

Glyne Gap School
Headteacher's report for Governors' Meeting
on Monday March 12th at 1.00pm 2018

I would like to welcome all Governors to the meeting. It is 15 school weeks since the last full meeting to which I reported. During that time the school has enjoyed the Christmas holidays and the February 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.

Current School Data as at November 6th 2017

		Data as at 20/11/17
On roll in each department: Nursery - 12 Infants – 27 Juniors – 27 Seniors – 20 Faculty – 27 Total on roll	113	115
Attendance last term	86%	86%
Pupils eligible for free school meals (and pupil premium)	40 (plus 30)	31 plus 10
Pupils typically eating a packed lunch	20	20
Typically attending Breakfast Club	7	10
Number of targeted “at risk “ families	9	9
“Looked after” children (eligible for pupil premium)	9	8
Pupils needing a safeguarding plan Child protection plan: Family support plan:	1 5	1 4g
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 1 and 2)	6 52 12	4 17 Terms 5 and 6 combined - 36
Accidents (number requiring hospitalisation) (Terms 1 and 2)	58 (2) (staff 10) (pupils 48)	29 (0) (staff 11) (pupils 18)
Number of injuries related to behaviour (number requiring medical support/advice)(Terms 1 and 2)	57 (1) (staff 30) (pupils 27)	55 (0) (staff – 30) (pupils – 27)
Pupils attending extended school clubs (cookery, junior, senior, FE, sports)	30	34
Attendance at last Family Day Attendance at Legends	102 6 (weather was exceptionally poor)	89 38
Families being supported by Portage	4	3
Number of permanently contracted staff employed	77 (81 by end of March)	85

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 At our last full Governor’s meeting, I reported on pupil outcomes for the school year 2016/17. These outcomes were presented in detail to Sylvia Lamb (East Sussex School Leadership and Effectiveness Service External Advisor). Having received Sylvia’s report, the Local Authority has written to us to confirm that they consider our school to remain a category 1 school.

1.2 Summary of lesson observation results for terms 1 and 2

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
14	9	5	0	0

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

1.3 Lesson Observations for term 3

Total number of lessons observed	Number judged outstanding	Number judged good	Number judged requiring improvement	Number judged inadequate
3	3	0	0	0

1.4 Pupil Progress

Total number of goals set for terms 1 and 2	Number of goals fully achieved	Number of goals partially achieved	Number of goals not achieved
504	328 (65%)	146 (29%)	30(6%)

1.5 Development of teaching

As an extension of the Learning Twilights, the roll out of Team Development meetings will begin this term. These have been designed to develop the knowledge and skills of the unit that is best positioned to impact on learning: the class team. Seagulls class team have trialled the paperwork to facilitate the meeting and Teaching Assistants said the process was interesting, enjoyable and empowering. The main elements of the meeting have been structured to enable all class team members to identify learning and the strengths of the teaching that have facilitated the learning as well as identify what better learning (and therefore teaching!) might look like. Each team will have opportunity to meet for a 2 ½ half hour meeting, once a (seasonal) term. I am confident that this process is going to encourage reflection and growth across class teams.

1.6 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 leadership and management.

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	9	1	4

Notes:

- 1 item behind schedule is the Aii) Pupils at key stages 3, 4 and 5 will improve their functional literacy and numeracy skills. The progress of this item has been delayed to ensure input from the TLR postholder with responsibility in this area who takes up post in April. I am confident that the timescales for completion of week will still be met.

2.2 Monitoring Plan

Aspects due for external monitoring 17/18 Terms 1 and 2 (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

3.0 Pupils

3.1 School roll is currently 113 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. This pupil had not attended school for over a year and we are delighted that he had actually been able to spend some regular sessions in school over term 1 with his carers supporting him. School staff are in regular contact with these pupils and their families.

3.3 Governors will be aware from the data presented that the number of behaviour related incidents and injuries has increased from my previous report and still details a number of injuries received by staff as an outcome of pupil behaviour. The majority of these incidents relate to 2 pupils – both of whom are A list pupils and as such receive individual support. These pupils have needs that are at the very edges of what Glyne Gap School can meet. We remain in regular contact with families and other professionals regarding the ongoing support of these pupils. I acknowledge the cost to staff in supporting these pupils and thank them for their ongoing commitment to these pupils.

3.4 There are a number of pupils across the Local Authority who require special school places and some of these require Glyne Gap places. Whilst we appear below numbers on paper, our available spaces are in key stages 3, 4, and 5 and we have extremely limited capacity to offer any EYFS, key stage 1 or key stage 2 places to pupils. The Local Authority are aware of this position and I would hope sympathetic to it. We currently have a waiting list for Nursery places and are not predicting any nursery spaces becoming available until September '18.

3.5 The February holiday scheme was as popular as ever with (approx.) 20 children attending on each of the 3 days. Eileen is currently planning the Easter scheme which will run for 6 days. I have been in discussion with the Local Authority who have granted us £9,000 to ensure the viability of our holiday club and after schools clubs for this school year. Bev has started work to secure mid-term funding from external sources to facilitate the clubs. I have requested a discussion with the Local Authority around independent budgets to see how these can be used by families to secure holiday club places.

