

CS/MR

November 2000

Dear Parents/Guardians,

I am pleased to send you our Parent/Governor Report and invite you to a meeting to discuss that report. The meeting will be on **Thursday, 25 January 2001 at 7.00 pm in the School Canteen.**

Yours sincerely,

C D SAUNDERS
Chairman, Governing Body

**GOVERNORS' ANNUAL MEETING WITH PARENTS
OF BRITTONS SCHOOL**

THURSDAY, 25 JANUARY 2001

- (1) Introduction of Governing Body.
- (2) Presentation of Annual Governors Report.
- (3) Question Time.

This report has been distributed (without charge) to all parents of registered pupils at the school, and to all persons employed at the school. Copies are also available for inspection at the school.

THIS REPORT COVERS THE PERIOD SEPTEMBER 1999 – JULY 2000

MAKE-UP OF THE GOVERNING BODY FOR THE YEAR

AUTHORITY

	<u>TERM OF OFFICE ENDS</u>	
Mr D LeI	August	2002
Cllr T Binding	August	2002
Mr K Taffs	August	2002
Mr P Gordon	August	2002
Vacancy		

CO-OPTED

Mrs S Rolland	February	2001
Mrs C McBride	August	2000
Mr C Saunders	August	2000
Mrs B Saunders	August	2000
Rev Dr R Love	August	2000

PARENT

Mr A Allen	December	2000
Mr R B Woods	August	2000
Mrs C Rose	August	2001
Mr S Bull	September	2001
Mrs R Reynolds	September	2003
Mr K Cullwick	September	2003

TEACHER

Mrs A Rootes	May	2002
Vacancy		

NON TEACHING STAFF

Vacancy

HEADTEACHER

Mr R W Sheffield	Ex officio
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GOVERNING BODY ANNUAL REPORT TO PARENTS 1999 – 2000

CHAIRMAN'S INTRODUCTION

May I welcome you to the 1999/2000 Parent/Governor Report and say straight away that I am very pleased that I will not be bemoaning the situation regarding the U Block this year. This problem has now been resolved and my thanks to all those who gave assistance in this matter.

I said last year that we would be reviewing the way we conduct our affairs in the light of changing emphasis on the way Governing Bodies should act. As a result, we have formed an extra committee to attach to the Pastoral area of the school. We now have four main committees - these are Finance and Facilities, Personnel, Pastoral (including discipline) and Curriculum – which effectively cover the whole school from the point of view of monitoring, targeting and reviewing. This is now to be the main thrust of a Governing Body's work. The restructuring enables each committee to spend more effective time on it's own specialist area and then provide a brief, detailed report to the Full Governing Body.

The following parts of the Report are intended to give a flavour of the school year and an indication of how Governors discharge their duties

THE GOVERNING BODY

Mr Allen and Mrs Rose moved on and as there were no applicants for the vacancies the Governing Body exercised its powers in this situation of being able to invite a parent to become a Governor. As Mr Woods, a long serving Parent Governor, was due to finish his term of office at the end of August 2000 he was invited to stay on and he agreed. This still left two vacancies for the following year, which have now been filled by two new Parent Governors – Mr L Scott and Mrs S Roots. The Reverend Dr Love, Mrs McBride, Mrs Saunders and myself also came to the end of our terms of office. Being Co-opted the other Governors had to decide if they would like us to continue for another term of office, which they did and we were formally co-opted again. As Mr Allen was the Vice Chair Mrs McBride was duly elected to replace him.

My thanks go not only to those Governors who have moved on but to all the Governors for their time and work throughout the year.

FINANCE AND FACILITIES COMMITTEE

The Finance Committee is arguably one of the most important committees because it continually has to balance the accounts to provide funds for all the other sections of the school to do their jobs effectively. Most of its meetings

are monitoring and adjusting exercises which lead to or from the most important meeting – that of setting the yearly budget. Regular audit reports are received from the LEA's audit team. Owing to the strict operating procedures within the school only minor amendments are ever suggested – and always accepted by the school. A policy of 'Best Value' operates across the Borough. This means not always accepting the lowest quote for jobs but the one which will give best value for money.

