

Astley Park School



“Nurturing Futures”

Headteacher’s Report to Governors

December 2016

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Headteacher's Report to Governors 05 December 2016

1. Whole School

(1.1) SEF

The SEF has been updated to reflect the evaluations of the SDP, SIP and other Action Plans. A copy of the SEF as a word document is available and can be emailed on request; hard copies will be available at the formal meeting.

(1.2) SDP School Development Plan 2016 – 2019

The three year SDP for 2016 – 2019 identifies the school's longer term aims in 4 key strands, the table below shows the Staff and Governor Strand leads for each of the four areas.

Strand	Staff Lead	Governor Lead
Leadership & Management	KW & CH	WB
Pupil Outcomes	SP	TC
Quality of Teaching, Learning & Assessment	KC & JW	HM
Personal Development, Behaviour & Welfare	RDF & NP	MM

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The three year Plan 2016 – 19 will be available at the meeting and has been uploaded to GB area on website.

(1.3) SIP School Improvement Plan (2016-2017)

The four School Improvement Priorities for 2016-17:

Leadership and Management

To re-design the KS4 Curriculum

Outcomes

To implement Numicon approach to teaching and learning of Number across Primary and Key Stage 3

Teaching, Learning & Assessment

To gain the Communication Friendly School Award

Personal Development, Behaviour and Welfare

To implement the Alert Programme throughout school day, including break time and lunchtime

Each of the Governor Strand Lead will present an update regards their area at the Informal Meeting on Monday 5 December.

(1.4) **School Improvement Partner/Adviser Visits**

School Support Visits

The School Improvement Partner has visits to the school planned on the following dates:

05.012.2016

School Self-Evaluation Support Visit and Headteacher Appraisal

Future Dates

TBA

(1.5) **Action Plans**

Premises Plan

The Premises Action Plan 2016-17 will be presented at the meeting.

Health and Safety Action Plan

The Health & Safety Action Plan 2016-17 will be presented at the meeting.

Accessibility Plan

The Accessibility Action Plan 2016-17 will be presented at meeting.

(1.6) **Other developments**

Pupil Premium

The Strategic Lead for PPG is Christina Hardwood SBM, who will present an impact statement for 2015-16 and also outline the 2016-17 plan and give an update.

Y7 Numeracy & Literacy Premium

The Strategic Lead for Y7 Premium is Mrs Kailey Clegg Leading Practitioner, who will present an impact statement for 2015-16 and also outline the 2016-17 plan and give an update.

Sports Premium

The Strategic Lead for Sport Premium is Mr Steve Poxon DHT, who will present an impact statement for 2015-16 and also outline the 2016-17 plan and give an update.

(1.7) **Budget**

Detailed budget reports have been presented to the Finance and staffing Committee please see minutes on the website.

School Reserves and Balances

An overview of reserves and balances:

Balance b/f from 15/16	£193,943
In year surplus / deficit 16/17	-£75,487
Estimated balance c/f to 17/18	£118,456
Clawback Guideline balance	£281,026

(1.8) **Premises Projects**

All premises development projects are detailed within the PH&S Committee Minutes.

(1.9) **Friends of Astley Park School (FAPS)**

Movie Night

On Friday 21 October 2016 3.30pm – 5.30pm the FAPS and staff volunteers ran a Movie Night with pupils enjoying sitting together and watching a movie, and enjoying a range of snacks. The event raised approx. £150. The FAPS are hoping to run the event each half-term, with the next one planned for Friday 16 December. The event is only possible with help of staff, governors and parent volunteers. Mrs Helen Meldrum has taken a lead role in the organisation and planning of the event and Mrs Blundell has kindly given up her time to support. If any other Governors would be willing to volunteer on one of the evenings your support would be much appreciated.

Christmas Bingo

The FAPS have planned and organised a Christmas Bingo evening taking place on Tuesday 6 Dec 2016 6pm – please come and offer your support. The monies raised at this event help to contribute towards the cost of the Christmas Presents for all the pupils.

