

Astley Park School



“Nurturing Futures”

Headteacher's Report to Governors

26 June 2017

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Headteacher's Report to Governors 26 June 2017

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 updated SEF as a word document will be 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 identified 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 & CHa	WB
Pupil Outcomes	SP	TC
Quality of Teaching, Learning & Assessment	KC & JW	HM
Personal Development, Behaviour & Welfare	RDF & NP	MM

The three year School Development Plan 2016 – 19 has been evaluated and evaluations will be presented at the Informal meeting.

School Development Plan 2017 – 2020

The three year SDP for 2017 – 2020 identifies the school's longer term aims in 5 key strands (we have added Premises) the table below shows the Staff and Governor Strand leads for each of the five areas.

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

The three year School Development plan for 2017 - 2020 has been written and shared with staff and stakeholders. All stakeholders including Governors have been involved in the planning process. The completed plan will be shared with Governors and will be uploaded to GB area on website.

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

The four School Improvement Priorities for 2016-17 were as follows:

Leadership and Management

To re-design the KS4 Curriculum – partially achieved

Outcomes

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

Teaching, Learning & Assessment

To gain the Communication Friendly School Award – fully achieved

Personal Development, Behaviour and Welfare

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

Each of the Governor Strand Leads will present an overall evaluation regards their area at the Informal Meeting on Monday 26 June 2017.

SIP School Improvement Plan (2017-2018)

The four School Improvement Priorities for 2017-18 have been identified. All stakeholders including Governors will be involved in the planning process. Once completed this will be emailed out to all Governors at the beginning of the Summer Term and be uploaded to GB area on website.

Leadership and Management

To increase staff knowledge skills and understanding regards pupils who have social, emotional and mental health difficulties (SEMHD).

Outcomes

To embed “Numicon” approach to teaching number & “Sounds-Write” approach to teaching phonics throughout school.

Teaching, Learning & Assessment

To implement the use of Evidence for Learning & Parent View throughout school.

Personal Development, Behaviour and Welfare

To achieve the “Online Safety” mark.

Each of the Governor Strand Leads will present an evaluation regards progress in their strand at the Informal Meeting on Monday 26 June 2017.

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

Appointment of new School Adviser

Following the retirement of Mr Dave Parkes, The Governors took the decision to return to the local Authority School Service Guarantee (SSG) and have appointed a new School Adviser Mrs Lesley Sullivan.

School Support Visits

22.06.2017

The School Adviser visited School and met with KW and SP, had a tour of school and discussed Self-Evaluation, Pupil Outcomes and OFSTED preparation.

Future Dates

02.10.17

During this visit the focus will again be on School Self-Evaluation, Pupil Outcomes and OFSTED preparation.

23.10.17

During this visit the focus will be to complete the Headteacher's Appraisal.

(1.5) **Action Plans**

Premises Plan

The Premises Action Plan 2016-17 has been evaluated and will be presented at the meeting.

The Premises Development (incl. Accessibility) Action Plan 2017-18 has been written and will be issued at the beginning of the Autumn term following input from Premises, Health & Safety Committee. The Premises, Health and Safety Committee took the decision to combine the Premises and Accessibility Plan.

Health and Safety Action Plan

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

The Health & Safety Action Plan 2017-18 is being written and will be issued at the beginning of the Autumn term following input from Premises, Health & Safety Committee.

Accessibility Plan

The Accessibility Action Plan 2016-17 has been evaluated and will be presented at meeting.

The Accessibility Action Plan 2017-18 will be incorporated into the Premises Development Plan.

(1.6) **Other developments**

Pupil Premium

The Strategic Lead for PPG is Kieran Welsh, Headteacher, supported by Governor Strand Lead Wendy Blundell COG. Wendy will present an impact statement for 2016-17. The 2017-18 plan has been written and will be presented at full governors meeting in the Autumn Term.

Y7 Numeracy & Literacy Premium

The Strategic Lead for Y7 Premium is Mrs Kailey Clegg Leading Practitioner, (Mrs Kath Linde & Miss Lucy Melling will be covering this role during Mrs Clegg's maternity leave) supported by Governor Strand Lead Mrs Helen Meldrum, who will present an impact statement for 2016-17. The 2017-18 plan has been written and will be presented at full governors meeting in the Autumn Term.

Sports Premium

The Strategic Lead for Sport Premium is Mr Steve Poxon DHT, supported by Governor Strand Lead Mr Terry Cook VCOG. Mr Cook will present an impact statement for 2016-17. The 2017-18 plan has been written and will be presented at full governors meeting in the Autumn Term.

