

Report to Governors Spring term 2019 (updates on School development priorities since last report in December 2018)

NB this time span is short and not all SDP areas have been planned for action in this half term

Report to Governors Spring term 2019 - Executive Summary

Capacity Issues

- School is working with the LA to reduce demand for places from mainstream and also provide more mainstream places for pupils in the nursery.

Budget

- In year deficit still expected. 3-year projection indicates deficit will grow each year. Top up revisions, which could exceed £259,000 have been promised by assistant director of Education for the new financial year but details still not provided.

Staffing

- All new staff have been inducted.
- Outdoor learning TA has been seconded to New Bridge PRU
- School Business Manager has resigned. Arrangements for replacement are currently being planned.
- IT apprentice has been appointed full time as technician from April on completion of his course. SLA with Pitcheroak for network management/oversight has been reduced to one day.
- Changes to leadership structure have been absorbed and capacity taken up
- Full programme of in-house Staff training as continued (see full report for detail)

SIA Risk Assessment visit via Babcock Prime

- Interim report is generally complimentary about school generally and also the role of governors.
- Says:- school shows strong drive and commitment to improve quality of provision and meet increased complexity of need.
- The distributed leadership structure is highly effective with quality monitoring and evaluation process, all pupils are achieving well and make strong progress from starting points in all areas of the curriculum
- The head teacher has raised two points of accuracy in the report and is awaiting response.

New SIP

- Frank Price is retiring. School has secured the services of a new SIP- Deidre Fitzpatrick who is a director of the I CAN Communication charity, a serving Ofsted Inspector and ex special school head teacher. <https://www.ican.org.uk/who-we-are/> . Her first visit is 28th march

GDPR audit

- This was undertaken as part of our Data Protection Officer SLA with Warwickshire CC. The audit was generally positive and the DPO says we are well on track to meeting our statutory requirements . Following actions will be provided in the report once it arrives.

School Website

- The new web site was launched this term and has been compliance checked against statutory requirements by the host company.

New wellbeing and Nurture Approach

- This was rolled out to all staff and shared with governors at curriculum committee meeting.

Safeguarding updates

- Whole school training in Prevent, Neglect & Physical Abuse and General Updates delivered.
- Governor training via Sally Mills delivered.

Fundraising and publicity

- Fundraising activities have now secured second mini bus.
- School has again been nominated for Worcester school of year. 2 other staff also nominated

SEF area	Area/ Initiative	Lead	SDP link	Updates since last report	Next steps/ actions to be instigated before first summer term governors meeting on May 13th
Leadership and management	1. Continued management of school capacity issues	Ed	4:3	<ul style="list-style-type: none"> School currently involved with 3 parent appeals for a requested place in school that have been rejected SEND services are supportive in their efforts to maintain these places in the mainstream Liaison with the LA special school nursery working group who are planning to provide more reception places in mainstream for pupils with SEND Have begun to identify and prioritising with parents, professionals and SEND services which current nursery pupils could be supported for a yr R mainstream place. Have begun process of identifying which of our more able pupils could be integrated (often reintegrate) to mainstream school. LAs to support process at AR process 	<ul style="list-style-type: none"> Still need to establish clear idea of how many places in yr R are required for September from our nursery group. Take actions at school level and with SEND services to priorities places and restrict intake to 3 reception classes Begin work with parents re possible reintegration, starting with inclusion placemat If LA is successful in its Free school bid to with the DfE attend sponsor engagement event at county hall on 11th march and also consider if should be involved and also consider potential partners
	2. Prioritise carry over spending plan in light of budget cuts	LH	4:1/2	<ul style="list-style-type: none"> See updates from finance committee meeting 	<ul style="list-style-type: none"> Continue to prompt LA in its commitment to consider previous top up claims as explained in letter from Assistant director of education
	3. Staffing updates, including new staff and inductions	LH VS	1:3	<ul style="list-style-type: none"> New teacher appointed to cover maternity leave Ongoing inductions of new staff including feedback forms and new training Outdoor Learning TA going on year's secondment IT apprentice completing course, full time post offered if course passed 	<ul style="list-style-type: none"> When budget set, look at possibility of sensory TA
	4. Staff training and CPD	VS	1:1/4	<ul style="list-style-type: none"> Training is now underway for all PPA cover TAs to support with annotation slips and sequences of learning There is on ongoing de-escalation behaviour training programme for all new staff – this has been on hold for past half term as Peter and Vanessa's priorities have been in class and staff cover issues. 	<ul style="list-style-type: none"> Ensure ALL STAFF have received in-house de-escalation training (if no Team Teach training) by the end of half term. Whole school book moderation to take place next half term. Final whole school twilight training to take place March 27th – this is final training needed to be able to claw back summer training day.

