b>264,434.74</b>	<b><u>17,600.26</u></b>