

Principal's Report to Local Board

Academy¹:	LINDFIELD PRIMARY ACADEMY	Date:	3 rd October 2018
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Context of Academy

- Converted to an Academy with Brighton University in September 2015.
- Lindfield Primary is a designated three form entry Academy, providing education for children at Foundation Year and at Key Stages 1 and 2. It is situated in the village of Lindfield, West Sussex. As such it is a rural school, bordering the town of Haywards Heath, a commuter belt town.
- The school was formed in September 2000 by the amalgamation of Lindfield Infants' and Junior Schools. In September 2013 due to local pressure on pupil numbers our intake and PAN was increased to 90 pupils. Lindfield Primary Academy will reach 630 on roll by September 2019.
- The Academy educates children living in the village and surrounding catchment areas (mainly Haywards Heath). About 20% of pupils are from outside the designated catchment area.
- At the end of Key Stage 2, most of our children (approximately 90%) transfer to Oathall Community College or Warden Park Academy and a very small minority to the independent school sector.
- The Academy has strong village and community ties and there are active links with the local churches, local charities and organisations, parish council, local businesses, local care homes, multi-agencies (including CAMHS and Haywards Heath Child Development Team), nursery schools, playgroups, and local secondary schools.
- Our children represent a variety of social backgrounds within an area of limited cultural diversity. A few children have English as an additional language.
- Number of staff:

	Staff Numbers	FTE	Note
Principal	1	1	
Vice Principal	1	1	
Ass Principal	1	0.4	Currently in class 3 days per week
Teachers	31	12.37	Including SENCO 0.8, 6 job shares and 1 FTE maternity leave
Teaching Assistant	28	12.2	Including Learning Mentor and 0.6 FTE maternity leave, and 0.15 Forest School
MMDM	31	2.8	Including Tas who do MDM duty
Support Staff	7	4.3	Premises Manager, ICT, SBM, 3 office, Lunchtime assistant
Total	78	40.55	

Member of staff who has been off long term has successfully returned to work
 One member of staff has retired at the beginning of September
 One member of staff will be due to go on maternity leave in Feb 2019

Academy budget update

We are still awaiting sign off of our final FY1819 budget. The budget was submitted to the Trust board for approval in June 2018. The board approved all budgets **but** issued a savings challenge to all academies in the trust. All Academies were subsequently required to embed their share of the savings challenge into their budgets – which happened during the summer holidays. These revised budgets are now with Central Finance for review and final upload/approval into Sage.

During the ‘needs based budgeting’ process, it became apparent to the Central Finance that significant savings would need to be made across the trust as a result of the fairly negligible impact of NFF which was more than offset by inflationary pressures on all staff costs (pay awards, NI and Pensions). Therefore all Academies were instructed to make the following adjustments, **before** the subsequent savings challenge was allocated to Academies

- Premises costs to be set at FY1718 levels (irrespective of any contractual inflationary pressures)
- ICT costs to be set at FY1718 levels (irrespective of any contractual inflationary pressures)

Lindfield raised concerns about holding their utilities budgets at FY1718 levels when prices are forecast to rise and at a time when the Academy will see an increase in volumes uses, driven by the additional lettings income that has been brought in over the recent two years. No concession was granted despite the academy budgeting for significantly higher levels of rental income in FY1819.

Savings Challenge

The required savings challenge that Lindfield were required to embed in their budget was **£11,500**. The Trust calculated the saving as a 2% vacancy assumption across all support staff categories and a further 4% saving on all non contracted goods and services outside the main curriculum budgets. These savings have now been embedded and work is underway to work out how to deliver the challenges – particularly to the ‘2% vacancy assumption on support staff’ (£9k) which is very unlikely to be achieved via the carrying of vacancies at Lindfield as historically we do not carry vacancies for any period of time.

Academy Percentages

-Percentage of Academy with SEN	LPA 12% / National 13.5%
-Percentage of Academy with EHC plans	LPA 0.67% 4 children / National 1.3%
-Percentage of Academy with EAL	LPA 6.57% 39 children / National 32.1%
-Percentage of Academy of CLA	LPA 0% / National TBC
-Percentage of Academy Disadvantaged	LPA 6.06% 36 children / National 25.2%
-Percentage of girls	LPA 46.3% / National 49% (2017-18)

Sporting Achievement - Roll of Honour 2017-18

Year 5/6 Cross Country mixed schools competition	1 st place boys team	2 nd place girls team
Year 5/6 Quad Kids Athletics	1 st place	4 th place Sussex school games
Year 5/6 Sportshall Athletics	1 st place	1 st place Sussex school games
Year 6 Cricket mixed	Joint 1 st	3 rd place County
Year 5/6 Gymnastics	1 st place	1 st place Sussex school games
Year 5/6 Quicksticks Hockey	1 st place	3 rd place Sussex school games
Year 5/6 Lacrosse	1 st place	1 st place County
Year 6 Haywards Heath Area Athletics	1 st place	
Year 5/6 Haywards Heath Netball	1 st place	
Year 5/6 Mid Sussex Girls Football	1 st place	
Year 5/6 Mid Sussex Tag Rugby	1 st place	2 nd place
Year 5/ 6 Mid Sussex Swim	Through to South East Regionals	
Haywards Heath Indoor Cricket League	2 nd Place	
Years 3/4/5 Haywards Heath Area Athletics	3 rd Place	
85% of all our children from Years 1-6 took part in some inter/intra school competition this year!!		

