



**Prospect School**  
*Learning for Life; Learning to Live*



# Governors' Report to Parents

## September 2013



### Would you like to be a Governor?

Are you the parent or carer of a pupil at Prospect School?

**If so, would you consider becoming a governor of the school?**

Hopefully, this Report will have given you a flavour of what is involved and what your responsibilities would be, and we're also a friendly and supportive governing body which gives lots of help to new members.

You really wouldn't be thrown in at the deep end or expected to contribute until you feel comfortable to do so.

If you might be interested in becoming a governor, please do contact me, Paul Cooper, via the school or email me at: **paulcooper559@btinternet.com**, and I'd be delighted to meet you at the school at any time to talk through what being a governor involves.

Or, if you prefer, contact us at Prospect and one of my fellow governors would be delighted to meet you at the school to discuss what is involved – with no commitment!

If you do decide to become a governor we will have to do an enhanced Criminal Records Bureau check on you, but we will arrange and pay for it.

Tel: 023 9248 5140      Prospect School  
Fax: 023 9248 5145      Freeley Road  
                                    Havant  
                                    Hampshire  
                                    PO9 4AQ

Website : [www.prospectschoolhavant.com](http://www.prospectschoolhavant.com)

All staff email addresses are available from the school website



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“Students are very positive about the impact the school has had on helping them improve their personal and social skills.

They clearly enjoy school and say they feel safe.”

**Ofsted 2012**

## **A Great Start To The New Term**

Two of the governors ( who are retired so have the time!) attended the INSET days for staff on 2nd and 3rd September - it's a great credit to the staff that they are very happy improving the quality of teaching and learning.

What is always most impressive about such sessions is how all the staff are keen to improve and how willing they are to share ideas and learn from each other.

Two really enjoyable days.



The summer of 2013 brought smiles to the faces of the whole Prospect Community as our Year 11 cohort achieved more academically than ever before.

Every boy left with a minimum of 2 GCSEs and the average was 6.

National data suggested that 54.5% would achieve 5 A\*-G grades including English and Maths. 64% achieved this.

National data suggested that 1 pupil would achieve 5 A\*-C grades. He did so.

National data predicted that 5% of our exam grades would be A/A\* and 5% were.

These results combined with their excellent progress in managing their difficulties, have opened many doors for our pupils. All have been accepted by their local mainstream colleges to study further.

## Governor Targets 2013-14

### **We have agreed the following governor targets for 2013-14:**

to monitor the ways skills in English and maths are developed within teaching areas across the school, including observing, reviewing lesson planning and modelling appropriate written and spoken English and maths for pupils.

# to monitor and ensure the quality of provision and progress of those pupils who receive 1:1 teaching and/or outreach provision

# to monitor the preparation of pupils for entry into employment, further education or training, including 14-16 college courses and work experience

# to monitor pupil entry into Prospect in year 7 and late entry procedures

# to monitor the provision for more able pupils and the extension of pupil learning

### Homework / Extension Work

One of the school issues the governors looked at last year was whether all pupils should be set regular homework. We therefore carried out two surveys, one on parents views and one on what homework/ extra work is currently given by teachers to pupils.

We talked to as many parents as possible at the Futures Day on 15 January and found a surprisingly consistent view. Virtually every parent said that although regular homework was a good idea in theory, in practice it would just be an added source of conflict.

One parent said '**my son just wouldn't do it and there are enough arguments already. I don't want something else to have to fight about!**' Every parent, however, said individually targeted additional work to be done at home was an excellent idea.

Our second survey was a questionnaire to teachers which found there was already lots of extra work already being set, especially when pupils showed particular interest in a topic.

There were lots of really good examples, including extra reading, recommendations to look at web-sites and TV programmes, recommended visits, and even asking pupils to draw diagrams of how tables are set for meals at home!

We decided therefore that regular homework common to all pupils would not be helpful at Prospect, but that teachers should be encouraged to set as much extension work as possible, carefully targeted and differentiated according to ability. We're delighted that the staff, though have taken this even further and developed the Homework Challenge scheme which you'll already have heard about.

We're sure this will be a great success and will monitor its effectiveness with interest.

## Operational Targets 2012-2013

Three targets were agreed at the beginning of the academic year, and a fourth, on monitoring differentiation, was added on 12 November as a result of the identification of this as a major issue at a governor training session on 7 November.

Reports on the progress of the targets are to be found in or attached to earlier minutes.

**The first target** was to introduce link governors for KS3, KS4, English and Maths and for subject managers to give presentations on raising achievement to governors.

Four link governors were appointed and meetings held with appropriate school staff, and detailed presentations given to governors.

