



## The Federation of Burley and Sopley Primary Schools



<p><b>Update from the Governing Body</b></p>	<p><b>Contents:</b></p> <ol style="list-style-type: none"><li>1. Introduction</li><li>2. Leadership and Staffing</li><li>3. Administration</li><li>4. Role of the Governing Body</li><li>5. Areas of focus over the last term</li><li>6. Anti-bullying activity &amp; policy</li><li>7. Attendance</li><li>8. Self Evaluation and School Improvement Planning</li><li>9. Surveys</li><li>10. Funding for schools and sustainability</li><li>11. Parking</li><li>12. Governing Body changes and development</li><li>13. Priorities for the future</li></ol>	<p><b>Winter 2017/18</b></p>
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### Introduction

We would like to wish you all a somewhat belated Happy New Year and welcome back to the Spring Term.

The aim of this termly newsletter is to give you an idea of what the federation governing body has been working on, updates on the progress being made, and an indication of what lies ahead.

We were delighted to welcome our Year R's in September and have been pleased to see how well, and quickly, they have settled into school life. We are looking forward to watching their progress this term and onwards. At the end of last term, we enjoyed the carol concerts and Nativity plays. The children performed with great enthusiasm, we are lucky to have such talented children.

### Leadership and staffing

It has been a very busy start to the academic year for the staff and governors. In September we were delighted to welcome Mrs Fiona Adams as the interim Executive Headteacher, Fiona will continue with us until the end of this Spring Term. After Easter Mrs Helen Morris will be joining us as our Executive Headteacher. Over the coming term Helen will begin to work with Fiona, the governors and the staff teams at each school - this will help Helen to get to know the schools, and ensure a good handover.

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Several new staff have been recruited: -

- Burley School have welcomed; Learning Support Assistants - Mrs Nicky Pothas, Mrs Leanne Bushnell and Mrs Heidi O'Connor. Mrs Nicky Cutts will join the Administration team in the office in the afternoons this term
- Sopley School have welcomed; Miss Abigail Pilkington teaching Years 1 and 2 from September and Mrs Elaine Down will join the Administration team in the office in the afternoons this term, and also takes on the role of Clerk to the Governing Body.

At Sopley we said a fond farewell to Mrs Liz Holroyd who has spent many years looking after everyone from the office and to Mrs Eve Malt, Learning Support Assistant, both Liz and Eve have retired, and we would like to thank them for their hard work and commitment over the years and send our very best wishes to them both for a very long and happy retirement.

We also said goodbye to Mrs Liz Wilson who was covering maternity leave for Mrs Lizzie Shutler, our reception teacher at Burley, who has now returned to work.

Our best wishes go to Mrs Lauren Carey, our Y3/4 teacher at Burley, who is expecting her second baby and will begin her maternity leave at the end of this term.

### **Administration**

We have been working on re-structuring the administration function across the federation. Many of the tasks each office completes can be shared. With the offices working together, best practices are shared, we can have task and system specialists, the duplication of work is reduced and administrators in each school can work as a team.

Mrs Lynne Solly will work between the offices of both schools, Mrs Clare Roche will move to the office at Burley, Mrs Emma Pink will be joined by Mrs Elaine Down in the office at Sopley and Mrs Nicky Cutts will join Mrs Lynsey Morris in the office at Burley.

### **Role of the governing body**

Many of our parents will be aware of our role, but for all our new parents who joined us last term, below is a little more on what we get up to!

As governors we have our focus on three core functions:

- ❖ Ensuring clarity of vision, ethos and strategic direction
- ❖ Holding the Executive Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- ❖ Overseeing the financial performance of the school and making sure its money is well spent

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To focus on these strategic functions, the governing body is split into committees who look after key areas which include; School Improvement, Resources & Finance, Safeguarding & Compliance and Pay. Each of the committees is made up from between 4-6 governors who were selected based on their skills and experience. Details of the full governing body, areas of responsibility and a register of interests can be found at <http://www.sopleyprimaryschool.org/federation/governor-details-2/> More information about the general role is available at <http://www.sopleyprimaryschool.org/governors/> There is a Sopley link shown but all the same information for all the links is also available from the Burley website.