Christmas Raffle

The FAPS have re-established their whole school Christmas raffle; they have secured a kind donation of an iPad and TV from Ainscoughs. Raffle tickets have been sent home with all the children.

Year 11 Prom

The FAPS have agreed to commit to part funding the Y11 prom each year – aiming to raise £1,500 on an annual basis.

(1.10) **Extended Services**

After School Club.

The after school club has continued to run on a Monday, Tuesday and Thursday 3.15pm – 5.00pm, Mr Kevin Murphy has the role of Club Leader, although from January 2017, Mrs Denise Carter will take over this role. It is very popular and is regularly attended by approx. 15 pupils. We have been able to subsidise the cost of the club, only charging £3 per session, which is significantly cheaper than other

schools. The funding has now come to an end and we will now need to increase the charge quite significantly to ensure the club can self-fund. The proposed cost will be £7.50 per session. Christina Hardwood SBM is currently leading on this.

(1.11)

Healthy Schools, Eco-Schools and Environmental Projects

Forest Schools

Mr Steve Poxon and Mr Joseph Massey have completed their Forest School course, involving developing an extensive portfolio, practical training, observed and assessed practical sessions.

TESCO: Forest School Sessions

Mrs Broughton has entered the school into the TESCO Bags of Help Charity, we have been successful and have been guaranteed a minimum of £2,000. We have also been entered in the public vote for a chance to win £5,000. The funding will be used to run Forest School sessions for the pupils at school.

Carriers For Causes:

Mrs Broughton has secured £2,000 from Carriers For Causes, the funding will be used to purchase some additional cycling equipment and much needed cycle storage.

Forest Schools Mr Steve Poxon and Mr Joseph Massey have completed their Forest School course, involving developing an extensive portfolio, practical training, observed and assessed practical sessions.

2. Governors

(2.2) Governors' Action Plan

The Governors' Action Plan 2016 -17 Action Plan was discussed at the Informal meeting and a Governor Evaluation Audit was emailed to Governors. The results of the audit have been collated and have identified the strengths of the Governing Body and also the areas for improvement. These areas for improvement have formed the GB Action Plan 2016-17. The plan will be shared at the Informal GB meeting, where nominated Governors will be identified and allocated specific areas of responsibility.

(2.3) Governor Committee Meetings

The following committees have met this term

Policy

26.09.2016 9.30am

30.11.2016 4.30pm

Finance & Staffing

28.09.2016

SIP: Strand Lead Meetings

L&M: 30.11.2016

O: 02.12.2016

TLA: 23.11.2016
PDBW: 29.11.2016

Premises, Health & Safety

19.09.2016 9.00am Premises walk-round
06.10.2016 9.30am Meeting
19.09.2016 9.00am Premises walk-round – Internal / External
30.11.2016 5.00pm Meeting

Appraisal (HT)

05.12.2016

Pay

09.12.2016

All minutes for the above have been uploaded to the Governors Area of the website and an opportunity for questions/queries will be given at the meeting on 05.12.2016.

Future Meetings

Informal Governors Meeting

05.12.2016 6pm – 8pm

Full Governors Meeting

19.12.2016 6pm – 8pm

Finance & Staffing Committee

09.02.2017 10.00am

Policy

30.01.2017 9.30am

Premises, Health & safety Committee

17.01.2017 3.30pm Premises walk-round – Internal
18.01.2017 8.45am Premises walk-round – External
01.02.2017 9.30am Meeting

(2.4) **Governor Informal Meetings**

An Informal Governing Body will take place on Monday 05 Dec 2015 6.00pm – 8.00pm.

3. Learners

(3.1) **Number on roll (admissions & leavers)**

Admissions September 2016

A total of 25 new pupils who joined the school in September 2016.

