

Astley Park School



“Nurturing Futures”

Headteacher’s Report to Governors

March 2017

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Headteacher's Report to Governors 13 March 2017

1. Whole School

(1.1) SEF

The SEF will be 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 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

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

School Development Plan 2017 – 2020

The three year School Development plan for 2017 - 2020 will be written in the next few weeks. 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.

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

The four School Improvement Priorities for 2016-17:

Leadership and Management (KW/SBM will update Governors at the Informal mtg)

To re-design the KS4 Curriculum

Outcomes (SP will update Governors at the Informal mtg)

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

Teaching, Learning & Assessment – (KC will update Governors at the Informal mtg)

To gain the Communication Friendly School Award

Personal Development, Behaviour and Welfare – (MM will update Governors at the Informal mtg)

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 13 March 2017.

School Improvement Plan (2017-2018)

The four School Improvement Priorities for 2017-18 will be identified in the next few weeks. 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.

(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

Governors OFSTED Briefing: Wk Beg Monday 27 March – exact date TBC

The school Improvement Partner has retired, however he has committed to delivering a Governors OFSTED Briefing and the HT Appraisal Cycle for 16-17 & 17-18. The Governors now have two options to return to LCC Advisory Service or seek the support from an independent Advisor. This can discussed and decision made at the informal meeting.

(1.5) Action Plans

Premises Plan

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

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

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 currently being written and will be issued at the beginning of the summer 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.

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

(1.6) Other developments

Pupil Premium

The Strategic Lead for PPG is Christina Hardwood SBM, who will present an impact statement for 2016-17. The 2017-18 plan is currently being written and will be presented at full governors meeting for further input and approval.

Y7 Numeracy & Literacy Premium

The Strategic Lead for Y7 Premium is Mrs Kailey Clegg Leading Practitioner, who will present an impact statement for 2016-17. The 2017-18 plan is currently being written and will be presented at full governors meeting for further input and approval.

Sports Premium

The Strategic Lead for Sport Premium is Mr Steve Poxon DHT, who will present an evaluation / update of the 16-17 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 b/f from 15/16	£193,943
In year surplus / deficit 16/17	-£133,535
Estimated balance c/f to 17/18	£60,408
Clawback Guideline balance	£281,026

Forecast now:

Balance b/f from 15/16	£193,943
Forecast / deficit 16/17	-£71,812
Estimated c/f to 13 March 2017	£122,131
Forecast outturn increased by	£61,723

(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 3 February 2017 3.30-5.30pm the FAPS and staff volunteers ran a Movie night with pupils enjoying sitting together and watching 'Finding Dory', and enjoying a range of snacks. The event raised £164. These events are proving very popular with pupils so FAPS are continuing to run the event each half-term with the next one planned for Friday 24 March 2017. The event is only possible with the help of staff, governors and parent volunteers. Mrs Helen Meldrum has taken a lead role in the organisation and planning of the events. If any Governors would be willing to volunteer on one of the evenings your support would be much appreciated.

Movie Night

FAPS and staff volunteers are holding another Movie Night on Friday 24 March 2017 3.30-5.30pm. Pupils will enjoy sitting together watching 'Paddington'.

Valentine's Disco

Y11 held a Valentine's disco on Thursday 9 February 2017 -6.00-8.00pm and raised a total of £93.46 towards their prom.

Easter Bingo

The FAPS have planned and organised an Easter Bingo evening taking place on Tuesday 28 March 2017 6pm – 8pm 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 and the Y11 prom.

(1.10) **Extended Services**

After School Club

Unfortunately previous grants to help us fund After School have now ceased, which means that we can no longer run this facility at the heavily subsidised rate previously offered. We have reluctantly had to raise the rate to £8 per session in order to staff the club appropriately.

Unfortunately following a letter sent out to parents in December 2016 there has not been sufficient 'take-up' of places to enable the Club to continue without it running at a significant loss.

