

# **Governors Annual Report to Parents**



**1 April 2020— 31 March 2021**

**[www.appletreenurseryschool.co.uk](http://www.appletreenurseryschool.co.uk)**



## **Introduction**

The purpose of the *Governors' Report* is to provide parents of children at the nursery school with a summary of the steps taken by the *Governing Body* to secure the discharge of its functions, as laid down by the Department for Education and Lancashire County Council.

## **The Governing Body**

The members of the *Governing Body* at Appletree Nursery School are:

LEA Representative:	Mrs E Hick
Co-opted <i>Governors</i> :	Mrs G Asante Kwabuah Mrs H Rosenthal-Stott Mrs L Boase
Parent <i>Governors</i> :	Mrs S Szklanka
Staff <i>Governors</i> :	Mrs A Cooper (Acting Headteacher) Miss S Westworth
Chair of <i>Governors</i> :	Mrs E Hick
Clerk to <i>Governors</i> :	Mrs T Slater

## **The Roles and Responsibilities of the Governing Body**

The *Governing Body* has general responsibility for the conduct of the nursery school with a view to promoting high standards of educational achievement and

extended services. Individual governors have no power or right to act on behalf of the governing body, except where the whole governing body has delegated a specific function to that individual, or where regulations specify that a function is to be exercised in a particular way.

We welcome parents to sit on the governing body. If you are interested in becoming a parent governor and supporting the work of the school, please speak to your key worker or contact the school office for more information

## **Discharge of Functions**

The functions of the Governing Body, as specified in the Articles of Government for the school broadly fall into the following categories:

- Staffing and Organisation
- Monitoring and Evaluating Progress
- Premises
- Admissions

## **Welcome from the Chair of Governors, Mrs E Hick**

I am proud to be the current Chair of the Governing Body at Appletree Nursery School and pleased to report on our achievements. The school continues to play an important and valuable role in meeting children's needs and delivering high quality pre-school provision. We work hard to ensure the best outcomes for children and to maintain a happy learning environment. This report provides an overview of how the Governing Body has been actively involved in the development and progress made by the school over the past year. I hope you find the information useful.

## **Staff Development**

All staff are encouraged to participate in relevant training courses to develop and update their knowledge and skills and enhance children's learning.

During the past year staff have attended various courses to develop their expertise in:

- Mathematics
- Communication and Language/ Speaking and Listening
- Literacy

- New EYFS
- Health and Safety, Manual Handling, Fire Safety, Personal Safety

## **Staffing**

### Teachers:

Mrs Cooper- Acting Headteacher

Mrs C Walton - Part time Teacher

Mrs L Denny - Part time Teacher

Miss Peachy - Part time teacher

### Higher Level Teaching Assistants:

Mrs Stacy Jackson

### Teaching Assistants:

Miss Sammy Westworth, Miss Chloe Dufton, Miss Janine Chappell, Mrs Natalie Sutcliffe, Miss Hannah Ward, Miss Claire Hindle,

### Welfare Assistants:

Mrs Akila Essa, Miss Mandy Callaghan, Miss Elizabeth Gardner

### Casual TA

Yvonne Conway

### Casual Welfare Staff

Miss Sarah Callaghan, Mrs Donna Robinson, Miss Sally Fisher, Miss Emma Winder

### School Bursar:

Miss Sarah Taylor

### Casual Site Supervisor:

Mr Walton

## **School Brochure and School Website**

The school brochure has been updated and printed. The school website was further updated in June 2021

## **Ofsted Inspection**

The nursery school was last inspected by Ofsted on the 16<sup>h</sup> November 2016. **The outcome of Overall Effectiveness was that we are a Good school.**

**It is important to note that** as a local authority maintained nursery school we are Ofsted inspected under a Section 8 or Section 5 School Inspection, which is the same as a Primary School, not as a childcare provider. We have the same criteria to meet including children's attendance, punctuality, teaching and learning, children's achievement, behaviour, leadership and management and we work hard to ensure very high standards throughout our nursery school.

## **Curriculum**

Appletree Nursery School's mission statement:

**"Planting the seed; growing the future."**

The Governors and staff at Appletree place great importance on enabling children to acquire the essential skills, concepts, attitudes, and knowledge to ensure they achieve their potential. Through planning and providing structured, first-hand play experiences, all children are able to become motivated, independent, thinking, caring members of society. We follow the statutory requirements of the Early Years Foundation Stage Curriculum.