20 Primary Pupils 9 X YR – 3 X Y1 - 2 X Y3 – 1 X Y4 – 3 X Y5 – 3 X Y6)

5 Secondary age pupils (4 X Y7 and 1 X Y10)

Number on roll 5 Dec 2016

The total number on roll for 05.12.2016: **162 pupils (55 Primary & 107 Secondary)**

Leavers during 2015-16

1 X Y4 managed move to another school (SH)

Leavers during 2016 -17

August 2016

1 X Y8 managed move to another school (DW)

November

1 X Y9 managed moved to another school (MH)

(3.2) Attainment Targets

Review of pupil progress and target setting

Information in relation to pupil attainment progress towards pupil targets 2015-16 will be presented at the Informal Meeting in Autumn Term 2016 once the data has been collated.

(3.3) Attendance

2013-14

Target for Absence = 6%

Actual figure = 5.6%

Target for Persistent Absence = 4.5%

Actual figure = 3.3%

2014 -15

Target for Absence = 5.5%

Actual figure = 5.9 %

Target for Persistent Absence = 4.0%

Actual figure = 4.5%

2015-16

Target for Absence = 5.5%

Actual figure = 5.6 %

Target for Persistent Absence = 4.5%

Actual figure = 3.7 %

2016-17

Target for Absence = 5.5%

Current Figure = 5%

Target for Persistent Absence = 4.5%

Current Figure = 3%

Reports and graphs produced by Miss DellaFera have been uploaded to the website.

(3.4) Exclusions

September 2013 – July 2014

There were 3 exclusions totalling 7 days.

1 X 2.00 Days Fixed Term Exclusion for Physical Assault against a pupil

1 X 2.00 Days Fixed Term Exclusion for Physical Assault against a pupil

1 X 3.00 Days Fixed Term Exclusion for Physical Assault against a pupil

September 2014 – July 2015

There were 4 exclusions totalling 14 days.

1x physical assault against a pupil for 1.5 days
1x physical assault against a pupil for 2.5 days
1x physical assault against a pupil for 5.0 days
1x verbal abuse/threatening behaviour towards a pupil for 5.0 days

September 2015 – July 2016

There were 13 exclusions totalling 26.5 days / 8 pupils.

6x physical assault against a pupil for 13 days
4x physical assault against a pupil for 5 days
3x physical assault against a pupil for 4.5 days
1x verbal abuse/threatening behaviour towards a pupil for 4 days

September 2016 – present

There have been 3 exclusions totalling 5 days (3 pupils)

1 x physical assault against a pupil for 2 days
1 x physical assault against a pupil for 2 days
1 x physical assault against a pupil for 1 day

Reports and graphs produced by Miss Della Fera will be available at the meeting.

(3.5) Pupil Voice

School Council

The school Council got off to a flying start in September and had a very busy start to the year organising a number of fundraising events in particular the MacMillan Coffee morning raising a very impressive £454.77. Unfortunately Mrs Waring the Link Teacher for the school council is currently on an extended absence and so a temporary replacement Link teacher is being sought.

(3.6) Other Developments

Google Expedition

We were very fortunate to have Liane from Google Expeditions Team visit our school on 24.11.2016. Google Expeditions bring lessons to life using virtual reality through the google cardboard product and the expeditions app.

Our teachers took pupils from Years 9, 10 and 11 on immersive, virtual journeys. They explored the coral reefs, the surface of the Moon, Egypt, Taj Mahal, Buckingham Palace and also went back in time to meet some Dinosaurs plus many more, all this in one afternoon!

4. Staff

(4.1) Current Staff Team

A list of the current staff team (incl. permanent & temporary posts) and their roles is available on the Governor Area of the school website.

