

**Glyne Gap School**  
**Headteacher's report for Governors' Meeting**  
**on Monday June 25th 1.00pm 2018**

I would like to welcome all Governors to the meeting. It is 14 school weeks since the last full meeting to which I reported. During that time the school has enjoyed the Easter holidays and the May mid-term break. Governors' three sub committees have met and will report to this meeting. Lesley Dyer (Professional Advisor to the Governing Body) attended the Teaching and Learning sub-committee meeting and has submitted a report to this meeting.

<b>Current School Data as at June 11th 2018</b>		As at 12/03/2018
On roll in each department: Nursery - 12 Infants – 24 Juniors – 27 Seniors – 24 Faculty – 27 Total on roll	114	Nursery - 12 Infants – 27 Juniors – 27 Seniors – 20 Faculty – 27 113
Attendance last term	88.8%	86%
Pupils eligible for free school meals and pupil premium 2017/18	34 – PP (deprivation) 1 – PP (adopted from care) 8 LAC PP	40 (plus 30)
Pupils typically eating a packed lunch	20	20
Typically attending Breakfast Club	7	7
Number of targeted “at risk “ families	9	9
“Looked after” children (eligible for pupil premium)	11	9
Pupils needing a safeguarding plan Child protection plan: Family support plan:	1 5	1 5
Pupils also attending a mainstream school	0	0
Pupils with behaviour that seriously challenges or severely restricts learning: List A (no of pupils: 4) List B (no: of pupils: 17) No. of behaviour related incidents (non A/B) (Terms 3 and 4)	12 50 7	6 52 12
Accidents (number requiring hospitalisation) (Terms 3 and 4)	35 (4) staff 6 pupils 29	58 (2) staff 10 pupils 48
Number of injuries related to behaviour (number requiring medical support/advice) (Terms 3 and 4)	38 (1) staff 21 pupils 17	57 (1) staff 30 pupils 27
Pupils attending extended school clubs (cookery, junior, senior, FE, sports)	34	30
Attendance at last Family Day Attendance at Legends	110 0 (due to be held)	102 6 (weather was exceptionally poor)

Families being supported by Portage	4	4
Number of permanently contracted staff employed	80	77 (81 by end of March)

**1.0 Teaching and Learning** (sub-committee members: Claire Cordell, Kirsty Prawanna, Millie Rowland and Professional Advisor to the Governing Body – Lesley Dyer. Heads of School and Communication Team Leader – associate members)

1.1 Summary of lesson observation results for terms 3 and 4

Total number of lessons observed	Number with learning judged outstanding	Number with learning judged good	Number judged with learning requiring improvement	Number with learning judged inadequate
9	8	1	0	0

The majority of these lessons have been jointly observed and graded between the senior leadership team.

1.2 Lesson Observations for term 5

Total number of lessons observed	Number judged outstanding	Number judged good	Number judged requiring improvement	Number judged inadequate
6	4	2	0	0

1.3 Pupil Progress

Total number of goals set for terms 3 and 4	Number of goals fully achieved	Number of goals partially achieved	Number of goals not achieved
546	372 (68%)	161 (30%)	13(2%)

1.4 Development of teaching

Team Development meetings are taking place across the school this term. As previously reported to Governors, these are designed to develop the knowledge and skills of the unit that is best positioned to impact on learning: the class team. Initial indications suggest that teams are finding the process 'empowering' and 'informative'.

1.5 Professional Advisor's report to Governors

Lesley Dyer will independently report to Governors at this meeting. The additional monitoring focus of Lesley's visit was pupil outcomes within Personal, Social and Health Education (PSHE).

1.6 EYFS Profile Moderation

This visit from the Local Authority Standards and Learning Effectiveness Service took place on 7<sup>th</sup> June. External moderators stated that class teachers have deep knowledge of children's needs and attainment and provided a very good range of evidence with which to moderate pupils' progress. Moderators felt that all judgements across both classes (Seagulls and Skylarks) were consistent and accurate.