Premiums Planning Group

A Premiums Planning Group has been established; it is led by KW and includes the following: Deputy Head, the two Lead Practitioners, Assistant Head/SENCO, Parent & Carer Support Manager, Behaviour for Learning Manager and Speech Therapist. The group meet together each term to identify how the pupils needs can be best met using the premiums budgets, put together the action plans, establish how the impact of the premiums can be measured and reported on, and monitor the progress towards the outcomes on the action plans.

Online Safety Mark

An online safety working group has been established to complete the 360 safe audit tool and work towards gaining the Online Safety Mark recognising and celebrating our commitment to outstanding online safety practices across school. The working group consists of HT, Parent/carers support manager, ICT manager, Online Safety Subject Leader, the two leading practitioners, a parent governor and pupil representatives from the school council. The group has met once and has begun to carry out the audit, once completed the audit will identify areas of good practice and also areas for development which will form the online safety action plan.

(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:

Final approved budget

Balance brought forward from 2016/17	168,228
Approved in year budget deficit	-150,333
Forecast Balance carried forward 31 March 2018	17,895
Clawback Guideline Balance	292,824

Forecast following staffing changes and redetermination figure summer 2017:

Balance brought forward from 2016/17	168,228
Forecast in year budget deficit	-52,268
Forecast Balance carried forward 31 March 2018	115,960
Forecast outturn increased by	98,065
Clawback Guideline Balance	292,824

(1.8) **Premises Projects**

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

There are a number of premises projects that are scheduled to take place over the summer. Mrs Christina Harwood SBM will provide an update at the Autumn Term PHS Committee meeting and full governor's meeting.

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

Movie Nights

FAPS and staff volunteers are continuing to hold half-termly movie nights and on average are raising approx. £150 each night. The monies raised are used to contribute towards the cost of the Y11 prom.

Summer Fair

On Saturday 24 June we held our annual summer fair. We raised a staggering £1,100 at the Summer Fair, it was well attended and very positive feedback was received from all who came along. The money will be used to support the Y7 and Year 10 residential visits and also help support Y11 Prom.

(1.10) **Healthy Schools, Eco-Schools and Environment Projects**

LEP Awards

We have been nominated for a number of Awards and will be attending the Awards evening at the Charter Theatre in Preston at 7pm on 28 June, Governors are invited to come along.

We have been nominated for the Sustainable School of the year Award Educational Trips Award and Mrs Broughton for the Unsung Hero Award.

Green Hero Awards

We have been nominated for a number of Awards and Mrs Broughton, Mr Poxon and the pupils from B4L will be attending the Awards event which is part of the Lancashire Science Fair on 29 June at UCLAN.

Official opening of Forest School & Cycle Track

On the 15 June we held our official opening of the cycle track and forest school. Parents, families, friends, members of the local community including the Mayor and Mayoress of Chorley and representatives from TESCO Bags of help came along to join in the celebrations. All who came along had the opportunity to see the cycle track and forest school being used by the pupils, all the pupils in school had the chance to have a session in each area and parents, families and other visitors were invited to join in. Both of the projects would not have been possible if it had not been for the support of the local community who took the time to vote for us and the TESCO charity who generously provided the funding.

2. Governors

(2.2) Governors' Action Plan

The Governors' Action Plan 2016 -17 Action Plan was evaluated at the last Informal meeting. At the meeting the Governors carried out their annual Evaluation Audit. 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 2017-18. The plan will be shared at the Informal meeting and nominated Governors can provide an update towards progress towards the identified actions.

(2.3) Governor Committee Meetings

The following committees have met this term

Policy

26.06.2017

Finance & Staffing

04.05.2017 10.00am

Premises, Health & Safety

24.04.2017 Premises walk-round – Internal

24.04.2017 Premises walk-round External

04.05.2017 Meeting

05.06.2017 Premises walk-round – Internal

09.06.2017 Premises walk-round External

20.06.2017 Meeting

Appraisal (HT)

N/A

Pay

N/A

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 informal meeting.

Future Meetings

Informal Governors Meeting

26.06.2017 4pm – 6pm

Full Governors Meeting

10.07.2017 4pm – 6pm

Finance & Staffing Committee

28.09.17 10.30am

Policy

26.6.17 3.30pm

Premises, Health & Safety Committee

03.10.17 10am

(2.4) Governor Informal Meetings

An Informal Governing Body will take place on Monday 26 June 2017 4.00pm – 6.00pm.

3. Learners

(3.1) Number on roll (admissions & leavers)

Admissions September 2016 – to current date

A total of 1 new pupil joined the school in Y10 in February 2017.

Leavers during September 2016 – June 2017

1 X Y7 – moved out of area

1 X Y8 – moved out of area

1 X Y8 – moved to another school to secure a Post 16 place

Number on roll 26 June 2017

161 pupils (55 Primary & 106 Secondary)

(3.2) Attainment Targets

Review of pupil progress and target setting

Information in relation to pupil attainment progress towards pupil targets 2016-17 will be presented once the data has been received from the North West Specialist Assessment Group (NWSAG).