				<ul style="list-style-type: none">Whole school refresher on marking and pupil books has taken place – led by Jodee and VanessaWhole school safeguarding training and refresher has taken place within key stages – delivered by Lara.4 members of staff have attended ‘bikeability’ training – using PE grant money. New balance bikes will now be in use in KS1 following this training.Ongoing training in manual handling and meds awareness has been carried out by Jo and Ellen (school Nurse). There have been delays with this due to staff cover issuesPeter has attended 2 day Team teach course to ensure he is re- accredited as Team Teach tutor	<ul style="list-style-type: none">Monitor staffing levels to ensure that all staff are up to date with meds and manual handling.
5. Review of leadership roles and structure in light of budgetary decision not to progress TLR middle management appointments and feedback from staff survey	Ed / SLT	1:2	<ul style="list-style-type: none">PW has left the school and her AHT position here to take up a new postHer responsibilities have been distributed to the remaining SLT as per the plan produced last termall seem confident that do have the necessary capacity and no one area is causing a concern.Noel Duffy visited UKS2 and JD (See report in Governors folder dated 16/1/19)Linda Gray visited LKS2/SR (See report in Governors folder dated 08/02/19)	<ul style="list-style-type: none">Continue to monitor and discuss workloads etc at SLTAlter SDP actions/ timescales as requiredBegin to consider if TLR positions are required for September 2019.See revised SDP for further detailsActions identified in SLT monitoring form (JD)Visit to LKS2 classes booked to meet pupils and staff	
6. Plan actions after analysis of survey on staff workforce restructuring	VS	1:1	<ul style="list-style-type: none">Clear timetable for staff training producedHLTA remunerations restructuredSLT responsibility flow chart produced	<ul style="list-style-type: none">New lanyard system to designate first aidersContinued refinement of TA appraisal system	
7. Continue to develop scrutiny /monitoring role of governors	PW/J D/ AM	new	<ul style="list-style-type: none">6 Governor monitoring visits have taken place for 2 phases, for PPG, Safeguarding & for behaviourWebsite and policy compliance checklist completed3 new governors appointed and responsibility areas reviewed/ reallocated and monitoring visits bookedVisits logs and observations/ recommendations are recorded in governors visit reports which are kept in the governor monitoring folderRecommended actions added to SDPIncrease in Governor visits and reports, a cycle of monitoring emerging	<ul style="list-style-type: none">Governors to complete monitoring of school Development plan proforma after monitoring visits to ensure all indicated monitoring activities are completed	