**The key areas covered by the governing body, committee and working party meetings this term have been:**

- ❖ Executive Headteacher & new staff recruitment
- ❖ Evaluation of outcomes for all pupils and groups of pupils
- ❖ Financial forecasting, revised budget plans and planning for sustainability
- ❖ Organising surveys to find out what pupils and parents think about the schools
- ❖ Policy reviews in line with the annual policy review cycle  
<http://www.sopleyprimaryschool.org/federation/federation-policies/>
- ❖ Review of the information on our school websites
- ❖ Audit of arrangements for safeguarding children
- ❖ Termly audit of Health and Safety arrangements
- ❖ Governor monitoring visits have included:- Phonics, School Council, H&S, Safeguarding, Budget Monitoring, Pupil Premium and Sport Premium spending audits
- ❖ Review of current IT systems, procurement of appropriate hardware and networking provision across the federation
- ❖ Audit of compliance with statutory policy and information requirements
- ❖ Staffing structure, performance management and pay determinations
- ❖ Governing body training and development - new governor recruitment, training, e-learning, and briefing sessions including; National Funding Formula, Safer Recruitment, Induction, H&S, Safeguarding, Prevent, The General Data Protection Regulation (GDPR), Headteacher Performance Management, Federation Networking and Development - initial training.

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## **Anti-bullying activity & policy**

During the last term we spent time introducing a new federation anti-bullying policy. The policy outlines what we do to prevent and tackle bullying. The policy has been drawn up through the involvement of the whole school community and we are committed to an anti-bullying culture whereby no bullying, including between adults or adults and children and young people will be tolerated. We were encouraged to see the work that was done in schools during anti-bullying week in November, which helped the children understand what bullying is, what to do if they if they think they are being bullied or see bullying, what happens when they report it and how school will help.

The message in the children's anti-bullying policy was the thread that ran throughout the week:

- **That bullying is taken very seriously at our schools.**
- **At our schools, we know that everyone is different, and everyone is special.**
- **We are kind to each other and don't deliberately hurt or upset other people.**

We would ask all parents to look at the policy, it outlines who is responsible for anti-bullying, what to do if you believe your child is being bullied, how we prevent, identify and respond and some excellent links to other external sources of information and help.

<http://www.sopleyprimaryschool.org/federation/federation-policies/>

## **Attendance**

The attendance rates last term were 94.8% at Burley and 94.9% at Sopley. The national average and expected level of attendance is 95.8%. This puts our schools currently below the national average and we will be working to address this. The restructuring of the administration team will provide better support for the leadership team in the management of poor attendance.

We would like to thank all parents for their continued support in ensuring your children are at school. A high level of attendance is so important and essential for our children to benefit from their education. Children with poor attendance tend to achieve less. It is vital that your child is at school, on time, every day school is open, unless the reason for their absence is unavoidable. School will be contacting parents of children whose attendance falls below the national average to understand the reasons for the absences and to offer support, if needed, and to help parents and children to understand the importance of attending school every day.

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## **Self Evaluation and School Improvement Planning**

Over the Autumn Term we review the impact made over the past academic year and set targets for the coming year. A review of our impact as a governing body will be published next week at <http://www.sopleyprimaryschool.org/federation/post-2715/>

Individual pupil targets reflect an ambitious culture where children are expected to make good progress from their own starting points. Where children are not meeting 'Age Related Expectations' (ARE) the aim is to help them to catch up and then keep up with their peers.

We also prioritise which whole school areas we will work on across the federation to improve standards. This year these are:

- **Quality of Teaching and Learning** - Ensure that this is at least good over time.
- **Challenge and depth in learning** - Identify and target those children capable of achieving higher standards. Planning for and providing challenge for the more able to pupils to ensure that they are securing a greater depth of understanding in their learning.
- **Mathematics** - ensure that more children at Sopley achieve (ARE), maintain good attainment at Burley and work across the federation to implement key aspects of the 'Maths No Problem' training which was undertaken in the Autumn Term.
- **Spelling** - Improve spelling across all year groups (includes phonics). A new whole school spelling programme was introduced in Autumn 2017. Additional support for those pupils with specific additional needs for spelling has also been put in place.
- **Early Years** - Continue to develop provision, ensuring rapid progress through high quality experiences and quality interventions.