(3.3) Attendance

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 = 5.7%

Target for Persistent Absence = 4.5%

Current figure = 4.8%

Final figures for 2016-17 will be shared and targets for 2017-18 set at the Autumn term meeting

Reports and graphs produced by Miss Della Fera 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

Mrs Clarke very kindly volunteered to take on the responsibility of link teacher to the school council , due to Mrs Waring moving on. Mrs Clarke and the school council have had two meetings to date: 27 February 2017 & 15 May 2017.

The school council have also been involved in the recent appointment of new teachers. The councillors formed a small interview panel and asked the candidates a number of questions and fed back their thoughts and findings to the selection panel.

Pupils are busy choosing their class counsellors for academic year 2017-18.

(3.6) Other Developments

Access Social

Access Social have completed the virtual tour and it is now live and available on our website. We have received very positive feedback, please feel free to take a look.

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, Vacancies

Appointments (Permanent)

There have been 4 new permanent appointments to the Teaching Team

Lucy Hothersall

Alice Curry

Anna Clarke

Michelle Miller

Appointments (Temporary)

N/A

Secondments (Temporary)

Marie Troughton – HLTA
Sarah Heaton TA3
Amanda Woods TA3
Liz Webb TA3

Changes

N/A

Resignations

Paul Storton
Kath Andrew
Gill Broughton
Danielle Jolley

Other

End of fixed term contracts

Lisa Harrison
Steph Fogg

Returning from Maternity Leave

Mrs Emma Arkwright
Miss Lucy Melling
Miss Helen Chadwick

Maternity Leave (Currently)

Mrs Rebecca Tolan – Maternity Leave – due to return Feb 2018
Mrs Kailey Clegg – Maternity Leave - due to return April 2018

Maternity Leave (Future)

Miss Liz Holden - – Maternity Leave – Start Sep 17 due to return July2018

Vacancies

6 X TA1 posts are currently out to advert
1 X BSO post to be advertised in Autumn Term

(4.3) Appraisal - Teachers

The Appraisals took place in Autumn Term, with interim meetings planned for June/July 2017.

(4.4) **Appraisal – Support Staff Self-Evaluation**

The teachers have led the TAs through a self-evaluation process, and supported them to identify area for development; interim meetings are planned for June/July 2017.

(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.

New Staff Induction

Steve Poxon DHT and Kailey Clegg Leading Practitioner have led the general Induction of all the new staff.


Building Resilience Workshop

Our INSET Day on 31 March was centred on Building Resilience within ourselves. Paul Crittenden from Absolutely Awesome came into school to deliver a full-day workshop – helping and supporting us to recognise the value of resilience and how we can work to build a more resilient us. The day was very well received with lots of positive feedback from the staff team.

(4.6) **Attendance**


Staff

Please see below details of staff attendance/absence.

<u>Organization</u> 	<u>Absence Year</u>	<u>Absence Month</u>	<u>Working Days Lost</u>
CHORLEY ASTLEY PARK SCHOOL	2016	April	26
CHORLEY ASTLEY PARK SCHOOL	2016	May	63 *
CHORLEY ASTLEY PARK SCHOOL	2016	June	77 *
CHORLEY ASTLEY PARK SCHOOL	2016	July	39
CHORLEY ASTLEY PARK SCHOOL	2016	September	26
CHORLEY ASTLEY PARK SCHOOL	2016	October	45 *
CHORLEY ASTLEY PARK SCHOOL	2016	November	77 *
CHORLEY ASTLEY PARK SCHOOL	2016	December	81 *
CHORLEY ASTLEY PARK SCHOOL	2017	January	54 *
CHORLEY ASTLEY PARK SCHOOL	2017	February	25
CHORLEY ASTLEY PARK SCHOOL	2017	March	42*
Apprentices:			
HR - PARTNERSHIPS DEVELOPMENT GHOST TEAM	2016	September	3
HR - PARTNERSHIPS DEVELOPMENT GHOST TEAM	2016	October	4
	2016	August	

*The high number of working days lost during the period: 1st April 2016 – 31st March 2017 are accredited to one member of staff on long-term absence. This member of staff left the school at the end of May 2017.

Summer Term 2017

<u>Organization</u> 	<u>Absence Year</u>	<u>Absence Month</u>	<u>Working Days Lost</u>
CHORLEY ASTLEY PARK SCHOOL	2017	April	28
CHORLEY ASTLEY PARK SCHOOL	2017	May	40 *
CHORLEY ASTLEY PARK SCHOOL	2017	June	43 **
Apprentices			
HR - PARTNERSHIPS DEVELOPMENT GHOST TEAM	2017	June	2

*The 40 absences in May are mainly 1 member of staff – long term

**The 43 absences in June are mainly 2 members of staff – long term

Supply costs are inflated as vacancies were being covered by supply staff (Teaching and TAs); also, one long term absence was being covered by a full time supply teacher.