We became part of a three school group to apply for funds for building maintenance from a public/private finance scheme. We await the outcome.

We also applied for Technology College Status, which, if successful, will bring in more funding.

The members of the committee are : Mr C Saunders (Chair), Mr D LeI (Vice Chair), Mrs A Rootes, Mrs B Saunders, Ms S Rollands, Mr R Sheffield and non-voting member Mr R Ayre, Vice Principal Finance and Facilities.

CURRICULUM SUB COMMITTEE

The school is still expanding but next year will reach maximum intake as the smaller Year 11 drops away and the new, fully subscribed Year 7 arrives.

Our exam results did not achieve our target figure this year, although they are still the second best we have ever achieved. A lot of hard work went into ensuring that projections became reality. A review of all possible influences has begun and the findings will be discussed and action taken. A breakdown of the results can be found in Appendix A. Target setting and monitoring are in the remit of this committee, and also monitoring the timetable. Trying to get all subjects, statutory and optional, into the school week is a major headache each year. Mr K Taffs, Mr R Woods, Ms S Rolland, Mrs A Rootes, Mrs B Saunders and Mr R Sheffield are members of this committee, with Mr A Burr, Vice Principal Curriculum, as a non-voting member. As Chair of the main Governing Body I can officiate on any committee if the occasion arises.

PERSONNEL COMMITTEE

The Personnel Committee oversees the welfare of the staff at Brittons. This can range from the annual review of salaries, including performance reviews for the Senior Management Team, to ensuring that adequate and effective training for staff is also reviewed. Should any recommendation by this committee have a cost involvement it has to be referred to the Finance Committee before enactment.

Staffing

Staffing becomes ever more difficult to replace and is now a national problem. Through the tenacity of our Principal we have overcome that problem for another period of time.

Staff at Brittons will give me no argument when I say that they earn their salaries here. However, that is one of the reasons for our success. They are extremely hard working across the whole spectrum and from top to bottom and the Governing Body acknowledges their dedication and enthusiasm.

Professional Development

In Appendix B at the back of this report is a list of the courses attended by staff last year.

The members of this committee are Mr R Woods (Chair), Mrs B Saunders, Mr P Gordon, Ms S Rolland, Mrs C McBride and Mr R Sheffield with Ms K Taylor, Assistant Principal Personnel, as a non-voting member.

PASTORAL COMMITTEE

The Pastoral Committee was set up in the Autumn Term 2000 and so there have been no meetings to write about in this year's Parent/Governor Report.

However, the pastoral side of the school has been busy as usual. This year the Presentation Evening was revamped, partly because our increase in numbers was making it unwieldy and partly to give it a fresh impetus.

RELATEEN, an adolescent counselling service, has been introduced to increase support mechanisms on offer to students.

Work experience is coming under increasing financial strain, something the Finance Committee is keeping a serious eye on. However, it is seen as a valuable asset to the education of our students and this year saw a return to every student receiving a visit from a teacher. This involved considerable resources being channelled in this direction in terms of staff numbers but was considered worthwhile.

Membership consists of Rev.Dr.R Love, Cllr.T Binding, Ms R Reynolds, Mr K Cullwick, Mrs A Rootes, Mrs B Saunders and Mr R Sheffield with Mr M Thomas, Assistant Principal Pastoral, as a non-voting member.

STUDENTS

Responsibility for School Council Meetings resides in this section. Stewardship of the Council lies with staff but staff do leave and their place has to be taken, which usually means an injection of new ideas and enthusiasm. This can bring new vigour to the members and reading their minutes at Governors' meetings some of their comments and suggestions were certainly thought provoking as well as some being amusingly tongue in cheek. Well I assume they were!

PROGRESS IN IMPLEMENTING THE OFSTED ACTION PLAN

The Havering Inspection and Advisory Service paid the school a visit to look at the progress made on key issues arising from the OFSTED report. Listing the areas they looked at the report went on to summarise by saying that good progress had been made in addressing these issues. There were other areas not mentioned here that are reported to the Governing Body meetings and Governors have noted that steady progress is being made in all matters that raised comment.

