

Astley Park School



“Nurturing Futures”

Headteacher’s Report to Governors

23 October 2017

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Headteacher's Report to Governors 23 October 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 2017 – 2020

The three year SDP for 2017 – 2020 identifies the school's longer term aims in 5 key strands, 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 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 has been uploaded to the website.

(1.3) SIP School Improvement Plan (2017-2018)

The four School Improvement Priorities for 2017-18 are listed below.

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.

All staff are busy working towards completing the identified actions. Each of the Governor Strand Leads has met with the staff lead and will present an evaluation regards progress in their strand at the formal meeting on Monday 23 October 2017.

(1.4) School Improvement Partner/Adviser Visits

School Support Visits

02.10.17

During this visit the focus was 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.

Future Dates

TBA

(1.5) Action Plans

Pupil Premium Action Plan 17 -18

The pupil premium action plan has been evaluated and an update regards progress towards action will be presented by PPG Governor Wendy Blundell at our next meeting.

Y7 Catch-up Premium Action Plan 17-18

The pupil premium action plan has been evaluated and an update regards progress towards action will be presented by Y7 Premium Governor Helen Meldrum at our next meeting.

PE & Sport Premium Action Plan 17 -18

The sport & PE premium action plan is currently being finalised, with the recent allocation of significant additional funding the original plan is being amended.

Premises Plan

The Premises Development (incl. Accessibility) Action Plan 2017-18 was presented at the Premises, Health & Safety Committee where an update regards progress towards actions was given. Please see committee minutes for further information.

Health and Safety Action Plan

The Health & Safety Action Plan 2017-18 was presented at the Premises, Health & Safety Committee, where an update regards progress towards actions was given. It was decided to incorporate the Health & Safety plan within the Premises and accessibility plan. Please committee see minutes for further information.

LPPA Action Plan

The LPPA co-ordinator Anna Clarke and the working group have completed an audit and have identified areas of good practice and areas for further development. The areas have been collated to form the action plan which will soon be available on the school website. I will give an update regards progress towards identified actions at the FGB.

Online Safety Mark Action Plan

The Online Safety group have used the 360 Safe package to complete a thorough audit of Online Safety across all aspects of the school. The outcome of the audit is a detailed report which identifies current areas of good practice, examples of evidence and areas for development. The members of the group have been assigned specific areas to take ownership of and focus on. The group will meet regularly to review progress towards areas for development. Once the areas for development have been achieved the group will submit a request for accreditation and the school will receive the highly regarded Online Safety Mark.

Online Safeguarding Governor Checklist

Wendy Blundell COG and CP&S Governor, Nicola Patterson DSL and I met and completed the Online Safeguarding Checklist which must be completed at least annually. The areas to be addressed have been included within the CP&S Nominated Governor report and also included in the Online Safety Mark action plan discussed above.

Safeguarding Audit & Action Plan

Wendy Blundell COG and CP&S Governor, Nicola Patterson DSL and I met and completed the Safeguarding Audit which must be completed at least annually. The area to be addressed has been included within the CP&S Nominated Governor report and also included in the Health & Safety action plan.

(1.6) Other developments

(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 were a number of premises projects that took place over the summer. Mrs Christina Harwood SBM provided a full update at the Autumn Term PHS Committee meeting and will discuss further at the full governor's meeting.

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

Movie Nights

FAPS, staff and governor volunteers are continuing to hold half-termly movie nights. The events are attended by approx. 45 pupils and raise vital funds for the Y11 Prom. This term there will be two, the first one is scheduled for Friday 20 October and second Friday 15 December. If you would like to volunteer to help with FAPS events, it would be greatly appreciated.

Please contact Helen Meldrum meldrumh@astleypark.lancs.sch.uk or Laura Waine wainel@astleypark.lancs.sch.uk

Christmas Bingo

We have a Christmas Bingo evening planned for Tuesday 5 December 6-8pm, this is a great fundraiser and the funds raised are used to ensure all our pupils receive a Christmas present and enjoy our annual breakfast with Santa morning. Please come along and offer your support to both events.

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

LEP Awards - update

We had a very successful evening at the LEP Awards event at the Charter Theatre in Preston, we won the Sustainable School of the year Award and received a Highly Commended certificate for the Educational Trips Award and Gill Broughton won the Unsung Hero Award.