The key consequence is that governors are now much better informed about academic progress and more confident challenging the quality of teaching and learning. We have decided, however, that there was some duplication in the roles of the four link staff, so have amended the link system as outlined elsewhere in this report.

**The second target** was to increase governors knowledge of the range of special educational needs of the pupils at Prospect.

This was achieved by holding a special training session for governors held on 31 January 2013.

**Thirdly**, we agreed to track the progress of two individual pupils. Two meetings were held with the tutors and reports given to the governors. This proved a very informative target but both pupils had such massive personal difficulties the school struggled to help them to make academic progress. However, the key message taken from this target is that the school never gives up on the academic aspect of school life, regardless of any other difficulty.

Two governors, one a staff governor, took responsibility for monitoring differentiation. It was decided at the beginning that it would be difficult and inappropriate to monitor this in the classroom; instead he would monitor the monitoring by middle managers.

The two governors attended two meetings of the Middle Leadership Team and reported on several ways middle managers are developing and monitoring differentiation e.g. Inset training on higher order questioning, monitoring differentiation in classroom observations, and new homework systems.

The governors reported that differentiation was being developed and monitored, and, most importantly, strengthened where necessary in a precise, professional and supportive manner.

This is such an important topic we will continue looking at it during the coming year.

### A few words from one of our community governors

I have been a community governor for the past 18 months and I have attended all the governor meetings during that time, as well as several training sessions. I have a full-time job so making time for Prospect School business is not always easy, but I remain committed to doing so. I give my particular attention at our meetings to what the school is doing to raise achievement, and 2013 is already so improved on 2012.

What the Headteacher and staff continue to achieve for the boys is very impressive

Jackie Scaddan

### Survey Of Parents Of Year 11 Leavers 2013

We talked to every pupils' parents on the phone after the end of the summer term 2013.

We were frankly stunned by the positive comments made by parents about Prospect. Words like '**brilliant**', '**fantastic**', '**excellent**' and '**amazing**' were used time after time.

Two parents said they thought communications with parents could be better and this is something the school is always trying to improve.

In particular, it's not always easy to contact parents immediately when something goes wrong so please always let the school know the best way to contact you quickly.

### Just a couple of comments

**'My son's success is all down to the staff. The school has been amazing; I never thought he would complete his schooling. I cannot fault the school'**

**'Nothing can be improved; I only wish my son had been at Prospect for all his secondary schooling – they accommodated his needs brilliantly. If all schools were like Prospect.... He had no respect for teachers, Prospect changed all that.'**

If you'd like to see the full report (which, of course, is anonymous) please let us know and we'd be delighted to email or post you a copy.

### Pupil Premium

Pupil Premium is additional funding schools receive for pupils in receipt of free school meals, those who have a parent in the armed forces or those in care.

You can look at the school web-site to see how Prospect spends this money and how the governors monitor its effectiveness. This year we've spent the funding on introducing the Accelerated Reading Scheme in English and 1:1 booster sessions in maths

Both have resulted in significant academic improvements.

Perhaps what has delighted governors most is the sheer enjoyment many pupils take from reading.

### Raising Achievement and Attendance

All schools are about learning, and Prospect, as a school with pupils with emotional and behavioural difficulties, is no different.

The governors are determined to help the school drive up achievement – we are determined all pupils will achieve their academic potential.

In the last couple of years there have been massive improvements.

There's a huge emphasis on English and Maths, and in particular that pupils are progressing to a higher standard.

It's noticeable that when we talk to pupils and parents there's now more discussion about academic progress than behaviour; two years ago it was the other way round.

If pupils aren't at school they aren't likely to be learning much so please do everything you possibly can to ensure your son attends school.

They should only be absent if really ill – otherwise they must be at school, studying and learning.

Attending school all the time is also a vital preparation for the world of work and potential employers always ask about attendance at school.

And there must never, ever, be family holidays in school term-time!

## Safeguarding and Child Protection

Keeping pupils safe is the first priority of every school and the governors play a major role in ensuring the school's policies and procedures ensure that this happens.

The School has specially trained child protection liaison officers and works very closely with external agencies such as Social Services, the Police and Hampshire County Council.

The law is very clear on what schools must do if there is even the slightest possibility of any type of abuse towards a child, and that means possible abuse by a friend, neighbour, relative, teacher or parent.

This does mean, unfortunately, that sometimes parents/carers may be upset by a school's actions, but we will always act in accordance with the legal requirements placed on us and in what we believe is in a child's best interests.

Most importantly, if you ever suspect that any pupil at Prospect has been abused or is in any sort of danger, please report it immediately to one of our Child Protection Liaison Officers: Marijke Miles, Lou Alden or Fiona Muir.

I am the Safeguarding and Child Protection link for the governing body so please do contact me either through the school, or email: [paulcooper559@btinternet.com](mailto:paulcooper559@btinternet.com) at any time if you have any concerns you think the governors should be aware of.