(4.7) Other Developments

Well-being Champion and Well-Being Governor

In an effort to help promote and encourage emotional health and wellbeing of the staff team, we have appointed a well-being Governor and also a staff well-being champion. Mrs Helen Meldrum is our Well-Being Governor and Mrs Wendy Matthew is our school champion. Staff are successfully using our online “suggestion box” where staff are able to submit suggestions on how emotional health and well-being can be developed throughout school. The suggestions are looked at by Wendy and Helen and discussed with the Leadership and Management team. As a result of staff suggestions, a 10 week Yoga class ran, additional microwaves were purchased for the staff room, and Well-being Wednesdays were introduced, where a range of goodies are put in the staff room for all the staff to share.

Schools Direct Teacher Training Programme

Miss Michelle Miller has successfully completed the programme. We have again signed up to the ELIP alliance and have a new School's Direct student Miss Mariya Collector who will begin her training with us in September 2017.

Expansion of Primary Phase

Following an unprecedented request for places it was decided that the Primary Phase would expand from 5 primary classes to 6. The sixth Primary Class will be called Rowan.

Appointment of TA 1s

Due to increasingly complex needs of the pupils throughout school and in particular in the Primary Phase, it has been decided to appoint six Level 1 Teaching Assistants. This increase in staffing will be funded from the High Needs Budget.

Inclusion Links @ Holy Cross

We currently have 1 X Y11 pupil taking part in a weekly Music lesson & 1 X Y10 pupil who is studying GCSE Art, with a further two Y9 pupils identified to start GCSE Art next year.

5. Community Partners & Parents

Evidence for Learning (EfL) Parent View

We have been successfully using Evidence for Learning an App which allows us to capture video and photographic evidence of pupil learning and progress. We are able to select the curriculum objectives or learning outcomes the pupils are working on and attach evidence to demonstrate when they have achieved them. We have been using EfL as an online electronic record of pupil progress in all subject areas. The evidence gathered can be shared with parents via Parent View. Parents login to a secure web link and can see the learning and progress their son/daughter is making. We have received incredibly positive feedback from parents. We have 15 out of the 17 classes using Parent View with the two remaining classes getting up and running in the next couple of weeks.

Annual End of Year reports

All pupils received their annual end of year report just after half-term. The parents were asked to complete and return a feedback slip. 100% of the slips returned were positive, with parents feeling incredibly proud of all their child had achieved over the year, and very complimentary of the teachers and teaching who support their son or daughter. The feedback slips will be available to read at the governors meeting. I read each pupils report and added headteacher comments. It was fantastic to read about the wonderful progress the children had made.

Leading Parent Partnership Award (LPPA)

We are currently working on the re-accreditation of the LPPA. We have set-up a working group consisting of the HT, Mrs Patterson Parent/Carer Support Manager, and three teachers Mrs Clarke, Miss Hothersall and Miss Curry. We have been busy working through the self-evaluation document and as anticipated we have identified a great deal of evidence to support our re-accreditation. We have also identified a few key areas for development. These being, increasing Parent/Carer training opportunities, providing information and documentation

relating to the school in a range of different languages and also revising our annual parent/carers questionnaire. We are hoping to be able to secure re-accreditation before the end of the year.

Parents Evening Primary Phase & Secondary Phase

On 20 & 22 June we held our annual parents evenings, they were extremely well attended with parents giving amazingly positive feedback about their child's achievements throughout the year.

Parent /Carer Questionnaire

We used the parent evenings as an opportunity to seek feedback from parents and carers. We had our questionnaire loaded onto the iPads and as parents waited to speak with their child's teacher, we asked them to complete the short questionnaire. We are currently collating the information and will present the findings at the autumn term meeting.

School to School Activities

Since the previous report there have been the following School2School support:

- KW Headteacher Mentor for 2 new Headteachers
- KW – new Headteacher session – CPOMS & EfL & Provision mapping
- KW – leads the co-ordination of area central schools Inter-school moderation meetings
- Mathematics, English, PSHCE, Science & Computing Subjects leads have attended the Inter-school moderation meeting for their subject this term to externally validate and moderate teacher judgements in those subjects.

6. Date for Diaries

(6.1) Special Events

Please see Annual Calendar of Events 2016 – 17 for our Summer Term dates

Our Annual Calendar of Events 2017 – 18 are currently being finalised and will be issued at the beginning of the Autumn Term.

(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 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 26.06.2017