



The Oaks Federation

Headteacher's Report to the Governors

September 2026

Attendance/Pupil Numbers/Staffing:

Greenway continues to hold onto good class sizes in most classes. Our Year 1 and Year 2 classes have most spaces due to family movement. However we have taken a few new children to these classes Trowbridge numbers continue to grow across most classes which is positive, however our Nursery and Reception class for this year are small. The fewer numbers of pupils will impact on future budgets and so having our underspend will be vital in supporting systems next year unless numbers increase.

Attendance figures are not available as yet as too early in the term, but we are working with our attendance officer to start to monitor data and work with families as needed. This is a key part of the Federation Improvement Plan for the coming year and is a whole Cardiff LA target. Greenway ended last year at close to 89% and Trowbridge ended close to 89%. This is well below the 94% that we maintained pre pandemic. The Primary Cluster has appointed 3 new School attendance officers to support our schools and we hope moving away from the High School led approach will help us improve in the coming year.

	Mon	Tues	Weds	Thurs	Fri
Week 1 SGE					
Week 1 MM	PPA	3 TPS	4 TPS	N/R TPS	5 TPS
Week 1 SE	PPA	3 GPS		N GPS	
Week 1 AC	PPA	3 GPS	4 GPS	R GPS	5 GPS
Week 2 SGE					
Week 2 MM		1 TPS	2 TPS	6 TPS	5 TPS
Week 2 SE		1 GPS	2 GPS	6 GPS	
Week 2 AC	1 GPS (NQT)	1 GPS	2 GPS	6 GPS	

Year Group	Greenway	Max Numbers	Actual Numbers	TAs		Trowbridge	Max Numbers	Actual Numbers	TAs
Nursery	Helen Hobbs	24 am 24 pm	24/24	SC/CW		Rachel Nicholas	16 am 16 pm	21	CC/SC
Reception	Sarah Cosh	30	30	NE (A)/NS(A)		Rachel Nicholas	30	19	CC/SC
Year 1	Holly McTiffen	30	21	OS/AC		Kath Ridout	30	17	RC(A)
Year 2	Mollie Rogan	30	27	AJ/MFP		Victoria Barlow	30	27	LR
Year 3	Lauren Morgan	30	29	CD/AB		Libby White	30	19	SC (A)
Year 4	Claire Webb	30	30	CB(A)		Andrew Parker	30	26	DF(A)
Year 5	Paul Nicholas	30	30	LM(A) AB (A)		Alison Thomas	30	25	SM
Year 6	Elana Herring Jones	30	28	HH		Erin Thomas	30	29	EW(A)
Supt/PPA	0.6 Simon Evans Outdoor			JP (Y1/2 intervention)					
PPA	See plan below			SE/(A)					MM/LB
SRB	Rhys Beynon Bethan Sullivan	10 10	10 10	AS AW HG HX EJ, AP					

We have organised staffing in both schools with some alterations to where teachers are placed mainly due to sickness and parental leave. The changes will support the school going forward and have ensure equity across both schools. Agency staff support our work in school and are employed using temporary funds that we receive or funding that we know will end within a set timeframe such as 2 terms. These agency staff are teaching assistants and teachers.

Siani Evans continues her return to work from close to 6 months away from school. We are working with her to ensure the return is considerate to her health and wellbeing. Danielle Stephens is still undergoing her treatment and will be absent for most of the year ahead we believe.

Elana Herring Jones has returned from her parental leave and it is great to have her back full time and Alisha Stewart is taking parental leave until January 2027. Kaura Ball will start her parental leave soon as will Hollie Gillespie (SRB TA). I am sure we will wish them well during the exciting, busy and memorable time in their lives. We will replace their roles with agency staff.

Both schools have very low staff absence rates across all employment categories.

School Council:

Both schools have elected councils who are encouraged to take a full and active part in school. There are new school council leaders in each school, and the councils will meet as a Federation Council termly. Lauren Morgan, Libby White and Elana Herring

Jones and Erin will all support the councils, and we are grateful for their time and support for pupil voice.

School Vision:

The school vision is displayed in both schools. It has been matched to our school code which supports how we behave at school.

Budget:

Feedback from the finance committee will be given at the meeting and updated budget details are on the GB site.

Key Points:

- PDG is being used to support the ALP which means more staff at each school to support learning, and DHTs can be released to do their work with ALN. PDG has also been allocated to Upbeat Music and additional trip and resources for learning at school. See PDG Plans.
- Greenway predicted underspend, but less than in recent years.
- Trowbridge predicted underspend, but less than previous years
- Both schools will aim to be within the limits of underspends set by WG of £50000, although there will be some discretion due to us preparing for future years of reduced LA budgets and the fall in numbers predicted for the coming year and next year. Both schools will manage around an £80000 underspend.
- Additional costs to Greenway budget due to ensuring the phased return to work is fully covered (approx. £15000)
- Additional Flying start funding has been received at Greenway and further monies from CFS grants will be received by both schools of around £12000.
- Schools have completed phase one of additional expenditure on buildings and grounds- new outdoor equipment, new door access to outdoor areas, new tarmac, new active boards, new wall covering displays totalling around £70000 to date. Further work is planned in phase 2 to open up another doorway to a small outdoor learning space at Greenway and developing an outdoor space at Trowbridge, totalling around £10000. We still have around £40000 combined to spend in phase 3 (Jan 2027) on carpets, painting, potential aircon unit (uncertain about costs and feasibility).

All staff have been recommended for moving up their salary point and all members of staff have been accepted for UPS1,2 and will be encouraged to sustain their substantial contribution to school life.