Numbers on roll at 24th September 2018

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
1JR	30	0	0	0	0	0	0	30
1RA	30	0	0	0	0	0	0	30
1SG	30	0	0	0	0	0	0	30
2CG	0	30	0	0	0	0	0	30
2SD	0	30	0	0	0	0	0	30
2SO	0	30	0	0	0	0	0	30
3CW	0	0	30	0	0	0	0	30
3JA	0	0	30	0	0	0	0	30
3SG	0	0	30	0	0	0	0	30
4NG	0	0	0	30	0	0	0	30
4RC	0	0	0	30	0	0	0	30
4SV	0	0	0	30	0	0	0	30
5HM	0	0	0	0	29	0	0	29
5MF	0	0	0	0	29	0	0	29
5RS	0	0	0	0	27	0	0	27
6JS	0	0	0	0	0	30	0	30
6MH	0	0	0	0	0	30	0	30
RJC	0	0	0	0	0	0	30	30
RLD	0	0	0	0	0	0	30	30
RNC	0	0	0	0	0	0	29	29
Total	90	90	90	90	85	60	89	594

School improvement

Overview of key pupil outcomes (attainment & progress)	See attached: See attached SEF attached (Local board input)
Performance targets and progress towards these	See attached: Targets are being agreed at this current time.
Academy Improvement Plan summary – RAG rated	See attached: Academy Improvement Plan has had an Interim Review. The full review will happen before half term. Reviewed Subject Action AIP for information
Summary of external reports (eg reports from Professional Partner, DfE, Ofsted etc)	See attached: Latest Professional Partner Report Term 6 July 16th-to discuss Trust Data 2018 Outcomes

Lindfield received a Section 8 OFSTED inspection on Tuesday 11th September. The report is still in draft form.

Teaching Observations will take place after half term.

Pupil Progress Meetings (Autumn 1) will take place after half term.

Results from 2018 are attached.

Teaching Observations will take place within an online platform.

Vision and strategy

Key strategic developments
The three year Strategic Plan is in the process of being reviewed by the SMT and the Local Board.
Community engagement
The PTA continue to support our Academy and offer funds to supplement quality teaching and learning. New Co Chairs are in the process of being elected.
Review
To continue with the above.

Admissions

Withdrawals since last report:

1 x YR (moved away)
2 x Y1 (1 moved away, 1 emigrated abroad)
1 x Y2 (moved away)
2 x Y3 (private education)
2 x Y5 (1 emigrated, 1 special school provision)

Admissions since last report:

2 x Y1 (from waiting list, replace above leavers)
1 x Y2 (from waiting list, replace above leaver)
2 x Y3 (from waiting list, replace above leavers)
2 x Y4 - places available
1 x Y5 - place available

The 1 place in Year R is being offered from the waiting list.

Attendance

Period: 03/09/2018 to
20/09/2018

Scope: Whole School

Number of Sessions

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
Whole School	13900	4	218	29	14151	98.3
Totals	13900	4	218	29	14151	98.3

Period: 03/09/2017 to
20/09/2017

Scope: Whole School

Number of Sessions

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
Whole School	12440	5	152	79	12676	98.2
Totals	12440	5	152	79	12676	98.2

Class Analysis

Period: 03/09/2018 to
20/09/2018

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
RNC	343	0	2	0	345	99.4
RJC	347	0	5	0	352	98.6
RLD	336	0	12	0	348	96.6
1JR	757	0	19	4	780	97.1
1RA	774	0	5	1	780	99.2
1SG	767	0	7	0	774	99.1
2SO	773	0	7	0	780	99.1
2SD	742	0	30	8	780	95.1
2CG	748	0	14	0	762	98.2
3SG	778	0	2	0	780	99.7
3JA	773	0	7	0	780	99.1
3CW	776	0	3	1	780	99.5
4RC	764	0	16	0	780	97.9
4SV	761	0	19	0	780	97.6
4NG	754	0	14	12	780	96.7
5RS	696	0	6	0	702	99.1
5HM	743	0	10	1	754	98.5
5MF	742	0	11	1	754	98.4
6JS	765	0	14	1	780	98.1
6MH	761	4	15	0	780	98.1
Totals	13900	4	218	29	14151	98.3