A further letter was sent out in January informing Parents what we have decided to help parents in the short term by keeping the club running until Thursday 30th March 2017, so that Parents can seek alternative provision. School agreed to meet the additional cost during this period and are also researching possible alternative provision which parents may wish to access in future.

TESCO: Carriers for Causes

Following the confirmation that school had been awarded £2000 through the TESCO Bags of Help Charity; we managed to buy secure cycle storage, cycle accessories and encourage more of our pupils to learn to ride safely on our cycle track. This helps to promote independence and a real sense of health and well-being.

TESCO: Bags of Help Scheme

We successfully won the public vote for £5000. The funding will provide pupils with valuable Forest School sessions at school which helps pupils to develop a wide range of interpersonal skills, including self-help, independence, problem solving and working together.

HALFORDS: Have offered a free workshop to start after Easter supporting the older pupils the skills of basic bicycle maintenance.

SMALL GRANTS APPLIED FOR:

Gill Broughton is our school development champion and has already successfully secured thousands of pounds of developments. Here is a list of current funding bids that she has recently submitted:

New edible garden and sustainable mini beast area re: B4L. (GB)

Chorley Council – Working in the community re: B4L. (GB)

Moto application re: B4L (GB)

Rotary Club application re: B4L (GB)

Cash for Kids application (GB)

Lottery application (GB)

For further information please email Gill borughtong@astleypark.lancs.sch.uk

2. Governors**(2.2) Governors' Action Plan**

The Governors' Action Plan 2016 -17 Action Plan was discussed at the last 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 on 13 March 2017, where 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

05.12.2016 5.00pm

30.01.2017 9.30am

Finance & Staffing

09.02.2017 10.00am

SIP: Strand Lead Meetings

Leadership & Manangement:13.03.2017

Outcomes: 13.03.2017

Teaching, Learning and Assessment: 24.02.2017

Personal Development, Behaviour and Welfare: 09.03.2017

Premises, Health & Safety

17.01.2017 3.30pm Premises walk-round – Internal

18.01.2017 8.45am External

01.02.2017 9.30am Meeting

Appraisal (HT)

05.12.2017

Pay

12.01.2017

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 Monday 13 March 2017.

Future Meetings

Informal Governors Meeting

TBA

Full Governors Meeting

27.03.2017 6pm – 8pm

Finance & Staffing Committee

TBA

Policy

TBA

Premises, Health & Safety Committee

TBA

(2.4) Governor Informal Meetings

An Informal Governing Body will take place on Monday 13 March 2017 6.00pm – 8.00pm.

3. Learners

(3.1) Number on roll (admissions & leavers)

Admissions September 2016

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

Number on roll January 2017

The total number on roll for 05.12.2016: **164 pupils (55 Primary & 110 Secondary)**

Leavers during 2016 -17

None

(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 = 5.6%

Target for Persistent Absence = 4.5%

Current Figure = 3%

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

Unfortunately Mrs Waring the Link Teacher for the school council is currently on an extended absence. Mrs Clarke has kindly volunteered to be the temporary replacement Link teacher and held her first meeting 27 February 2017.

The school council had a very important job on Tuesday 7 February assisting with our permanent teacher interviews. Each of the candidates had a 15 minute interview with six school councillors, who had asked a range of questions they had prepared earlier. Mrs Wilson supported the pupils and feedback that the pupils had really enjoyed the experience and had asked some very impressive questions and been a real credit to the school.

(3.6) Other Developments

CPOMS

Chile Protection Online Management System or CPOMS as it is known, is an online recording tool, all incidents relating to pupils are now documented on the highly secure site. Safeguarding, Child Protection, Cause for Concerns, Behaviour, Attendance, Accidents/Incidents and Health Issues are all now recorded electronically online. A demo will be given at the informal meeting. The introduction of CPOMS has had a tremendously positive impact in school, removing the use of paper records, increasing the effectiveness of recording, time-saving, audit trail of logged incidents and actions and follow-up clearly documented. It also ensures all pupil information is stored in one centralised area. All staff have received training on the use of the system and are now all using the system confidently.