Teaching learning and assessment				<ul style="list-style-type: none"> 2 Gobs met with Helen Pretty (SIP) at last visit – she was pleased with Governor knowledge of the school 	
	8. Continuing to promote staff wellbeing around school, especially in times of financial restraint	LC SLT	3:2	<ul style="list-style-type: none"> Vanessa to carryout teaching staff survey – use of ipads and google survey to ensure true picture of teacher wellbeing. Staff wellbeing committee met at end of February, reviewed previous actions and agreed new actions 	<ul style="list-style-type: none"> Survey to be carried out by end of half term. Analyse data and feedback to Gobs if any action needs to be taken. Need representatives for staff wellbeing from key stage one and upper key stage two Staff well-being committee to meet again during Spring 2 and to meet once a half term
	9. Continued development of school website	SR	new	<ul style="list-style-type: none"> New website launched Policies being added as they are reviewed/updated and converted to new proforma 	<ul style="list-style-type: none"> Other areas/pages to be added e.g. Outreach, Family Liaison, so that website reflects provision available at Fort Royal
	10. Meeting GDPR requirements	LH	NEW	<ul style="list-style-type: none"> GDPR audit now complete. Data projection officer was general happy with progress and will be forwarding a report with actions to be carried out 	<ul style="list-style-type: none"> Complete recommendations next term
	11. ICT infrastructure and hardware application upgrades	SR/LH	4:2	<ul style="list-style-type: none"> Replaced eye gaze system Class printers collected for recycling 	<ul style="list-style-type: none"> Continue to monitor central printer costs
	12. Revisions to code of conduct and T&L handbook	LC/JD	1:1	<ul style="list-style-type: none"> SB (Gov) gave feedback at curriculum committee on handbook with suggested amendments and additions 	<ul style="list-style-type: none"> JD and LC to update accordingly and share with staff and also add other section previously identified on SDP
	12b.Increase attendance of pupils who receive the PPG so is on par with peers (1.3% difference 2017-18)			Spread sheet monitoring target group established and progress is being tacked. Next action point is from comparative attend at half term point	<ul style="list-style-type: none"> Continue with monitoring as indicated on spread sheet
	13. Write brief curriculum summaries statements	AHTs	new Ofsted frmwrk	<ul style="list-style-type: none"> Awaiting visit from Deidre (SIP) 	<ul style="list-style-type: none"> New SIP to look at curriculum, look at curriculum PowerPoint, rationale. Intent, Implementation, Impact. Then identify if any further information is needed for the new OFSTED framework
	14. Identify a group of pupils across the age and ability range to present as case studies demonstrating evidence of progress through the curriculum	AHTs		<ul style="list-style-type: none"> To be addressed in the summer term 	<ul style="list-style-type: none">

	15. Further develop outreach provision to support pupils in mainstream with significant SEND to reduce demand on places and support those pupils who are not allocated a place in school	SLT	4:3	<ul style="list-style-type: none"> JD and VS gave Lecture at University of Worcester to SEDNCo's regarding working in partnership and outreach Ongoing support for regular schools 2 new schools supported 	JD, VS, LHo to write report to update Govs regarding Outreach
	16. Continuous development of T&L via: Peer observations monitoring of books, planning and lessons to ensure high standards are maintained	VS/JD	New	<ul style="list-style-type: none"> Whole school refresher on marking and pupil books has taken place – led by Jodee and Vanessa 	<ul style="list-style-type: none"> Whole school moderation scheduled for next half term.
	17. Develop reading for all ability groups across the school	JD	New	<ul style="list-style-type: none"> Whole school training day by Jodee and Vanessa on the teaching of reading Follow up of looking at classes resources made to support this 	<ul style="list-style-type: none"> Reading snapshots scheduled after half term to monitor impact Look at scores during target setting meetings next half term to see if any increase in data scores
	18. Continued integration of IRIS	VS/SLT	1:4/5	<ul style="list-style-type: none"> Rollout has been delayed due to key staff being required in class. Some further examples made and training recording 	<ul style="list-style-type: none"> AS per actions on SDP
	19. Additional Salt support and training	JD/LC	new	<ul style="list-style-type: none"> Additional contact time continues thorough term 	<ul style="list-style-type: none"> Continue
	20. Development of marking system for learners above P9 and for creating more robust and learning more i/c of own learning	JD	new	<ul style="list-style-type: none"> Peer-assessment now embedded in UKS2 books following book scrutiny Helen Pretty's report highlighted that pupils in this key stage able to self and peer assess where appropriate 	<ul style="list-style-type: none"> LKS2 to embed peer assessment for those pupils working at P9+ (JD to do a refresher for LKS2 staff after half term)
	21. Continued development of use of outdoor learning areas to develop communication rich learning environment	VS	New (Via SIA)	<ul style="list-style-type: none"> Door curtains purchased and installed for all KS2 classes Feedback from SIA identified how link could be seen to half termly themes and use was linked to purposeful learning 	<ul style="list-style-type: none"> Return visit by Babcock adviser Gill Deakin
	22. Development of wellbeing and independence curriculum and APP	JD	2:1	<ul style="list-style-type: none"> New SRE guidance from the DfE cross referenced with wellbeing curriculum to ensure coverage. 	Feedback from staff regarding the implementation of the APP and workload
	23. Development Afterschool clubs	VS	3:2	<ul style="list-style-type: none"> To be addressed in the summer term following budget review 	
	24. Integration of values themes and SMSC	JD	3:2	<ul style="list-style-type: none"> Completed by JB (UPS for SMSC) 	Monitor the implementation within classes
Personal development and wellbeing	25. Liaison with NHS professionals	SR	3:2	<ul style="list-style-type: none"> Liaising with physio re EHCP review reports Regular meetings with CAMHS professionals for named pupils 	<ul style="list-style-type: none"> Look at physio provision in light of current physio going on maternity leave