Behaviour

Behaviour Analysis 2018

Good Behaviour Measure

Good Behaviour Code

Good Behaviour Class Assembly

Values

Good Behaviour Assemblies

Playground Pals KS1

Peer Mediators KS2

Cabin Crew

Playground Challenges – also developed in KS2

Lunch club

Think sheet- reflection on a bad choice made

'Children to watch out for' discussed weekly in staff and TA meetings

Super Celebrations – house rewards

Behaviour Incidents

September 17 – July 2018

Type	Autumn	Spring	Summer	Response
Disrespect	19	12	17	Reprimand given Given cooling off time Discussed with child and parents
Fighting	13	8	9	Think sheet completed /spoke to parent/time given to cool off/ Discussed with pupil
Disruptive Behaviour	2	20	12	many incidents from 1 child with behaviour plan. Learning Mentor involved with other children involved in disruptive behaviour
Bullying	2	1		Dealt with by Principal/Class teacher Parents informed. This was a 'one off' occurrence.
Defiance		8	2	5 reported incidents from 1 child.
Inappropriate behaviour with friends	8	0	0	
Racist Incident	1	0	0	
TOTAL	49	45	40	

Actions

35 recorded incidents are from 1 child. Behaviour plan is in place. Child is currently on a reduced timetable and regular meetings take place with the child's parent to arrange increased provision and discuss strategies.

A plan has been put in place for 1 child who has found transition times difficult to manage (negative behaviour in the corridor)

Behaviour incidents in the playground have been communicated to all staff in meetings

House Reward – Autumn = Red Kestrels/Blue Eagles

Spring = Red Kestrels/ Green Falcons

Summer= Red Kestrels/Green Falcons

Attendance Award – Autumn = Elm Class Year 6/ Rowan Class Year 2

Spring = Elm Class Year 6/ Rowan Class Year 2

Summer – Elm Class Year 6/Rowan Class Year 2

No fixed term or permanent exclusions

Summer term 2018 Racist Report sent to West Sussex with no incidents

Safeguarding

- There are 5 children on a Child Protection Plan. 3 of these are siblings. All 5 children fall under the category of 'at risk of emotional harm'.
- 0 children on a Child In Need Plan
- 1 child is under a Special Guardianship.
- 0 children have an Early Help Plan, although there are 2 pending.
- 6 referrals, regarding 6 children, have been made to MASH.
- 0 children are on a Child and Family Plan

Safeguarding team had their term meeting cancelled due to OFSTED. The next one will be Monday 19th November.

CPOMS refresher training has taken place.

Child Protection training has taken place for all staff.

Accidents

Since last report

Date	Type of injury	Incident number	Where	Outcome/improvement
13 th July	Fractured arm	20199	Sports field during sports day	Year 6 child pushed her self over the finish line at speed on the 80 m dash. After first aid given, parents took her to A and E
18 th July	Fractured arm	20238	Trim trail	Year 6 child on the trim trail. First aid given by staff. Child taken to A and E by parents.

Complaints

1 complaint received on Monday 24th September (Yr 4 boy)
A reply to the complaint has been written and sent off.

Events

Date	year group/class	activity
08-Oct	Y2	Fire service visit
09-Oct	Y3	Pirate workshop
09-Oct	Y2	Great Fire of London workshop
10-Oct	Y5	Bowles Parent information meeting
15-Oct	YR-5	flu vaccinations
16&18Oct	Y1-6	parent Consultations
17-Oct	YR	6 weeks in
31-Oct	Y4	Hever Castle visit
02-Nov	KS2 PP children	Kidzania visit
06-Nov	Y6	Newhaven Fort visit

8&9Nov	whole school	Open sessions
13-Nov	Y6	shelter building day
15-Nov	whole school	school photographer
16-Nov	Y6	RED exhibition, Clair Hall
19-23Nov	Y5	2 night residential visit to Bowles, 2 groups, Mo-We & We-Fr

Other

School Council Report

The first meeting was held this week for the newly voted in School Council Reps and House Captains. The first matter of business was their enthusiasm to participate in Jeans for Genes Day. It has been agreed that the Academy staff and students will take part and the event will take place next Friday, 28th Sept. Children and staff may wear denim or jean equivalent non-school uniform in exchange for a donation of £1.

The children were also considering the charities they would like to support this year and many requested Cancer Research. The School Council Reps will report back to their classes and ask if they too would like Cancer Research as our chosen charity.

Shortly, we should be visiting the David Wilson development in the village as the company are reaching out to local school to make links with the community. We are awaiting confirmation of dates.

House Captains have begun collecting and recording house Points for Friday assemblies and will be introduced to the rest of the School in the next whole academy assembly.

Completed by (name):

MARCUS STILL

ⁱ Notes: The Principal's report should be completed three times a year (autumn, spring and summer), for consideration by that term's Local Board meeting. The report should be prepared and circulated one week in advance of the Local Board meeting.