Positive Play

Secondary pupils are thoroughly enjoying our new Positive Playtimes initiative.

Access Social

We have been approached by Anthony Curran Managing Director of Access Social who offered to carry out a free of charge whole school site filming, to enable prospective pupils and families to have a virtual tour of the school. The filming took place during the February half-term and Anthony will be in school on Thursday 16 March to give a

preview of the tour. Once approved the link to the virtual tour can be made available to families of children who will be joining our school the virtual tour will be a fabulous support to transitioning and admission to our school, offering the pupils and families a chance to familiarise themselves with the school before they start. The link is time limited and can be made available for a fixed time periods to ensure the link cannot be used inappropriately or to compromise our site security.

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 4 new permanent appointments to the Teaching Team

Anna Clarke

Lucy Hothersall

Michelle Miller

Anne Powell

There has been 1 new temporary appointment to the TA1 Team

Miss Heather Bibby

There have been 2 new temporary appointments to the Teaching Team

Mrs Carol Martindale – temporary cover for Mrs Tolan whilst on maternity leave.

Mrs Kath Emmerton – temporary cover for Mr Gillies in 10G till a permanent teacher appointed.

Changes

N/A

Resignations

Mr Tony Gillies

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

Mrs Rebecca Tolan – Maternity Leave – due to return Feb 2018

Planned Maternity Leave

Mrs Kailey Clegg – Maternity Leave Commences June 2017 - due to return April 2018

(4.3) **Appraisal - Teachers**

The Appraisals took place in Autumn Term, with interim meetings planned for May/June 2018.

(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 May/June 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.

INSET

INSET DAY: 31 March 2017

AM :Awesome Under Pressure – Worskhop with Paul from Absolutely Awesome.

PM: Astley Park School Vision 2017 and beyond....

New Staff Induction

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

ELKLAN: Communication Friendly School Status

The four teachers who received the ELKLAN qualification have been delivering Communicating Counts courses. This consists of five one hour sessions across the academic year to the whole school staff team and Governors. This is part of our plan to gain Communication Friendly School Status.

CPD

Sept 2016- July 2017 -Kevin Murphy – PE Level 5 Certificate

Jan 2017 Alice Curry ELIP NQT Support Network & NQT Course
 Lucy Hothersall
 Anne Powell

Jan 2017 – Charlotte Blamire, Sarah Heaton & Tracey Devlin – SCERTS Course

Feb 2017 – Wendy James & Jacqueline Branfield – Rebound Therapy

Christina Harwood - School Business Manager

Jan 2017 – Pupil Census & Workforce Census

Feb 2017 – Payroll & Recruitment Briefing

Feb 2017 – Dos & Don'ts of using Temporary Contracts

Feb 2017 – Kath Linde - Maths Moderation Meeting at Astley Park School

Feb 2017 – Michelle Hodgeon & Kailey Clegg - ICT Moderation Meeting at The Coppice

Michelle Hodgeon – ICT Manager has attended the following CPD courses:

Feb 2017 - Apple Teacher Course Online

Feb 2017 - Apple Teacher Swift Playgrounds Course Online

Jan/Feb 2017 - Certified Microsoft Innovative Educator Course Workshops at Bett 2017 and Online

Feb 2017 - Microsoft - Teacher Academy: Office 365 Course Online

March 2017 - Apple School Manager Training event - Essa Academy Bolton

Feb 2017 -Whole School – CPOMS training

2016-17 - Twilights -Whole School – Communication Counts

Feb / March - Whole School – Evidence for Learning

March 2017 - Alice Curry – ELIP NQT Support Network & NQT Course

- Lucy Hothersall

- Anne Powell


March 2017 – Kath Linde – Schools Direct Placement Development

March 2017 – K.Welsh/ S.Poxon / J.Wilson – NAHT Conference

(4.6) **Attendance
Staff**

Please see below details of staff attendance/absence.