## **2.0 School Development and monitoring**

### 2.1 School Development (Governors have access to full updated School Development Plan)

No. of items currently on SDP	No. of items complete	No. of items on schedule	No. of items behind schedule	No. of items not yet due to start
18	4	13	1	0

#### Notes:

- 1 item has been postponed until the 18/19 school year to ensure that relevant teachers can be involved (impacted on by staff changing classes they work in/staff absence due to operation)

### 2.2 Monitoring Plan

Aspects due for external monitoring 17/18 Terms 3 and 4 (yellow highlighted areas are complete/green in process)

- 2016/17 progress and learning data
- Learning in lessons
- Monitoring and evaluation of pupil's communication and provision to support
- Essential curriculum PSHE (planned and set to complete in term 3 2017/18)
- Local Authority safeguarding audit

Aspects due for external monitoring 17/18 Terms 5 and 6 (yellow highlighted areas are complete/green in process)

- Early Years outcomes moderation
- Transition – class and post school destinations

## **3.0 Pupils**

3.1 School roll is currently 114 and we are receiving full place funding and top up for all of these pupils. We receive additional top up for 2 pupils who require 1:1 support to meet their medical needs as detailed in their EHCP.

3.2 We currently have 1 pupil not attending school due to the impact of his health needs. School staff are in regular contact with this pupils and his family. A request for a referral to the Teaching and Learning Provision (TLP) was recently made my ISEND Assessment and Planning. I have responded that I feel this is a completely inappropriate referral at this time and will not be making it at this point.

3.3 It is with a heavy heart that I have had to call an Education, Health and Care Plan (EHCP) review for one of our pupils in year 3 as, despite several years of intensive work with his family and specialist services, we are no longer able to meet his needs safely at Glyne Gap. This pupil is currently at home with an extended mid-week respite break and the review will start the process of seeking a provision that meets his needs . I am extremely grateful to all staff who have supported this pupil and his family throughout his time at school.

3.4 The May holiday scheme was as popular as ever with (approx.) 22 children attending on each of the 3 days. Eileen is currently planning the summer holiday club which will run for 16 days (rather

than the usual 20). The holiday club steering group are due to meet later this term to discuss our ongoing holiday club and after school clubs offer and reducing to 4 days a week in the summer is part of this revised offer. Our holiday club offer remains in excess of the offer currently made by East Sussex Holiday Clubs and I want to ensure we can continue a high quality service to children and families within our available finances and whilst supporting staff wellbeing. Bev is waiting to hear back from Children in Need regarding our holiday club grant request.

3.5 Just before the May half term, Faculty students enjoyed their Prom held at Manor Barn. The Prom had been THE topic of conversation for some time at the Faculty and it was just a delight to see the excitement on students' faces as they met each other on the Faculty lawn, dressed in their very best, before getting into their limousines to take them to the venue. I thanked staff for enabling this opportunity for our pupils....and parents.

3.6 At the end of this term we will say farewell to 9 students who will be leaving the Faculty. Preparations for their Leavers' Assembly are well underway! We will also say good luck to one of our Nursery pupils who will start her Reception year in a local primary school.

3.7 Planning has started for September and we will have 7 pupils joining us for their Reception year. Three of these pupils have been part of our Nursery and 4 will be new to Glyne Gap (with 2 of these 4 being pupils where entry to Reception year has been deferred). In addition, we will welcome a new pupil into year 3. With 4 pupils joining the Nursery, this will take our number of pupils on roll to 114 with the Nursery completely full until September '19. All classes will have at least 7 pupils with several classes of 10. Class numbers cannot go over this without impacting negatively on pupil and staff safety and learning.