Our thanks and respect goes to Eileen who mobilises a superb team of holiday club workers to deliver what is a vital (and fun!) service to children and families.

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

4.1 After 26 years of service to pupils attending special schools in Hastings and Bexhill, Wendy Gray has been granted early retirement on ill health grounds. Whilst both Wendy and I would have preferred for her teaching career to have a different end, her body had other ideas and I am satisfied that given the circumstances, this conclusion is the right one. Glyne Gap School remains indebted to Wendy and the contribution she has made – particularly to pupils and through her work with parents.

4.2.1 Pili Lucas and Alli-Anne James have been effective and valued Teaching Assistants over the last 4 years. Pili is moving on from Glyne Gap to manage The Pelham Community Centre and Alli-Anne will be caring for her Mum. We thank them for their skills with and love for pupils. In addition, we have said farewell to Daisy who has begun her maternity leave. Hannah Davey has moved into our supply team to enable her to continue working alongside caring for her children.

4.3 I am delighted to inform Governors that Nicky Banks will be joining the staff as a teacher after the Easter holidays. Nicky joins us from West St Leonards Primary School where she leads the specialist facility for pupils with additional needs. Some Glyne Gap staff have known Nicky over recent years as she was part of the Local Authority's Advanced Skills Teacher programme.

4.4 Our recent Teaching Assistant recruitment was particularly successful with 6 members of staff being appointed. Natalia Warman and Richard Carter have been appointed to join the contracted staff team having previously been members of our supply staff team. In addition, we welcome Helen Foster, Kerry Maskell, India-Mae Lewis and Chloe Campbell to the team. We have also recruited 2 MDSAs to the staff team.

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

4.6 Headteacher Performance Management has taken place with a review booked for later this term. This process was facilitated by Sylvia Lamb (East Sussex School Leadership and Effectiveness Service External Advisor).

4.7 Staff absence has been particularly high over December and January. Whilst we always expect absence to be higher in these months, the impact of seasonal flu and particularly virulent viruses has been considerable. I am thankful to staff who have worked with professionalism and flexibility in order to minimise the impact of these absences.

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 are aware that whilst our financial position for this year is secure, our margins of flexibility are getting tighter each year and if income/expenditure continues as it has we will need to make savings to balance our 18/19 budget. I continue to monitor our financial position with Bev on a monthly basis.

5.2 Governors will be aware that our main sources of funding are through the ESFA for place funding (currently £10,000 per school place and we are funded for 120 places) and through East Sussex County Council for 'top up' funding (currently allocated through a single value top up for each child placed at the school at a rate of £9617). East Sussex County Council have written to me to agree that from September '18 our agreed places will be 115. I am happy with this arrangement as it reflects the position that we held 4 years ago prior to adding an additional class to the Faculty. The additional pupils at the Faculty have now moved on and, due to physical space, we cannot subsume those places into the main school number. Governors need to be aware that this means a £50,000 reduction in funding from the ESFA from September '18. This is a position that I have anticipated and previously highlighted to Governors.

The Resources committee have been made aware over a period of time that East Sussex County Council have been undertaking a review of their High Needs Block funding – the funding stream that supports the 'top up' element of Glyne Gap's funding. As part of this review I met with Local Authority managers to explain the successes, vulnerabilities and complexities of our pupils and our school and the impact that the single value top up has on this. I felt positive that managers had heard that whilst the single value top up was practical and pragmatic, it has built in historic inaccuracies and has not been reviewed for 5 years. They were aware that I felt the top up was inadequate to meet pupils' needs and were of the opinion that this was true for all 4 'complex and profound learning disability' schools across East Sussex. 2 pertinent recommendations of the review are that: all 4 schools should share the same single value top up amount and that amount should be based on the current highest single value top up amount. If this recommendation is agreed and ratified, then this will mean an additional £63,000 per year for Glyne Gap which I believe would start in April. Whilst this is a significant amount, it offsets the £50,000 reduction and cannot/will not be our only strategy to support a balanced budget.

5.3 With effect from 25th May 2018 the Data Protection Act 1998 is being replaced by General Data Protection Regulations (GDPR). The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union, and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).

In order to ensure that we are compliant Bev is working through a GDPR information audit produced by The Key. The questions in the audit are: What data do we keep? Why do we keep it? Is it secure? And how long we need to keep it for?

Actions taken to date:-

- 1.Appointed Data Protection Officer - Bev Smart
- 2.Taken actions to implement SIMS lite. This is an app which enables parents to update their and their child's information directly. This negates the need for paper data collection sheets being sent home each year. The new system is much more secure.
- 3.Discussed with Schools ICT how we can delete data from SIMS, at the appropriate time (Pupils when they reach 21 and staff six years after their leaving date).

In progress:-

- 1.Revise Privacy Notices for both staff and parents.
- 2.Obtain GDPR compliant contracts from third parties who we pass data on to e.g. ESCC payroll.
- 3.Consider system for dealing with Right of Access requests from staff and parents.
- 4.Consider new system for filing pupil photos/data so that it can be found (and deleted) in a timely manner.
- 5.Complete GDPR information audit.
- 6.Write new process/procedure to comply with GDPR

Bev will keep me up to date with any further implications and changes to our school systems.

5.4 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