Green Hero Awards - update

We had a very successful day at the Green Hero Awards, which was part of the Lancashire Science Fair at UCLAN. We won the Green Fingers Award & Secondary School of the Year!

Chorley in Bloom: Edible Garden Project

The pupils from our Behaviour for Learning (B4L) class have been working with Chorley in Bloom to develop an Edible Garden for the local community. The official opening of the edible garden took place on Wednesday 20 September, pupils from B4L joined, CIB volunteers, local councillors, representatives from

Chorley Borough council, local businesses who had kindly donated resources and a camera crew from That's Lancashire to officially open the garden.

The project is one of many that CIB and our pupils have been involved in; there is a celebration evening on 9 November, Lancastrian Suite at Chorley Town Hall at 7-9pm. The pupils from B4L and school councillors will be attending to represent school. It would be great if governors could come along too.

2. Governors

(2.2) Governors' Action Plan

The Governors' Action Plan 2017 -18 was evaluated at the Informal meeting. At the meeting the Governors shared progress towards the identified actions. Please see meeting minutes for further information.

(2.3) Governor Committee Meetings

The following committees have met this term

Policy

N/A

Finance & Staffing

28.09.17 10.30am

Premises, Health & Safety

External Site Survey 27.09.17

Internal Site Survey TBA

Committee Meeting 03.10.17 10.00am

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 formal meeting.

Future Meetings

Informal Governors Meeting

TBC

Full Governors Meeting

TBC

Finance & Staffing Committee

TBC

Policy

23.10.2017 3.30pm

Premises, Health & Safety Committee

External Site Survey 07.11.17 9.30am

Internal Site Survey 18/10/17

Committee Meeting 23/11/17 10.00am

Pay

26.10.2017 5.00pm

(2.4) Governor Informal Meetings

An Informal Governing Body meeting took place on Monday 18 September 2017 4.00pm – 6.00pm.

(2.5) Nominated Governor Reports

We have nominated governors for the following areas. Each Nominated governor meets with the school lead each term and will provide a report for all governors at the formal meeting.

Child Protection & Safeguarding (incl. Online Safeguarding)

Nominated Governor: Wendy Blundell Chair of Governors

Staff Lead: Nicola Patterson Parent & Carer Support Manager/DSL

SEND

Nominated Governor: Wendy Blundell Chair of Governors

Staff Lead: Janice Wilson AHT/SENCO

Well-Being

Nominated Governor: Helen Meldrum

Staff Lead: Wendy Matthew Wellbeing Champion

Link

Nominated Governor: Gill Broughton

Staff Lead: Kieran Welsh HT

(2.6) Governor vacancies

We had three vacancies on our governing body, two parent governors and one local authority governor. We recently held an election and Mrs Laura Waine and Mrs Sara Hudson-Walsh were successfully elected. They will be attending our next full governors meeting. We were contacted by governor services who passed on a potential LA governor to fill our vacancy, I met with her on 5/10/17 and discussed the role in more detail, unfortunately as many of our meetings and events are held during the day she felt she was not in a position to commit to the role at this time.

(2.7) Governor Training

Governor Training was previously completed via GEL Online this has now moved over to NGA. All governors will now need to re-register via the Schools Portal

ASAP, for further information please contact Gill Broughton Link Governor
broughtong@astleypark.lancs.sch.uk

3. Learners

(3.1) Number on roll (admissions & leavers)

Number on roll 23 October 2017: 167 pupils (66 Primary & 101 Secondary)

	R	Y1	Y2	Y3	Y4	Y5	Y6	Total
Boys	5	9	5	5	4	8	11	43
Girls	0	1	2	3	3	3	7	23
Total	5	10	7	8	7	11	18	66

	Y7	Y8	Y9	Y10	Y11	Y12	Total
Boys	13	14	13	13	12	1	66
Girls	6	7	7	6	8	1	35
Total	19	21	20	19	20	2	101

Admissions September 2017

A total of 32 new pupils joined the school in September 2017.