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## Surveys

At the parent teacher consultation meetings at Sopley in November we were delighted to meet many of you and thank you for taking the time to complete the parent survey questionnaires. The response rates were very high, so this gives us a valuable insight to the broad parent view of each school. We were very encouraged by the results and it helps us to focus on some areas where we need to improve.

Sopley Parent/Carer Survey Nov/Dec 2017 (42 responses) Question	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
1 – My child is happy at school	24	16	3		
2 -My child feels safe at school	31	12			1
3 -My child makes good progress	26	14	3		1
4 – My child is well looked after at school	28	15	1		
5 – My child is taught well	28	14	3		
6 – My child receives appropriate homework	18	21	4		2
7 - Pupils are well behaved	19	22	4		
8 – School deals effectively with bullying	13	21	2	1	7
9 – School is well lead and managed	19	16	3	2	3
10 – School responds to concerns	19	23		1	8
11 – I receive valuable information re progress	21	17	2	3	2
12 – Would recommend school to another parent	14	13	1	2	3
13 – School promotes equality and respect	16	22			6
14 – Would attend a session re behaviour	23	16	1	1	1

### In response to feedback from parents the school has:

- Opened a follow up consultation on the demand for a breakfast club - we will report the results in due course.
- Reviewed the cycle of parent consultation evenings and developed a new format for the written pupil report - we hope this will give parents a clear picture of how their child is progressing.
- Been working on the school Behaviour Policy - further information has been shared with parents and we will be inviting parents into school to find out more about how the school promotes good behaviour for learning.

Surveys are a great way share general views about the schools but as they are anonymous this is not a route for addressing specific concerns. Our schools aim to be open and responsive to parents - please share any concerns with the appropriate member of the team. Further guidance is set out here <http://www.sopleyprimaryschool.org/wp-content/uploads/2016/11/8.12.16-Federation-Complaints-Procedure-HCCModelComplaintsProcedure-2016.pdf>

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**The Burley Parent Survey will be completed over this term and the results will be published in the next edition of this newsletter, along with the feedback from the Burley Pupil Survey.**

We have trialled a different approach for the pupil survey this year - starting at Sopley, we used an e-survey which the older children were able to complete independently, and the staff teams supported the younger children as necessary (see questions at the foot of this newsletter). The children had the opportunity to add some written answers alongside each Yes/No/Don't know answers, we had a lot of detailed answers which help give us a clearer picture of how the children feel about school - this also enables the staff teams and governors to follow up as necessary.

#### **Examples of reasons why children like school**

- I like school because I learn a lot in maths and English and I also like science
- Lots of fun subjects and a nice school with nice children and adults.
- I like seeing my friends and I love maths!
- I like it because I learn lots of new things every day

#### **Along with an insight from a child who is less keen!**

- Sometimes I want to do other things like being in my bed

#### **A few of the many comments about how children know they are doing well with their learning**

- The work is getting harder and I can do it so I must be improving
- I'm always doing challenging work
- Because I am learning a lot
- The teachers tells us and then you can see it on your work with marking
- I try really hard

**There were also lots comments to show that children understand; how to keep themselves healthy & safe, feel safe at school, how the behaviour and anti-bullying procedures work.**

#### **Funding for schools and sustainability**

In our last newsletter, we reported that we were awaiting further information from the Department of Education regarding the new National Funding Formula. The full implementation has been deferred, so for the time being, Hampshire will receive approximately the same amount of money to distribute to its schools.

At the beginning of November we attended a briefing at Hampshire County Council to find out about the local proposal and consultation about how Hampshire should distribute their share of the national funds to schools in Hampshire. We responded to HCC at the end of November and are awaiting the outcome of this consultation. We will keep you

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updated on any developments in the future.