To note: Agree staff can move up their scale pay points and agree UPS1/2 teacher
Further spending agreed from finance committee

Safeguarding:

Processes are clear in school and all staff have been trained in our systems to ensure continuity and accuracy (during our first day back in September).

Health and Safety/Buildings:

The H&S officer continues to update risk assessments and monitor compliance.

A verbal update on building works will be given at the meeting as things are changing frequently.

We work alongside Davies School Services, Aquasafe, Copa Services, Grounds for Learning, Sonic, Fire Rite, Voltage UK, Gate Systems limited, Boiler Plant

Maintenance, Aquaid, GB Doors, TTPumps, GCH Flooring. These are our main annual contracts for servicing aspects of the building or repairing the building and their costs are built into the buildings' budgets.

All staff were guided through toolbox talks for working at height, lone working, traffic management, fire as well as Level 2 safeguarding training.

To note: training on toolbox talks and safeguarding

Additional Learning Needs (ALN):

The register is up to date in both schools. The deputy head teachers are ensuring that we are fully complying with the ALN Bill. The role they have accepted is a huge one and should not be underestimated.

SRB at Greenway:

2 specialist resource bases are now fully up and running and move to their second year. Please feel free to drop into the rooms to see how they are working but provide us with advance notice so that we can let the children know. We have developed the areas further with more plans for next financial year so that we maintain the standards in the areas and react to the resources the learners need.

To note: SRBs fully operational

New Curriculum:

We are comfortable where we are at the moment and have planned further training for all staff as part of our cluster with Nursery and Reception staff sharing their work during the year. We are reviewing our phonics, reading and writing work this year to support literacy skills as well as updating DCF work so that our children are digitally literate.

Extra-Curricular Activities:

All teachers and some teaching assistants run clubs for their classes. This means that every child has the chance to attend an after-school club weekly. The clubs include roller blading, rugby, football, wellbeing, art and fun club. This is a wide range of free clubs.

Exclusions:

2 exclusions for 2 days each at Trowbridge

Equalities:

We are currently working through the second year of the plan

Complaints:

No complaints have been received by me to date this term and none outstanding from last year.

Policies:

I have included a list of policies to be agreed at the meeting on the GB site and our TORs for committees.

School Fund:

We currently have **£9633.93** as at September 26 in Greenway Fund (**£1246.72 is EDF solar payments and we no longer have to pay this into the budget as the loan is paid off**) and **£9256.17 (£1157.30 is due to come out for EDF solar as we have 2 more terms of payments until the panels are ours)** in Trowbridge school fund. All trips are cost neutral and cheques repaid into budget for trips that are invoiced. These

accounts are audited annually as per financial regulations. We audit the GPS accounts in April and TPS accounts in September every year.

Alex James is the treasurer for Greenway School Fund

Laura Roberts is the treasurer for Trowbridge Primary School Fund

Nic Naish is the Chairperson for each of the funds

Amy Watkins is secretary for Greenway Primary School Fund

Helen King is secretary for Trowbridge Primary School Fund

Alison White is an additional signatory for Trowbridge and Mollie Rogan is an additional signatory for Greenway.

Both funds have constitutions which are on the website.

Both funds are used to support the extras in learning such as after school cooking, special workshops etc.

To note: balances held, constitutions and spending limits with reasons why

Audit

I want to reassure you that the Federation has good systems for finance, security and HR which is why we have healthy balances, low absence and well-resourced schools.

To note: No follow up action on the audit from last year

Training 2025/26:

September 1st 2026 INSET Day 1: Safeguarding/FIP/Monster Phonics

September 2nd 2026 INSET Day 2: Monster Phonics/Classroom teams

November 2nd 2026 INSET Day 3: DCF/IT

December 19th 2026 INSET Day 4: Health and Wellbeing/Assessment

January 4th 2027 INSET Day 5: Cluster/CHIG Reading across the curriculum

June 14th 2027 INSET Day 6: Assessment/FIP

Twilight training for staff planned for the autumn term so far includes:

- School risk assessments
- Curric Team work
- Monster Phonics
- Attendance
- DCF
- Progression tracking and target groups
- Outdoor Learning
- FIP focus
- Performance Management

Performance Management (PM):

Senior Leaders will meet with teachers this half term to review/set new targets. These meetings continue to be positive and informative, giving teachers the opportunity to share and celebrate good work as well as identify opportunities for improvement.

Federation Improvement Plan (FIP) Self Evaluation Report (SER):

See separate FIP document on the GB folder

The key priorities are listed below:



To introduce Monster Phonics to enhance early reading skills and support consistency in the teaching of reading



Further embed the use of Magma Maths into weekly teaching



To support Digital skill progression and ensure that the range of skills are developed across the Progression Steps consistently



To provide younger pupils (N-Year 3) with further opportunities to work independently and collaboratively, with an emphasis on outdoor learning (IA1)



To continue to develop strategies and systems to improve attendance and punctuality across the Federation (IA2)



To continue to develop and enhance systems to support learners with ALN and their families, so that they receive the guidance and support needed to make progress



As part of our CLIP (Collaborative Learning Partnership), we will work collaboratively to secure and sustain leadership to impact on teaching and learning. (IA1/3)

To note: we will need to agree the FIP actions for the year ahead and the SER from the previous year

Improvement Partner:

Claire Skidmore will make regular contact, with visits to each school, starting in September as she gets to know the schools

GB Visits:

Please email HT to arrange any visits or support that you can offer.

GB meetings:

TBC

Conclusion:

We have had a positive start to the school year and we hope this continues. A very small number of pupils are a cause for disruption, and we are working with the families on a daily basis to work out what we can support. Unfortunately, we may to exclude should we feel the need arises and we have exhausted other options.