**STAFFING REPORT February 4th 2019**

**INSETS within the school and use of Offset sessions**

Below is an overview of the training and time allocated for teachers to undertake their professional responsibilities throughout the Spring & Summer terms. Included are sessions dedicated to subject leadership and year group meetings to ensure that staff are given sufficient time to fulfil the professional responsibilities associated with their role and give an arena where they can discuss ideas with their colleagues. This has been a deliberate action to help support the teaching team as we develop practice as a primary school. The related tasks are normally met under the 1265 hours, but we felt to reduce stress and workload we would where ever possible include these within the CPD hours within the 1265. This has also been seen with the offset INSET sessions where 1 session is to be used effectively for each teacher on an area where they will gain most respite.

* Dedicated long Year group meetings to secure planning and preparation
* Guided Reading with Bob Cox
* Computing with Ashley Nuttall
* White Rose Hub Maths = Paul Tatum
* Differentiation and the SEND code of Practice = Jade Faircloth
* Mathematical development in the Early Years = Emma Batten
* Maths moderation and English moderation – whole school

OFFSET INSET TIME

* Transition summer term = 6 hours
* New assessment software = 6 be used hours
* Teacher work life balance time, not directed, but to support each individual teacher

**Training – CPD**

**AUTUMN TERM 2018**

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| --- | --- | --- | --- |
| **Course** | **Date** | **Company/Venue** | **Attendee** |
| School Direct Student |  | Uni of Reading | Amanda McDonald |
| Supporting Teaching & learning Level 3 | Jan 18 to Jan 19 ish | Bracknell and Wokingham College |  |
| Barbara Carr Maths | Sept/Oct | Barbara Carr | All Teachers |
| Diabetic Nurse | 07/09/18 | School Nurse team | Emily Newell  Kathryn Dove  Nicola Hinks |
| Primary census Workshop | 20/09/18 | BF EP | Helen Collin |
| EY Portal training | 25/09/18 | BF EYFS | Helen Collin |
| Autism Training | 09/10/18 | The National Autistic Society - London | Jade Faircloth  Kate McCombe |
| NQT Safeguarding Training | 15/10/18 | FLA – Uplands | Gill Salter  Susan Fowler  Helen Powel |
| Curriculum Workshops | 17/10/18 and 27/02/19 | BF led by Mick Waters | Emma Batten  Trudi Sammons  Amy Cross |
| Safeguarding training | 17/10/18 | `BF Ed Centre | Kate McCombe |
| TA Subject Knowledge Enhancement | 30/10/18 | Uplands | Caitlin Odell  Clair Ross |
| Anaphylaxis, asthma training | 19/10/18 | MCG at school | All school |
| Responding and Controlling Behaviour | 28/11/18 | BF Open Learning | Kate McCombe |
| Orovia Budget Plan training | 05/12/18 | Sandy Lane - Orovia | Cath wadsworth |
| Ofsted | 13/12/18 |  | Trudi Sammons  Amy Cross |
| Cognitive Behavioural Therapy Course | Dec 18 | Online | Jade Faircloth  Brian Murphy |

SPRING TERM 2019

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Company/Venue** | **Attendee** |
| School Direct Student |  | Uni of Reading | Amanda McDonald |
| Supporting Teaching & learning Level 3 | Jan 18 to Jan 19 ish | Bracknell and Wokingham College |  |
| Cognitive Behavioural Therapy Course | Dec 18 | Online | Jade Faircloth  Brian Murphy |
| Year 6 Writing Moderation | 29th Jan | BF – Ed C | Amy Cross  Paul Tatum |
| Pupil and Parent online awareness | 18th june | In house by Childnet |  |
| ePEP for Looked After Children | 4th Feb | Open Learning centre | Jade Faircloth  Helen Collin |
| Census Workshop | 10th Jan | Library Bracknell | Helen Collin |
| Take One Picture | 8th Feb | National Gallery | Alex Peaple |
| Opening Doors | 14th Jan | In school – Bob Cox – Searching for Excellence | All Teachers |
| PE Network | 21st Jan |  |  |
| EYFS Moderation | 26th Feb | Open Learning Centre | Vicci, Alison, Susan Fowler |
| Curriculum Workshop | 25th feb | Coppid Beach Hotel | Emma B, Amy C, Trudi |
| Maths Lead | 7th Feb |  | Paul T |
| New to Year 2 | 6th March | Open Learning | Gill |
| New to Year 6 | 7th March | Open Learning | Amy C |
| NQT SEN course | 23 Jan | Ed Cen BF | Helen P |

**NQT development**

All three of our NQTS successfully completed their first term with many strengths evident. Mrs Duncan has been proactive in ensuring that their action plans are individually personalised to meet their own needs and this tern they have all been to visit other schools to look at their own focus area.

Mrs Duncan continues to provide a high level of support and structure for the NQTS, but they are developing their own resilience and independence. There has been

**Resignations & Recruitment**

Teacher’s resignation deadline date for this term is February 28th, currently as I write I have received one resignation from Mrs Parsons, a part time teacher in Year 3. I have also had conversations with a couple of teaching staff who have indicated that they are looking for a role which demands less commitment than that of a class based teacher role. Despite these staff being part-time they still require a lighter workload to manage both their class and family situations. However, to date there is nothing to report from these staff.

I have also had confirmation from Mrs Grimes that she will be returning after the May half term, but she has already given her resignation for the next academic year 2019 – 2020. This means that when Mrs Leighton starts her maternity leave in June Mrs Grimes will now be the covering teacher until the end of term.

Miss Nuttall’s maternity leave commences on March 18th and will be covered initially by Mrs MacDonald our trainee teacher with support from Mrs Duncan and Mrs Faircloth. Following the Easter break Mrs Duncan and Mrs Faircloth will share the class. This enables us to cover classes with substantive and good quality teachers.

Mrs Faircloth is currently teaching one day in Year 2, but this will now be covered by Alison Gaylard who will be able to be released due to our trainee teacher completing her 80% teaching commitment in Reception. Fortunately the complex SEND needs within the school has reduced significantly, leaving Mrs Faircloth available to undertake a bigger teaching commitment for the summer term.

PLEASE NOTE THEIR WILL BE PART 2 TO FOLLOW REGARDINF RESTRUCTURIG AND HONOURIUMS