

# Wrexham Early Years Centre



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

**September 2019 - July 2020**



# *Canolfan Blynyddoedd Cynnar Wrexham*



## *Wrexham Early Years Centre*

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*Pennaeth / Headteacher - Mrs Rhian Hughes*

Autumn 2020

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 year (September 2019) started off very well and our pupils quickly settled into the school routine and enjoyed a range of curricular activities. However, the Spring and Summer Term school plans were overtaken by the COVID 19 crisis. The school stayed open throughout the lockdown providing support to our NHS families. The staff worked on a rota basis providing online videos of songs and actions and keeping in touch with both pupils and families. The staff were in constant phone contact with all families to offer support, advice and guidance over this extremely difficult period. Whilst the staff were at home, they were carrying out work projects which would enhance their own learning and ultimately benefit our pupils. The school continually strives to improve their practises in order to give our pupils the very best start in their school careers.

Towards the end of the Summer term the Governing Body and school staff were informed about an additional building to be made available to the school. The building next door to the school required considerable building development which was carried out over the Summer holidays.

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      Ann Pumford (Chair of Governors)

## COMPOSITION OF CURRENT GOVERNING BODY 2020 - 2021

<b>Name</b>	<b>Type of Governor</b>	<b>End Date</b>
Ann Pumford - Chair	Additional Community	2023
Jane Howells – Vice Chair	Community	2021
Sara Williams	Staff	2020
Rhian Hughes	Headteacher	Continuous
Rachel Costeloe	Teacher	2022
Laurna Smith	Community	2023
Emily Parry	Parent	2021
<b><i>Vacant</i></b>	<b><i>Local Authority</i></b>	
<b><i>Vacant</i></b>	<b><i>Local Authority</i></b>	
<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 Ann Pumford) 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.

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 Ann Pumford, Chair, or Mrs Rhian Hughes, Headteacher.



## Current Staff 2020 – 2021

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
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
Yvonne Rowley	Teaching Assistant Level 2 / Health and Hygiene Coordinator
Mel Jones	Teaching Assistant Level 2 / Family Learning Coordinator
Becky Blakeley	Teaching Assistant Level 2 / Transport Coordinator
Sophie Gillett	Teaching Assistant Level 2
Courtney Roberts	Teaching Assistant Level 2
Sarah Rye	Teaching Assistant Level 2
Mary Wiggan	Teaching Assistant Level 2
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-committee meetings in the interim. All governors have specific areas of responsibility, determined at the start of each academic year. Governors attend training sessions on a range of subjects, 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 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, Foundation Phase courses, Middle Leaders course, Child Protection Level 2 and Teaching Assistants Learning Pathway.

## 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 2019 / 2020 were received from:

- Tempest Photography - £80.26 (November 2019)

School funds were used in the main to purchase resources and to finance events such as the Christmas party. The full accounts of the School Fund are available for inspection on request. The School Fund Account is audited annually by Mr Robert Godfrey, of Godfrey Edwards Accountants.

## Summary of Transactions – School Fund Account

Year Ended 31<sup>st</sup> March 2020

<u>Receipts</u>		<u>Payments</u>	
<b>Balances brought forward</b>		<b>Expenditure</b>	
Bank Current Account	£1,846.24	Bank Current Account	£3,602.94
Receipts		Balance carried forward	
Income	£3,624.19		£1,867.49
	_____		_____
	<u>£5,470.43</u>		<u>£5,470.43</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. The prospectus is available on our school website. A copy is made available on request, to all our parents. Slight amendments were made to the new prospectus including more information and guidelines regarding attendance and information about the new school uniform. Parents give permission for their child to appear in the new prospectus.

### School Development Plan

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

### Key Development Priorities for 2019 - 2020

- To continue working to deliver a transformational new curriculum in line with the Successful Futures report.
- To continue to prepare for the new ALN Code of Practice ensuring effective support is accessible for all ALN learners.
- To work towards becoming a more sustainable, environmentally and eco- friendly school community.

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 23 children into their Nursery year in September 2019.

Reception – Five children returned in September 2019 for the year. Due to the pandemic two children returned to start their Year 1 in September 2020.

Early Education – children attend EE in the Spring and Summer terms. Seven enrolled in January 2020. Five children returned in September 2020 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 2020 there were six children in Flying Start. Three children returned in September 2020 for their Nursery education.

### Community Links

School maintains its strong links with the community.

The school had an enjoyable visit to St Anne's Church in December.

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.

### 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. The school is preparing for the introduction of the new Welsh Curriculum.

### 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 2019 / 2020 were:

Reception attendance – **76.77%**, authorised absence – 23.23%, unauthorised absence – 0%.

Nursery attendance – **82.05%**, authorised absence – 16.09%, unauthorised absence – 1.86%.

Early Entitlement attendance – **76.12%**, authorised absence –13.15%, unauthorised absence –10.73%.

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, Emma Dransfield makes first day absence phone calls. She 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 detailed risk assessments. Any issues are promptly addressed. Contractors maintain the outdoor premises regularly.

## 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. A member of staff has responsibility for ensuring that the highest standards of hygiene are adhered to.

School continues to participate in the Designed to Smile scheme. We have achieved the Gold Badge for our commitment and continuing support to the programme for three or more years.

## Healthy Food

Our 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 and contains various items to hold the children's 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 Liz Jones 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 an additional 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 school's website.

## Contact with the School

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

Marvellous Milestones reports were issued to parents at the end of each term.

The school produces regular newsletters so that parents are informed of any events / activities that might be taking place. Our website and Instagram page 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 2020 - 2021

Autumn Term 2020 - September 1<sup>st</sup> - December 18<sup>th</sup>

*Half Term - 26/10/20 - 30/10/20*

Spring Term 2021 - January 4<sup>th</sup> - March 26<sup>th</sup>

*Half Term - 15/02/21 - 19/02/21*

Summer Term 2021 - April 12<sup>th</sup> - July 20<sup>th</sup>

*Half Term - 31/5/21 - 04/06/21*

### Session hours

Nursery: 8.55 am - 11.30 am

Early Education / Flying Start: 12.30 pm – 3.00 pm

Reception: 8.55 am – 3.00 pm

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

*Mrs Ann Pumford*  
*Chair of the Governing Body*

## **Wrexham Early Years Centre**

Summary Financial Expenditure Statement 2019 / 2020

Financial Year 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020

<u>Budget Heading</u>	<u>Annual Budget</u>	<u>Expenditure</u>	<u>Balance</u>
Employees	400,971.00	395,828.22	5,142.78
Premises	5,991.00	6,850.59	-859.59
Transport	120.00	47.16	72.84
Supplies	12,860.00	6,965.79	5,894.21
3 <sup>rd</sup> Party Payments	14,589.00	0.00	14,589.00
Support Services	18,476.00	18,476.00	0.00
Income	-135,952.00	-140,165.02	4,213.02
	<b>317,055.00</b>	<b>288,002.74</b>	<b>29,052.26</b>