SPECIAL EDUCATIONAL NEEDS

Taking another comment from the Inspectors' report mentioned above "All Year 9 students who had received additional literacy support since Year 7 (eg through the literacy programme) were reported to have achieved at least Level 4 in the KS3 tests and two gained Level 6". The school has a Special Needs Policy which is available to view and will be reviewed during the coming year.

DISABLED STUDENTS

The criteria for admission of students who seek education at Brittons School are detailed in the school's Prospectus. Parents' attention is drawn to the first criteria, namely 'exceptional medical or social grounds (supporting medical or other evidence should be submitted at the time of application for adjudication by a Council panel)'. Parents who seek admission under this criteria must contact the school in order that we can assist in processing their application.

The school has made provision for disabled access to all ground floor areas of the site. Ramps have been provided in the main corridor and to the science block. Disabled toilets and a shower area are available for use. There are ramps strategically located to enable access to most ground floor areas but, at present, we have no lift to enable students to access the first and second floors of our main and satellite buildings. The school also has a full time Medical Health Officer who is on duty each school day throughout the year to help those children who require specialist medical assistance. In addition, there are specialist support staff with experience of helping those students with disabilities.

FRIENDS OF BRITTONS SCHOOL

The Friends of Brittons School have been with us for a long time and have been very successful in raising money for the school. They would love to see some fresh faces at the socials that they run and if you are interested they can be contacted via the school. It is an excellent forum to socialise and keep contact with the school.

PARENT TEACHER ASSOCIATION

With all the pressures of everyday life PTA's, along with every other voluntary organisation, are finding it harder to get support and membership of their committees. As a result, the work of our PTA is appreciated more than ever.

COMMUNITY LINKS

Our community links are strong, helped by the increasing reputation, strength and touring of our musicians. We have a very successful T.A. Cadet Corps stationed at the school. Charities are enthusiastically supported by our students, both as a major group fund raising exercise and as individual efforts.

SECURITY

A full copy of our Security Policy is available from Reception at the school.

Security is always under review and a rolling programme of installation and improvement continues. Boundary security has been enhanced recently and other improvements are to go before committee for consideration.

PROSPECTUS

Our Prospectus is updated annually from the view of presentation.

THE FUTURE

Who knows what the future may bring but you have to plan for it. Should our Technology College Status bid be successful it will be a phased transition over several years. The result will greatly enhance the school and benefit its students.

The shortage of teachers is a concern and the hope is that this will be recognised and measures taken to alleviate the problem quickly.

There are some initiatives being considered for the coming year, which if approved should be of immense benefit to the school and continue the trend of improvement and consolidation. The pursuit of the school is still that of

excellence. To achieve an ethos and fullness of character which will be mirrored in its students as they leave behind its walls and go out into the wide world.

CONCLUSION

Appendix C contains our Financial Report.

At the meeting you can propose and pass resolutions providing that no fewer than 20% of you attend. Regardless of how many people attend the meeting you can still discuss anything in the Report. I thank you for taking the time to read it.

I look forward to seeing you at the meeting to discuss this Report on Thursday, 25 January 2001.

Yours sincerely,

Christopher Saunders
CHAIRMAN OF GOVERNING BODY

This Report is in accordance with the provisions of the 1986 Education Act.

APPENDIX A

EXAMINATION RESULTS 2000

Published in accordance with DfEE Circular 14/94 The Parents Charter :
Publication of Information about Secondary School Performance in 1994