20 Primary Pupils

12 Secondary Pupils

Leavers during 2016 – 17

Managed Moves

4 pupils had a managed move to another setting (2 X Y8 / 1 X Y7 / 1 X Y10)

Y11 Destinations

24 Y11 pupils moved on to the following Post 16 providers.

College	Runshaw	Preston	Newman	Myerscough	STFCH <small>Sir Tom Finney Community High School & College</small>	Mayfield	WLCHS <small>West Lancs. Community High School & College</small>
10R	5		4	1	1	1	
10G			6		2	3	1

(3.2) **Attainment Targets**

Review of pupil progress and target setting

Information in relation to pupil attainment progress towards pupil targets 2016-17 was presented by Steve Poxon at the Informal Meeting and is available on the school website.

(3.3) Attendance

2015-16

Target for Attendance = 94.5%
Actual figure = 94.4 %

Target for Persistent Absence = 4.5%
Actual figure = 3.7 %

2016-17

Target for Attendance = 94.5%
Actual figure = 94.1%

Target for Persistent Absence = 4.5%
Actual figure = 4.8%

2017-18

Target for Attendance = 94.5%
Current figure = 95.1%

Target for Persistent Absence = 4.5%
Current figure = 3.5%

(3.4) Exclusions

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 – July 2017

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

September 2017 – 09 October

There have been no exclusions so far this academic year.

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

(3.5) Pupil Voice

School Council

All classes have chosen their class councillors. Each of our secondary classes and one of our Primary Classes has a main class councillor and a deputy.

They have had two meetings so far this academic year.

They held a Macmillan coffee morning on Friday 29 September, raising a fantastic £500, the most we have ever raised, definitely the most successful yet.

They are currently looking into developing links with other schools and their school councillors.

(3.6) Other Developments

Sports Week

We held our annual Sports Week Monday 26 – Friday 30 June Miss Lucy Melling and Mr Kevin Murphy took the lead in arranging a fantastic week, with a range of different activities, including a traditional sports day and a day of alternative activities including donkey rides, zorbing and archery. It was a very successful week and thoroughly enjoyed by the pupils.

Y11 Prom

The Y11 prom took place on the evening of Thursday 29 June at the Oak Royal Hotel. The pupils enjoyed the morning getting ready, buffet lunch and afternoon of music, games, fun and fizz, a procession through the hall for all the staff and pupils, followed by a limo ride, before enjoying a two course meal and disco. It was an amazing day and evening, the pupils had the time of their lives.

Annual Awards Assemblies

We held our Annual Awards assemblies on the 10 July for primary pupils and 11 July for our secondary pupils. They were two very special mornings where we celebrated the achievements of all the pupils at Astley Park and recognised those that had had a particularly positive and successful year.

Y11 Leavers Assembly

We held our Leavers Assembly on 14 July, as usual it was a very emotional event, with tears from parents, pupils, staff and of course me. The pupils were incredibly brave and each took their turn to stand at the front as I shared their Astley Park School journey, talking about their achievements and my memories of their time at the school. Each pupil was presented with a Leavers Award and their Record of Achievement. The pupil destinations are detailed in the Pupils section of the report.

Transition Week

17 -21 July was transition week where pupils and staff moved to their new classes ahead of September. This gave the pupils a chance to become familiar with their new classroom, new staff, new peers and hopefully reduce the build-up of anxieties over the summer hols. It was also an opportunity for new pupils who were joining the school for the first time to spend a day or two in school in their classroom prior to starting in September.

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. Hard copies will be available on request.

(4.2) Appointments, Changes, Resignations, Vacancies

Appointments (Permanent)

1 X BSO

Appointments (Temporary)

1 X TA2

6 X TA1

Secondments (Temporary)

N/A

Changes

N/A

Resignations

Paulina Malkinska

Other**End of fixed term contracts**

N/A

Maternity Leave (Currently)

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

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

Miss Liz Holden - – Maternity Leave – due to return July2018

Vacancies

N/A

(4.3) Appraisal - Teachers

The Appraisals are currently taking place, with interim meetings planned for May 2018.

(4.4) Appraisal – Support Staff Self-Evaluation

Early next half-term the teachers will support the TAs through a self-evaluation process, and support them to identify areas for development; interim meetings are planned for June 2018.

(4.5) CPD – Training & Development

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

Child Protection & Safeguarding Annual Training

KW & SP delivered whole school training for Staff & Governors 01/09/17

Safeguarding online training Level 1 & 2 All staff & governors have completed

Boost: Online Safety training – All staff and Chair of Governors have completed.