This financial year there have been 504 days lost so far. Initially £30,000 was identified on the budget for staff cover of sickness absence. The previous figures for November and December on the last report were done on a part month. 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 have been discussed at Leadership and Management Team meetings and have been added to spring term phase meeting agenda. The absences are mainly one staff member and as you can see they have significantly reduced; possibly since this was discussed at the last phase meeting and the reduction in supply availability.

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	82
CHORLEY ASTLEY PARK SCHOOL	2016	December	83
CHORLEY ASTLEY PARK SCHOOL	2017	January	54
CHORLEY ASTLEY PARK SCHOOL	2017	February	25

(4.7) **Other Developments**

Well-being Governor and TA supports

In an effort to help promote and encourage emotional health and wellbeing of the staff team, it was suggested that we appoint 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. We have also implemented an online “suggestion box” where staff are able to submit suggestions on how emotional health and well-being can be developed throughout school. The suggestions will be looked at by the Wendy and Helen and discussed with the Leadership and Management team.

Twinkl

Twinkl is an online resource website for teachers; it has hundreds of ideas, resources and is highly regarded as one of the best things a teacher can have access too. It was put forward as a well-being suggestion and has been purchased and all teachers now have access to their own Twinkl account. Teacher have been extremely grateful for this and feedback received has been that it has significantly improved their work life balance and save lots of very valuable time creating resources.

Schools Direct Teacher Training Programme

Following on from the success of the two previous years we have signed up with Tor View Teaching School and ELIP East Lancashire Inclusion Partnership to support their trainee teachers. Two students began their Schools Direct training with us for the academic year 2016-17 Mr Nick Curtis and Miss Michelle Miller, however Mr Curtis has since decided to leave the programme for personal reasons.

5. Community Partners & Parents

OFSTED Parent View

Parents/ Carers have been signposted to the OFSTED Parent View website to offer school feedback following annual reviews.

CBeebies ‘Something Special’ Production Team

On Thursday 9 March the CBeebies ‘Something Special’ production team visited school for the morning as they were looking for children to be involved in the filming of their 11th series with Justin Fletcher AKA Mr Tumble.

Swimarathon

Saturday 5 February 2017 A team of pupils and volunteers took part in a Swimarathon, led by Mrs Clegg and raised £252 for school and Chorley Lions.

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

November 2016 – Hannah MacLeod, Class Teacher from Woodlands Special School, Blackpool visited Michelle Hodgeon to look at Evidence for Learning.

Feb 2017 – Alice Curry – Professional Development visit to Pear Tree School to discuss Behaviour Management

Feb 2017 - Professional Development visit, Moor Hey School, Lostock Hall met with Rossana Della Fera B4L Manager to request B4L input and advice.

March 2017 – Peter Howard, Deputy Headteacher from Clayton-le-Woods Primary School visited Michelle Hodgeon to look at their use of SIMS Teacher App and to share how Astley Park utilise One-Drive and Resources Calendars in school; and the future roll-out of Sharepoint.

March 2017 – Anne Powell visiting Mayfield School to observe another classroom setting as part of her NQT.

March 2017 – Joanne Day, SENCO from Shaftesbury visited Michelle Hodgeon to look at Evidence for Learning and CPOMS.

March 2017 – Mark Buxton – Groundwork / Tesco visiting Gill Broughton to see the cycle track and Forest School, following recent grant.

Gill Broughton has links with Chorley in Bloom (Parklands Academy also involved).

Angela Burgess has links with Runshaw and Parklands Music departments.

Class 10R and 11R both have a student attending links at Southlands High School.

Spring Term – Four pupils from Holy Cross visit Class 10R every Wednesday afternoon.

Karen Brereton – Speech Therapist attends:

SLT at Peter House School in Southport for peer supervision and to share ideas.

Special School SLT special interest group termly in Liverpool.

SLT supervision at the Loyne School in Lancaster termly.

6. Date for Diaries

(6.1) Special Events

Please see Annual Calendar of Events 2016 – 17

24 March 2017 – Comic Relief
28 March 2017 – Easter Bingo
29 March 2017 – Onesie Wednesday (World Autism Awareness)

(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 07.03.2017