GCSE RESULTS 2000 – PERCENTAGES

Subject	Entry	M	F	A*	A	B	C	D	E	F	G	U	X	A*-C	A*-G
English Language		77		0	0	6.5	37.7	28.6	19.5	7.8	0	0	0	44.2	100
			76	0	2.6	19.7	34.2	31.6	5.3	1.3	2.6	0	2.6	56.6	97.4
TOTAL (Form 7 = 156)	153			0	1.3	13.1	35.9	30.1	12.4	4.6	1.3	0	1.3	50.3	98.7
														49.4	96.8
English Speaking & Listening		77		1.3	1.3	15.6	46.8	26.0	9.1	0	0	0	0	64.9	100
			76	0	10.5	23.7	47.4	11.8	2.6	1.3	0	0	2.6	81.6	97.4
TOTAL	153			0.7	5.9	19.6	47.1	19.0	5.9	0.7	0	0	1.3	73.2	98.7
English Literature		77		0	5.2	11.7	16.9	31.2	24.7	10.4	0	0	0	33.8	100
			76	1.3	11.8	25.0	19.7	22.4	10.5	5.3	1.3	0	2.6	57.9	97.4
TOTAL	153			0.7	8.5	18.3	18.3	26.8	17.6	7.8	0.7	0	1.3	45.8	98.7
Mathematics		77		1.3	0	14.3	31.2	22.1	15.6	9.1	6.5	0	0	46.8	100
			75	0	1.3	12.0	29.3	25.3	21.3	6.7	2.7	1.3	0	42.7	98.7
TOTAL (Form 7 = 156)	152			0.7	0.7	13.2	30.3	23.7	18.4	7.9	4.6	0.7	0	44.7	99.3
														43.6	96.8
Science Double Award		154		1.3	0	7.8	27.3	37.7	15.6	7.8	2.6	0	0	36.4	100
			150	0	0	10.7	22.7	28.0	26.7	9.3	1.3	1.3	0	33.3	98.7
TOTAL (Form 7 = 156)	304			0.7	0	9.2	25.0	32.9	21.1	8.6	2.0	0.7	0	34.9	99.3
														34.0	96.8
TECHNOLOGIES:															
Art	24	12	12	8.3	16.7	16.7	37.5	4.2	4.2	12.5	0	0	0	79.2	100
Ceramics	7	4	3	0	42.9	42.9	0	14.3	0	0	0	0	0	85.7	100
D&T : Food Technology	31	12	19	0	9.7	25.9	32.3	19.4	6.5	6.5	0	0	0	67.7	100
D&T : Graphic Products	32	17	15	3.1	12.5	12.5	28.1	21.9	3.1	6.3	6.3	6.3	0	56.3	93.8
D&T : Resistant Materials	35	34	1	2.9	17.1	8.6	34.3	28.6	2.9	5.7	0	0	0	62.9	100
D&T : Textiles Technology	35	0	35	0	5.7	11.4	34.3	45.8	0	2.9	0	0	0	51.4	100
Home Economics:Child Development	19	0	19	0	0	10.5	26.3	36.9	15.8	5.3	0	5.3	0	36.8	94.7
TOTAL	183	79	104	2.2	12.0	15.3	31.1	26.2	4.4	6.0	1.1	1.6	0	60.7	98.4
D&T : Graphic Products (Short Course)	7	5	2	0	0	0	0	71.4	14.3	0	14.3	0	0	0	100
Drama	24	5	19	0	4.2	20.8	20.8	33.3	16.7	4.2	0	0	0	45.8	100
French	150	76	74	0	0	3.3	6.7	14.7	20.7	31.3	17.3	3.3	2.7	10.0	94.0
Spanish	19	4	15	0	0	0	42.1	42.1	15.8	0	0	0	0	42.1	100
Geography	72	42	30	1.4	9.7	15.3	27.8	12.5	6.9	6.9	12.5	6.9	0	54.2	93.1
History	27	10	17	3.7	7.4	29.6	18.5	7.5	18.5	7.4	7.4	0	0	59.3	100
Information Technology	57	39	18	0	5.3	19.3	33.3	17.5	14.0	8.8	1.8	0	0	57.9	100
Information Technology (Short Course)	88	33	55	0	0	1.1	20.5	22.7	34.1	15.9	4.5	0	1.1	21.6	98.9
Physical Education	34	26	8	0	5.9	2.9	29.4	20.6	38.2	2.9	0	0	0	38.2	100
Physical Education (Short Course)	8	1	7	0	0	0	12.5	37.5	25.0	25.0	0	0	0	12.5	100
Music	1	0	1	0	0	100	0	0	0	0	0	0	0	100	100

NATIONAL RESULTS END OF KEY STAGE 3 : 1999

These tables show the percentages of Year 9 pupils achieving each level nationally in 1999.