**4.0 Staff – appointments, training and welfare** (sub-committee members: Tina Newstead, Kirsty Prawanna, Millie Rowland. Beverley Smart – associate member)

4.1 Lynn Loader and Alison Luck both retire at the end of this term. Glyne Gap School remains indebted to Lynn and Alison for the immense contribution they have made over the years. Alison has worked throughout the school in Nursery up to the Faculty, always bringing her sense of fun to pupils and staff. Lynn started her career at Glyne Gap providing one to one support for a particular pupil and since then, has led three classes as well as leading PSHE across the school. She has supported many staff over the years – including me – and will be missed. In addition, we will say goodbye and good luck to Iona Wooderson at the end of this term. Iona is moving to work as part of ISEND as a senior manager – a role she will undoubtedly approach with professionalism and commitment. I thank her for her contribution to our senior leadership team.

4.2 Governors' staffing committee have approved a phased retirement for Bridget Baker and as such, Bridget will be working 3 days a week from September.

4.3 Leah Hardcastle and Tina Shade have been effective and valued Teaching Assistants over a number of years. Leah is moving on from Glyne Gap to work with Mencap and Tina will be caring for her family and working part time as part of our supply team. We thank them for their skills with and love for pupils. Hannah Davey has moved from our supply team to return to her previous contracted position. In addition, Sarah Perry (member of our support staff team) moves on this term to train as a probation officer.

4.4 Sarah Tidmarsh has been appointed to Assistant Headteacher (Head of Lower School) as of September '18. Sarah completed a selection day that ran from 9am to 5.30pm and included 7 activities – including a presentation to 28 staff members – and was impressive throughout. Sarah

will have overall responsibility for our Nursery and we are currently seeking to appoint 2 Nursery teachers to join this team.

4.5 I recently spoke to teaching and learning staff about class team changes being *an* element of professional development and one that has historically taken place for everyone every 2 years. Staff discussed some of the advantages and disadvantages of running such a system and seemed accepting of the position we will adopt going forward which will mean staff can still state a preference of where they may work and some staff will move whilst some will stay in their current class (in order to mitigate against some of the disadvantages of the system). These decisions will always be made with pupils' needs paramount.

4.6 We do not currently have any members of staff following individualised plans to support return to work/attendance.

4.7 Headteacher Performance Management has taken place with a review due to have taken place prior to Governors meeting. The Performance Management calendar for all staff is checked on a termly basis and is running as expected.

4.8 Staff absence due to illness has fallen as the sun has come out. It would be unrealistic to think that we would have zero absence due to sickness and yet there remains areas in which we may be able to further reduce absence and support staff wellbeing. To this end, all staff have a return to work meeting having been absent and I monitor all '3 in 3' absences (3 absences in 3 months).

**5.0 Resources – including finance, premises/health & safety** (sub-committee members: Andrew Phillips, Frances Hall, Kirsty Prawanna. Beverley Smart – associate member)

5.1 The Resources sub-committee continues to monitor the 17/18 budget and Bev is predicting that she will close this budget in August with a slight underspend. This is testament to Bev's prudent financial planning and the advice she affords me and other senior staff. Bev and I have met twice since I last reported to Governors to prepare to submit a balanced budget for 18/19. Our margins of flexibility are getting tighter each year and the savings we have had to make have not yet resulted in reducing teaching staff. I continue to monitor our financial position with Bev on a monthly basis.

5.2 In my last report to Governors, I outlined pertinent elements of the High Needs Block review that East Sussex County Council have undertaken. I am pleased that the Local Authority has adopted a position whereby all 4 schools supporting pupils with 'complex and profound learning disabilities' should share the same single value top up amount and that amount should be based on the current highest single value top up amount. Whilst this recommendation is agreed and ratified and means an additional £63,000 per year for Glyne Gap, this decision is staggered to ensure stability across schools and as such we will only receive half this amount in 18/19.

5.3 The resources committee can confirm that all statutory and best practice checks are up to date. The termly site inspection has taken place.

**Kirsty Prawanna**