				<ul style="list-style-type: none"> OT in school regularly to review seating 	
	26. Behaviour support	VS	3:2	<ul style="list-style-type: none"> External audit has been carried out by PBT (see audit report) there were many positives and some new actions. 	<ul style="list-style-type: none"> Vanessa to continue to develop staff de-brief sheets post PPI. PBT to come in and do follow up visit in Summer Term. AM to routinely monitor use of bound book when visiting school
	27. Development and extension of Sensory regulation initiatives in school	SR	3:2	<ul style="list-style-type: none"> Meeting with Infinite Playgrounds to ensure work on sensory garden is completed to our satisfaction and garden opened to pupils Working with OT student from Worcester University to compile a bid to create a regulation area in cabin in sensory garden Working with OT student from Worcester University and Independent OT to update sensory ladders to revised format 	<ul style="list-style-type: none"> Official opening of sensory garden Bid to go in for funding for cabin New ladders to be distributed and displayed for named pupils
	28. Use of specialist TAs and Interventions for vulnerable pupils and those who receive PPG	SR/EF	3:2	<ul style="list-style-type: none"> New physical management TA appointed and training begun Review of all 9 o'clock intervention groups undertaken and pupils assigned accordingly 	<ul style="list-style-type: none"> Intervention groups reviewed and progress recorded New groups established
	29. Development of pupil voice and the School council	VS	3:2	This is now well established, all actions from SDP completed	
	30. Eco committee	VS	3:2	<ul style="list-style-type: none"> Needs new lead appointed following secondment of outdoor learning TA 	
	31. Development of Pupil wellbeing and links /systems of pastoral leader with DSL	LC	3:2	<ul style="list-style-type: none"> New Wellbeing and Nurture approach rolled out to all staff and curriculum governors Staff have identified level of provision for every child in school Two members of staff have been booked on Mental Health First Aid course in early March Investigating looking into Play Therapist to lead some interventions within school 	<ul style="list-style-type: none"> Complete Well-Being audit and use as a basis for next steps Establish targeted groups or 1-1 interventions across school Set up Well-Being database for all children receiving well-being and nurture interventions
	32. Development on keeping pupils safe and safeguarding practice	LC	3:1	<ul style="list-style-type: none"> Whole school Prevent training which staff and some governors attended Governors have received training from Sally Mills Spring 1 whole school training on neglect and physical abuse. Notes sent out to all staff unable to attend 	<ul style="list-style-type: none"> Distribute Sally Mills Governor training to all governors that did not attend Whole school training on safer working practices and child sexual exploitation (CSE) during Spring 2 and Summer 1