(4.2) Appointments, Changes, Resignations

Appointments

There have been 2 new temporary appointments to the Teaching Team
Mr Tony Gillies

Mrs Anna Clarke

There have been 3 new temporary appointments to the TA2 Team

Mrs Katie Johnson

Mrs Nicola Harper

Mr Chris Hickey

Changes

N/A

Resignations

Mr Chris Hickey – TA2

Other

Currently on Maternity Leave

Mrs Emma Arkwright – Maternity Leave – due to return May 2017

Miss Lucy Melling – Maternity Leave – due to return Sep 2017

Miss Helen Chadwick - Maternity Leave – due to return Oct 2017

Planned Maternity Leave

Mrs Becky Tolan – Maternity Leave Commences Feb 2017 - due to return Feb 2018

(4.3) Appraisal - Teachers

The Appraisal Cycle for Teachers is currently underway. The Pay Policy September 2016 and Appraisal Policy have been shared with all staff. The teachers have all had their appraisals and completed a new and revised self-assessment against their Job Description & Person Specification, Teacher Standards and Upper Threshold Standards (if applicable) and have begun to build a professional portfolio, containing evidence to support their self-assessment. This new process does contain an increased amount of rigour and appraisal objectives have been set in relation to the teachers current pay grade and self-assessment.

(4.4) Appraisal – Support Staff Self-Evaluation

The teachers have led the TAs through a self-evaluation process, supporting them to self-assess against the National TA Standards, their Job Description and Person Specification, and complete a skills checklist to identify areas of strength and future training needs. The teachers then completed a record of the self-evaluation support meeting and also listed three areas of focus for the TA for the year ahead. The TA training needs will be looked at as a whole and this will enable a more personalised and bespoke offer for CPD can be implemented. There has been very positive feedback received from both the TAs and the teachers.

(4.5) CPD – Training & Development

A range of whole staff training & development has taken place since the beginning of the year. A list of which is available on the Governor Area of the school website. All Governors are welcome to attend any training/staff meetings.

INSET

02 September 2016 Focus: Assessment

28 October 2016: Focus: Refresher / Updates

Team Teach refresher – First Aid refresher – Signalong refresher

New Staff Induction

Steve Poxon DHT and Kailey Clegg Leading Practitioner have led the general Induction of all the new staff. There have also been a series of Induction Sessions running on Tuesday evenings from 3.30pm on the following areas Numicon Kath Linde Maths Subject Leader, Alert Programme by Lucy Melling Autism Champion, Sounds-Write and future sessions, Introduction to Autism by Janice Wilson SENCo/AHT and also the use of the Multi-Sensory Learning Studio which will be delivered by Michelle Hodgeon ICT Manager.

ELKLAN – Supporting pupils with SLD

Karen Brereton our Speech and Language Therapist ran a 10 week ELKAN Course. There were 12 staff on the course 4 teachers, 4 TA 3 and 4 TA 2. The course was very intensive with set tasks/ assignments following each of the sessions. The staff have all successfully completed the course and have all received the ELKLAN Qualification.

ELKLAN: Communication Friendly School Status


The four teachers who received the ELKLAN qualification have now got to deliver Communicating Counts course, this will be five one hour sessions across the year to the whole school staff team and Governors. This is part of our plan to gain Communication Friendly School Status.

(4.6) Attendance

Staff

Please see below details of staff attendance/absence.

This financial year there have been 335 days lost so far. Initially £30,000 was identified on the budget for staff cover of sickness absence. The figures do not include supply for courses; annual reviews; special leave; repay of PPA etc. - it is sickness cover only. We agreed to increase the amount to £58,000 - we now have £460.75 remaining and have not as yet reconciled November costs. Based on our current spending - we would reach £92,000 by end of March 2017. The arrangements for staff sickness cover are being discussed at Leadership and Management Team meetings and have been added to next terms phase meeting agenda.