Epilepsy Care Awareness for schools and support staff

5 staff (EMcD LH MM ZR & GB) completed the session at Royal Preston Hospital on 10/10/17

Sounds-Write

Anne Powell completed 5 Day training course

New Staff Induction

There have been 5 induction sessions for all new staff covering a range of topics: CPOMS – LSPS - EVOLVE – ALERT/SCERTS – Numicon – EFL

PE Level 5 Certificate

Kevin Murphy has completed PE Level 5 Certificate July 2017

OCR Entry Level Science

Carol I Angela B Anne P completed a webinar training session regarding the delivery of the new OCR science syllabus.

SEMHD (Social Emotional & Mental Health Difficulties) Training

Wendy J Jacqueline B attended “Assessing & Understanding Children’s Mental Health” on 25/09/17 at UCLAN.

MIDAS

So far this term Steve Poxon has completed MIDAS refresher training for 3 existing staff and delivered initial MIDAS training for 5 new staff.

Team Teach

So far this term Steve Poxon has delivered initial Team Teach training to 9 new staff.

Future training**INSET Day 27/10/17**

During the our INSET Day we are running a carousel of refresher training covering Team Teach – First Aid – Signalong - Sounds-Write.

WRAP – whole school training will be delivered on 25/10/17 by Lindsey Frew, Prevent Lead.

All staff will then complete CHANNEL Awareness training

Mental Health First Aid – Gill J, Denise C, Kath C will complete a full day training session on 07 November 2017.

SEMHD (Social Emotional & Mental Health Difficulties) Training

Rossana DF Jonathan B will be attending a session on “Communicating with Young People Who Are Distressed, Angry or Unhappy” Tuesday 07/11/2017


Wendy J Jacqueline B will be attending the following sessions

“How attachment theory can inform and enhance our work” 14/11/17 &
 “Understanding anxiety and practical anxiety management interventions”
 05/12/17

(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 **
CHORLEY ASTLEY PARK SCHOOL	2017	July	32
Apprentices			
HR - PARTNERSHIPS DEVELOPMENT GHOST TEAM	2017	June	2
	2017	August	

*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
N/A

5. Community Partners & Parents

Meet & Greet evenings

We held to very successful and well attended Meet and Greet evenings, Primary Phase on 3 July and Secondary Phase 4 July. The evenings gave the parents an opportunity to meet their son/ daughter new teaching and learning team and then chance to meet with the parents of the other children in their child's class.

Blackpool Illuminations Visit

On Thursday 12 October pupils and staff visited the Blackpool illuminations and had supper at Brookfield School. The visit and supper was kindly funded by the Poulton-le-Fylde Rotarians. Pupils and staff have a great time.

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

Inter-School Moderation

We take part in termly inter-school moderation meetings to seek external validation of our internal moderation process. We externally moderate in the following subjects English, Maths, Science, Computing and PHSCE.

Headteacher Mentor

KW is Headteacher mentor to two new Headteachers and has visited both new heads this half-term.

NWSAG (North West Specialist Assessment Group)

Steve Poxon attended a NSWAG meeting on 12/20/17 to discuss and agree the way forward regards the outcome of the Rochford Review and the impact on assessing without levels agenda.

Class BLOGS

A number of classes are trialling the use of class blogs to keep parents up-to-date regards learning taking place in their child's class. The teacher will regularly post a blog including information about the lesson/experience and include some photographs. The use of the blog will replace the need to send home curriculum newsletters and hopefully will be a more fun and engaging way of informing and interacting with our parents. Parents are also able to add their comments to the blog.

Headteacher Blog

Following the success of the class blogs I have decided to start a Headteacher blog after half-term. I will post a HT blog at least weekly to keep parents/carers and other stakeholders up-to-date with whole school news, which will replace the twice termly HT newsletter.

6. Date for Diaries

(6.1) Special Events

Please see Annual Calendar of Events 2017 – 18.

(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)

INSET Days for 2018-19 – to be agreed

Monday	03 September 2018
Friday	19 October 2018
Friday	03 May 2019
Monday	22 July 2019 – (Twilights)
Tuesday	23 July 2019 – (Twilights)

Report written and typed by Mr Kieran Welsh 23.10.2017