### **Safe and considerate parking**

At Burley the Forestry Commission fitted the new gates that have ensured that children can cross the track into school safely at the start and end of the day. Could we please remind parents **NOT** to park by the closed gate or drop their children off in that space. It is not safe, and on many occasions 2 or more parents have stopped there at the same time, which is extremely dangerous. At Sopley the new gate system was introduced to ensure the safety of children whilst at school. Could we please remind all parents to park safely, considerately, in areas that do not block roads/tracks or our neighbours' driveways, and take care not to damage the verges. Thank you.

### **Governing body changes and developments**

At the end of July we said goodbye to Kayleigh Taylor our Parent Governor from Sopley and to Liz Holroyd, our Clerk to the governors, retired at Christmas. We would like to thank them for their hard work and support.

A parent governor ballot was held in November and Mr Chris Walter was elected as the new parent governor. Chris has extensive experience in finance and joins the Resource and Finance Committee to further strengthen this committee & our work on the ongoing sustainability of the federation.

Mr Chris Parker joins us as a co-opted governor, his experience as a serving Hampshire Headteacher will be invaluable. Chris has joined our Safeguarding and Compliance Committee.

Mrs Elaine Down will become our new Clerk to the Governors. Elaine is an experienced clerk and we are looking forward to working with her.

### **Priorities for the coming term include:**

- ❖ Ensuring that there is a good handover and transition between Mrs Adams and Mrs Morris and the school teams
- ❖ Full governing body training
- ❖ Recruitment - Burley Y3/4 teacher (maternity cover)
- ❖ Monitoring and evaluating of our improvement plan and the areas set out in our annual programme of activity
- ❖ Financial benchmarking and budget setting 2018/19
- ❖ Continue to explore opportunities to develop sustainability across the federation

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We would like to thank you for your support during this term, we are looking forward to a busy and productive Spring Term.

We welcome any feedback about the schools, and you can share your views by speaking to any of the governors or by contacting the clerk to the governors Elaine Down, who works in the school office at Sopley on 01425 672343 or by email at [e.down@burley.hants.sch.uk](mailto:e.down@burley.hants.sch.uk)

### Sopley Pupil Survey December 2017

I like school				
1	Yes		86.25%	69
2	No		3.75%	3
3	Not sure		10.00%	8
I learn a lot at school				
1	Yes		93.75%	75
2	No		1.25%	1
3	Not sure		5.00%	4
I know I am doing well at school (Please tell us how you know this by using the comments box)				
1	Yes		86.25%	69
2	No		1.25%	1
3	Not sure		12.50%	10
Teachers show me how to improve my school work				
1	Yes		97.50%	78
2	No		0.00%	0
3	Not sure		2.50%	2
Children in my school are usually kind to each other				
1	Yes		87.50%	70
2	No		2.50%	2
3	Not sure		10.00%	8

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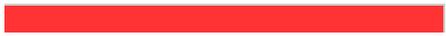
**Behaviour in my school is usually good (Please use the comments box to say what happens if children do not make good choices or are not kind to each other)**

1	Yes		81.25%	65
2	No		2.50%	2
3	Not sure		16.25%	13

**I feel safe when I am at school**

1	Yes		93.75%	75
2	No - please tell a teacher or another adult in school why you feel like this		0.00%	0
3	Not sure - please tell a teacher or another adult in school why you feel like this		6.25%	5

**I can talk to an adult in this school if I have a problem**

1	Yes		92.50%	74
2	No		1.25%	1
3	Not sure		6.25%	5

**I learn about how to keep myself safe (Please give some examples in the comments box - maybe keeping safe on a computer or phone, keeping safe on a school trip or in the playground, keeping safe in P.E., Science or other lessons)**

1	Yes		97.50%	78
2	No		1.25%	1
3	Not sure		1.25%	1

**Teachers and other adults in this school treat children fairly**

1	Yes		93.75%	75
2	No		0.00%	0
3	Not sure		6.25%	5

**I know how to keep myself healthy (Please give some examples in the comments box)**

1	Yes		98.75%	79
2	No		0.00%	0
3	Not sure		1.25%	1

**Is there anything else you would like to say about your school? Maybe there is something that you think is really good? (a school trip, a favourite subject, school lunches) Perhaps there is something that you think we should try to improve?**

1	Yes		81.25%	65
2	No		18.75%	15
3	Not sure		0.00%	0