Organization 	Absence Year	Absence Month	Working Days Lost
CHORLEY ASTLEY PARK SCHOOL	2016	April	26
CHORLEY ASTLEY PARK SCHOOL	2016	May	63
CHORLEY ASTLEY PARK SCHOOL	2016	June	63
CHORLEY ASTLEY PARK SCHOOL	2016	July	37
CHORLEY ASTLEY PARK SCHOOL	2016	September	26
CHORLEY ASTLEY PARK SCHOOL	2016	October	45
CHORLEY ASTLEY PARK SCHOOL	2016	November	66
CHORLEY ASTLEY PARK SCHOOL	2016	December	9

(4.7) Other Developments

Free Flu Vaccinations

As part of our commitment to staff physical, emotional, mental health and well-being all the staff were offered a fully funded Flu Vaccine. 20 staff took up the offer and received the flu vaccine. It is hoped that this will go some way to reducing the staff absence figure.

Teacher iPads

All Teachers have been issued with an individual iPad. The iPad can be used in a number of ways, to help the teachers with their own time management and personal organisation, reducing planning and preparation time and hopefully helping them achieve a greater work/life balance. The iPads have also been pre-loaded with a variety of apps to support new and exciting ways to improve and enhance teaching and learning activities in the classroom and reducing the amount of time needed to plan and prepare resources supporting teachers by significantly reducing their workload.

Schools Direct Teacher Training Programme

Following on from the success of the two previous years we have again signed up with Tor View Teaching School and ELIP East Lancashire Inclusion Partnership to support their trainee teachers. We have two students with us for this academic year Mr Nick Curtis and Miss Michelle Miller.

5. Community Partners & Parents

Parent/Carer evenings

Primary & Secondary parent and carer evenings were incredibly well attended and received 100% positive feedback regards the progress and quality of Teaching & Learning and support received from schools, in particular support to families

Graham Liver & Pudsey BBC Radio Lancashire Visit

On 15 November we had a visit from Pudsey Bear, the Mayor of Chorley and Graham Liver from BBC Radio Lancashire, all in a grand four poster bed. The visit was a stop off on Graham's journey from Pudsey in Leeds to Bare in Morecambe to raise as much money as possible for Children In Need. The whole school came out in force to welcome them to Astley Park School with lots of parents and family and friends coming along to offer their support.

Text Message and Email service for Parents and Carers.

We introduced the text messaging service about 12 months ago and the feedback from Parents and Carers has been incredibly positive we have recently introduced the addition of an email service, we now send all letters, class newsletters, Headteacher's Newsletter, in fact any letter that does not need to be returned is now sent electronically, significantly reducing our paper and printing costs. We are also hoping to send out all Annual Review documentation electronically this will also have a significant impact on reducing printing, copying and postage costs.

School to School Support

School to School Activities so far this year have included the following:

Professional Development visit, Moor Hey School, Lostock Hall met with Rossana Della Fera B4L Manager.

Professional Development Visit for Two Teaching Assistants from Woodlands School, Blackpool spent time with Kathy Barrand Beech Class Teacher and Mrs Kath Linde Maple Class Teacher

Professional Development Visit for Teacher from Woodlands School, Blackpool regards Evidence For Learning, spent time with Michelle Hodgeon ICT Manager and also Kathy Barrand EYFS Leader.

KW was asked by Will Gale SEN Adviser to act as Headteacher Mentor for new Headteacher at Pendle View Primary School, Colne.

Steve Poxon DHT was asked by Tor View Teaching School (ELIP) to be part of the interview and selection panel for 2017 cohort of Schools Direct students.

6. Date for Diaries

(6.1) Special Events

Please see Annual Calendar of Events 2016 - 17

(6.2) Staff Meetings

Governors are welcome to attend any meetings they feel would be relevant to their role. Please see list of staff meetings which will be issued at the meeting.

(6.3) INSET Days

INSET DAYS for 2016-17

Thursday	01 September 2016 – (Twilights)
Friday	02 September 2016
Friday	28 October 2016 – (Twilights)
Friday	31 March 2017
Friday	26 May 2017

INSET DAYS for 2017-18

Friday	01 September 2017
Friday	27 October 2017
Friday	23 March 2018
Friday	04 May 2018 – (Twilights)
Friday	26 May 2018 – (Twilights)

Report written and typed by Mr Kieran Welsh 05.12.2016