				<ul style="list-style-type: none"> New deputy DSL in place Vanessa Scott Key safeguarding package bought that supports training and resources for DSL 	
	33. E safety developments	LC	3:3	<ul style="list-style-type: none"> Whole school observed Safer Internet Day on 5th February E-Safety poster sent out to parents and displayed in parent waiting areas Information sheet about keeping safe when using YouTube sent home to all children E-safety magazine sent home to all parents 	<ul style="list-style-type: none"> Start to look at e-safety within ICT curriculum Ensure all teachers are up to date with e-safety training Look into getting e-safety message on all computers when children log on as a reminder
	34. Further development of the work of the family support/liaison officer	LC	3:2	<ul style="list-style-type: none"> Family Liaison has run Signalong training for parents has been running all term and been well attended by a range of parents across school Targeted Family support workers (WCC) and Margaret have run a monthly meeting called Time to Talk for parents which has been well received 	<ul style="list-style-type: none"> More Signalong training for parents to be organised by Family Liaison Another sleep course set up for parents to be organised by Family Liaison Another parenting course to be organised by WCC family support workers
	35. Development of on-site catering	LH	3:2	<ul style="list-style-type: none"> 	
Pupil outcomes	36. Actions related to analysis of pupil progress data	EF/SLT	Annual	<ul style="list-style-type: none"> Identified pupil progress plans continue to be actioned and monitored by phase leaders Data shared with school improvement partner 	<ul style="list-style-type: none"> Midterm progress data collection for all pupils Pupil progress meetings with teachers, including a review of the identified pupil progress plans.
	37. Revisions to EHCP Annual review framework	SLT	2:2	<ul style="list-style-type: none"> First cycle of an annual reviews with revised IPMs looking for lateral progress now almost complete Teachers have been reminded of expectations prior to review meetings. Links to this initiative and the proposed changes in the New Ofsted Framework made clear. 	<ul style="list-style-type: none"> Begin to collect progress data from completed IPMS Ensure next set of IPM targets follow identified next steps and guidance previously distributed to staff. See SDP for further details
	38. Achievement tree & record of achievement	JD	2:2	<ul style="list-style-type: none"> Purple books now up and running Shared with SIA Well Being timetabled throughout school week 	<ul style="list-style-type: none"> Monitor Purple Books and Achievement Boards Look at impact and ask for feedback from staff
	39. Incorporation of Pre KS standards (Rochford review) into school APP	JD	2:2	<ul style="list-style-type: none"> All pre key stage standards implemented into school's assessment system 	<ul style="list-style-type: none"> Awaiting moderation pack from DfE Plan own moderation linked to PKS (Y2, Y6)
	40. Plans for incorporation of 7 areas of C&L (Rochford review) into EDS sequence of learning	SR/JD	2;2;	<ul style="list-style-type: none"> To be addressed in the summer term 	

Other	41. Work of friends, fundraising and community profile etc	MJ		<ul style="list-style-type: none"> The Christmas Tree festival at Worcester Cathedral was a very successful event and the children's tree much admired. Fundraising through the Friends of Fort Royal charity has been extremely successful over the past two months. Thanks to The Independent Fundraisers of Worcester, A.S.D.A for letting us use their premises, and volunteers, a staggering £1563.29 was raised over two weekends with Santa. With £16,450 of the £17,000 secured I have now actioned delivery of the second mini bus, with its arrival planned for May. The final paper work has now been accepted by The National Lottery Community Fund and a start date agreed for 1st March 2019. A press release will be issued by them on March 3rd to the local press etc. An "open space" consultation event will take place for all staff on 27th March & for the wider community on Saturday 11th May to which you are all invited. 	
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