Figures may not total 100% because of rounding.

TEACHER ASSESSMENT : Percentage at each level

		W	1	2	3	4	5	6	7	8	EP	Dis.	Abs.
ENGLISH	Boys	0	1	4	12	27	32	17	6	1	0	0	1
	Girls	0	0	1	6	19	34	26	11	1	0	0	1
	Boys/Girls	0	1	3	9	23	33	22	8	1	0	0	1
MATHEMATICS	Boys	0	0	2	11	23	26	22	12	2	0	0	1
	Girls	0	0	1	10	22	28	24	12	2	0	0	1
	Boys/Girls	0	0	2	10	23	27	23	12	2	0	0	1
SCIENCE	Boys	0	0	2	11	26	30	21	7	0	0	0	1
	Girls	0	0	1	10	26	32	22	8	0	0	0	1
	Boys/Girls	0	0	2	11	26	31	21	7	0	0	0	1

TASK/TEST RESULTS : Percentage at each level

		B	N	2	3	4	5	6	7	8	EP	Dis.	Abs.
ENGLISH	Boys	6	6		5	24	34	16	4	0	0	0	4
	Girls	3	2		2	16	38	26	8	1	0	0	4
	Boys/Girls	4	4		4	20	36	21	6	1	0	0	4
MATHEMATICS	Boys	1	1	1	9	21	24	23	13	2	0	0	5
	Girls	1	1	1	9	21	25	24	12	1	0	0	5
	Boys/Girls	1	1	1	9	21	24	24	12	2	0	0	5
SCIENCE	Boys	1	1	1	10	28	31	18	5	1	0	0	5
	Girls	1	1	1	9	29	31	19	5	0	0	0	5
	Boys/Girls	1	1	1	9	28	31	18	5	0	0	0	5

- KEY :
- 0% represents some pupils but less than 0.5%
 - W represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.
 - EP represents exceptional performance
 - Dis. represents pupils who have been disapplied under Section 364/365 of the Education Act 1996.
 - Abs. represents pupils who have failed to register a level due to absence.
 - B represents pupils who were assessed by teacher assessment only
 - N represents pupils for whom no test level was awarded.

APPENDIX B

STAFF INSET DAYS

<u>FACULTY</u>	SPRING TERM 1999/00 NO. OF DAYS	SUMMER TERM 1999/00 NO. OF DAYS	AUTUMN TERM 1999/00 NO. OF DAYS
English / Drama	3	2	-
Mathematics	6	3	1
Humanities	2	-	2
Science	2	-	-
M.D.S.	2 ¹ / ₂	1	4
Business Studies / M.F.L.	4	-	-
Technology	3	1	1
Special Needs	-	-	1 ¹ / ₂
TOTAL	22¹/₂	7	9¹/₂
		GRAND TOTAL	39

APPENDIX C

1999-2000 SCHOOL EXPENDITURE

SCHOOL RESPONSIBILITY

Teaching Staff	1,617,160
Supply Staff	2,758
Agency Supply Teachers	54,521
Administration Staff	103,034
Midday Supervision	12,582
Site Manager	58,187
Curriculum Support Staff	77,724
School keepers	24,359
Other Staff Costs	23,977
Site Maintenance	92,916
National Non Domestic Rates	46,958
Utility Payments	49,212
Learning Resources	97,059
Supplies and Services	146,227
Administration Expenses	43,547
Finance and Admin Services	23,912
Curriculum Services	46,886
Income and Reimbursements	-26,713
Contingency and Investment	0
Non Allocated Subjectives	309
Delegated Funding	2,494,620

EARMARKED FUNDING

SF1 - School Effectiveness	44,577
SF7 - Literacy	3,334
SF18 - SEN	2,157
Sf21 - NGFL	4,928
Non Allocated Subjectives	1,000

Earmarked Total Funding 62,580

BRITTONS 2,550,616