To give some flavour of how we monitor safeguarding and child protection below is a calendar of relevant activities we carry out.

### Autumn Term

- ~ Fire safety; check procedures and observe fire drill
- ~ Check CRB forms
- ~ Check Health and Safety training, including risk assessors

### Spring Term

- ~ Check Risk Assessment procedures, including temporary and pregnant staff
- ~ Meet one of the staff responsible for child protection to check procedures and reporting

### Summer Term

- ~ Check accident and near miss reporting
- ~ Carry out site inspection with Business and Premises Managers
- ~ Monitor Physical Intervention records

Paul Cooper

## This Report

This is the second annual report from Prospect's governors. In it we briefly report on some of the activities we've carried out during the last academic year and plans for the forthcoming year.

It's the job of the governors to support the school, its pupils and staff, but at the same time to challenge and to make sure the school delivers the best possible education for its pupils and provides good value for money.

The governing body consists of parents/carers, representatives from the community, and some of us are appointed by the local authority. The Headteacher and two elected staff are also governors.

We meet every half-term to examine, among other things, academic progress, attendance and behaviour. There are also lots of other meetings and discussions with pupils, parents/carers and staff on every aspect of school life.

## **CONTACTING US**

Please never hesitate to contact us at any time on anything to do with Prospect, a problem or difficulty you're having or something you think particularly good. In particular, we are keen to hear of anything you think will help improve the school. You can contact us very easily:

# leave a message at the school and one of us will ring or email you back

# by email: [paulcooper559@btinternet.com](mailto:paulcooper559@btinternet.com)

## Link / Responsible Governors

We've reviewed our system of link/responsible governors for 2013-14, and the following governors have taken on particular responsibility for the area indicated:

James Barlow - Key Stage 3  
Rebecca Cutler - Key Stage 4  
Emma Hayward - Pupil Support  
Ray Coleshill - Community  
Paul Cooper - Safeguarding

## School Finance

It is very important that we make sure the money that is allocated to the school (budget allocation) is used properly in order to give the students the best possible education and to support them and their parents / carers.

In order to do this we spend a lot of time at the beginning of the financial year setting our School Budget.

This is to decide the best way to fund all the departments (English, Maths, Science etc) so that they can continue to deliver high quality teaching.

In addition, we have to fund a range of non-teaching projects, such as care for the school buildings, Health & Safety etc.

## How We Manage the Budget

The Chair of the Finance and Maintenance Committee, as part of his role in supporting and challenging the school, meets with the school Business Manager on a number of occasions in the year.

A small group of governors (Finance and Maintenance Committee) meet regularly to monitor, discuss and approve any updates to the budget plan.

The Finance and Maintenance Committee then reports to the Full Governing Body.

These arrangements help us to make sure we are doing the best for our school and to deal with any financial issues that might come up over the year.

## School Website

If you haven't already done so, do have a look at the Prospect website. You'll find there a list of current governors and the detailed minutes of our Governing Body meetings, so you can really see what we talk about!

You will also be able to read the latest news about the school and find articles about the achievements of our students.

## School Policies

All schools are required to have policies which lay down very clearly and explicitly who is responsible for what and, most importantly, who is required to take action if required.

All pupils, staff and governors are required to obey these policies and obviously disobeying one can be considered a serious offence resulting in disciplinary action.

A full list of policies is available from the school, but two of the most important are those dealing with Child Protection and Whistle blowing.

All policies are presented in draft form for the Governing Body and they are reviewed, and if necessary amended, before being approved.

The governors have a wide range of expertise and therefore a range of different perspectives which hopefully enable us to maintain a practical and balanced approach.

## Equality Objectives

All schools are now required to produce objectives each year which are linked to promoting equality and good relations between different types of people.

Prospect's current objectives (2012 —2016) are:

1. To ensure that the Governing Body of the school reflects the diversity of the wider Community. **Prospect has appointed a governor from the local area, who has contributed a community insight and has acted as liaison with our neighbours to increase community usage of the site and facilities.**
2. To ensure that all pupils have equal opportunity to extra-curricular and extended schools opportunities. **On-going progress, the highlight being funding to allow all students the opportunity to attend a residential trip to the Brecon Beacons, regardless of ability to pay by securing external funding.**
3. To ensure that the appointment of staff is in line with equal opportunities legislation. **Prospect employs a diverse range of staff, including colleagues with physical disabilities and rigorously applies best practice in recruitment.**
4. To reduce the incidence and the use of homophobic language by pupils in the school. **Observed by staff and governors: a marked decrease in such incidents.**

These are objectives for everyone involved with Prospect and we'd be delighted to hear from anyone who can help us promote them.