## **Equal Opportunities**

At Appletree Nursery School, all children are encouraged to participate in a wide variety of activities and experiences. The learning environment has been created to meet the needs of all children and enable learning and development. The cultural needs of all families connected with the school and the multi-cultural nature of our society are reflected in daily routines and planned activities. We welcome visitors into school to enrich and support children's learning, however these have been limited this year due to Covid 19. In the future we hope parents/carers will again be encouraged to become involved in learning activities in school and invited to help, advise and assist whenever possible.

There has been no incidence of racial discrimination within the school and a nil-return submitted to Lancashire County Council.

Sensitivity, care, and a consistent, positive approach will be taken to eradicate any discriminatory behaviour that occurs within the nursery school

## **Special Educational Needs**

The Governors and staff at Appletree Nursery School believe in the uniqueness of all individuals, irrespective of physical or intellectual abilities. We are committed to admitting any child into school when the individual needs of the child can be safely met and the appropriate staffing level is available to support the child. Whenever possible, staff attend relevant training to extend and develop their knowledge in meeting children's needs. Miss Peachey has received training in meeting the needs of children with additional needs and disabilities and is the Special Educational Needs and Disabilities Co-ordinator (SENDCO) for the school. Further information including The Local Offer for children with special needs and disabilities can be found on the school website. Miss Peachey and the designated governor for children with Special Educational Needs meet regularly monitor the effectiveness of special educational needs provision as part of the monitoring schedule of the school.

## **Safeguarding Children**

Our first concern is for your child's welfare and the school fully recognises its contribution to protecting and supporting children within school. The school will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk and are listened to.
- Ensure that children know they can talk to any adult if they are worried or in difficulty.
- Have a written Child Protection Policy (Reviewed annually), which outlines the school's position and the actions it will take to safeguard the welfare of all children (following the procedures laid down by the Lancashire Safeguarding Children's Board and Keeping Children Safe in Education). All staff complete a Suitability to work with children form each term, alongside a face to face Supervision meeting with the Headteacher, in addition to their appraisal.

The Designated Senior Person for child protection is Mrs Branscombe, Mrs Cooper.

Mrs Walton, Mrs Denny and Miss Peachey have also completed Designated Senior Person training and disseminate information to staff.

The Single Central Record identifies all staff and the checks they have in place to confirm their suitability to work with children. Mrs E Hick (Chair of Governors) checks the Single Central Record every term and Safeguarding Audits of the nursery school are undertaken as part of monitoring and self- evaluation.

The school has rigorous safe recruitment procedures in place and ensures all staff and volunteers are DBS cleared. Mrs Cooper has completed Safer Recruitment training (10/6/21).

## **Links with the Community**

This year due to Covid 19, children have been unable to benefit from excursions out to the market, shops, library, museum or the surrounding environment and visitors to the school have been restricted, however we hope to continue developing links with the local communities again in the future.

## **Extended Services**

At Appletree Nursery School we are able to offer extended provision. Children can attend from 7.45 a.m. to 5.45 p.m.

Funded places for two-year-old children are available dependent on families meeting set criteria. Non-funded places for two year olds are also available.

## **Health and Safety**

All Health and Safety requirements are adhered to and where necessary risk assessment undertaken.

The following regular health and safety checks have been carried out:

- Covid 19 Risk Assessment-updated on a frequent basis
- Fire Risk Assessment completed for the nursery premises.
- Fire drills with children evacuated successfully.
- All firefighting equipment checked by a qualified contractor.
- LCC Ground Maintenance completed termly inspection on all the outdoor equipment.
- Sanitisation of water dispensers.

The Governing Body undertake a Health and Safety Inspection once a year. Governors regularly undertake Health and Safety walkthroughs, receive information and question aspects of Health and Safety at termly Committee Meetings.

## **Admissions**

Appletree is a 148 place Local Authority Maintained Nursery School and has three intakes per year, September, January and after Easter. Paying two year olds can start nursery school as soon as they are two years old.

## **Finance**

The nursery school is responsible for a delegated budget (available in the school office). Governors continue to monitor the budget to ensure sustainability. The current budget shows a positive financial forecast.

## **Conclusion**

We extend thanks to all parents for their support during the last year especially throughout challenging times related to the Covid 19 Pandemic. If your child is transferring to Primary school this year we hope they settle into the classroom quickly to continue their learning journey, having benefited from their time at Appletree. The governors would like to congratulate all the children, parents and staff for making Appletree Nursery School a happy, healthy place where children make good progress and achieve their potential

Many thanks from all the Governing Body at Appletree Nursery School.

CHAIR OF GOVERNORS

Mrs E Hick