

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 Disclosure and Barring Service check on you, but we will arrange this for you.

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Fax: 023 9248 5145 Freeley Road
 Havant
 Hampshire
 PO9 4AQ

Website : www.prospectschoolhavant.com

All staff email addresses are available from the school website:

www.prospectschoolhavant.com



Governors' Report to Parents & Carers

October 2016



This Report

- ◆ This is the fifth 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 organisations which support the school, the Headteacher and an elected member of staff.
- ◆ 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 any governor by

- sending an email to paulcooper559@btinternet.com
- writing to the school. addressing you letter FAO Chair of Governors
- leaving a message, by phone or in person, at Reception.

Leave you phone number and/or address and we'll get back to you very quickly.

All staff email addresses are available from the school website.

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.

Promoting British Values

All schools now have duty to promote British values including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with other beliefs and faiths.

We also have duty to be vigilant to identify any member of the school community who may have views or opinions which could be construed as extreme.

You can read on the school web-site about the many and varied ways in which we promote British values.

A particular issue is that our pupils have limited opportunities at school to experience peers from a range of cultures and backgrounds and, of course, all our pupils are boys!

It's therefore vitally important that all our staff model good and respectful behaviour and teach these key British values.

Staff will always challenge, in an educative not threatening manner, any language or behaviour which is, for example, racist, sexist or homophobic, we'd really appreciate it if parents/ carers did likewise.

Michael Hart, our new associate governor, has monitored this year how the school promotes British values, but in the meantime any suggestions/ ideas from parents/carers are very welcome.

Staffing

At least one, and often two, governors are on all interview panels for staff appointments and this year (as well as appointing a new headteacher!) we have appointed several excellent teaching assistants.

Governors are also responsible for ensuring that teacher pay increases are linked to performance and we have a particular role in evaluating the performance of the Head.

This is done with the help of an external consultant and she and three governors set targets each year which are carefully evaluated

MARIJKE MILES

We have written elsewhere about the ten-year tenure of Marijke as Headteacher of Prospect, but it can never be said often enough how much the school owes to her. She has been an amazing and inspirational head who has always put the interests of the pupils first. It is often not realized how hard those in education work but Marijke has given so much, often working through the night and being available at all times of the day and night, weekdays, weekends and holidays.

She will be missed by all and never forgotten.
She hands over to Sharon a happy and successful school.

APPOINTMENT OF OUR NEW HEADTEACHER

It is always said that the most important task a governing body carries out is the appointment of a new head. The leader of the school is so critical in determining its success and the well-being of its pupils that it's worth a governing body putting just about everything else on hold to ensure they get this decision right. This is what we did for almost two terms and it's paid off – we've made the right decision.

We had several meetings with senior officers of the local authority, held meetings to discuss what we were looking for, shortlisting meetings, interview training sessions and finally two selection days in April. Four governors interviewed, with the full governing body having to give approval, and after the toughest selection process any of us had ever witnessed, we unanimously and unreservedly appointed **Sharon Chinnappa** to commence as headteacher in September.

Since being appointed Sharon has visited the school on several occasions and she and her husband attended the Leavers Ball in June. She has met Marijke on numerous occasions and is in the position of knowing the school really well before she officially commences. Sharon applied for the job because the values and approach of Prospect are exactly the same as hers.
Prospect is in safe hands.

GOVERNOR MEETINGS

We have held six full governor meetings in the 2015-16 academic year; they commence at 4.00pm and usually last for a couple of hours. There are some items we discuss at every meeting such as safeguarding, finance, training and attendance. We receive at every meeting a detailed report from the Headteacher on what has been happening in the school since the last meeting – we love in particular hearing about the successes and achievements of the pupils.

At all meetings we are given a thorough report from a subject head about progress and achievement in their subject – it's a key job for governors to challenge staff (hopefully we do it in a friendly manner) to ensure that every pupil at Prospect achieves as much as possible.

If you'd ever like governors to look into any issue of school life you're particularly interested in or concerned about please do let us know -we'd be delighted to hear from you.

Child Protection

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

We check child protection records, meet with child protection staff and receive a detailed report each July.

SAFEGUARDING

The primary responsibility of all schools is to ensure that pupils are safe, and governors have a key role in checking that all policies and procedures are implemented fully and effectively. We have a detailed calendar of relevant checks we carry out, including fire safety, accidents, health and safety recording and the Disclosure and Barring Service which ensures every adult who has contact with pupils is safe to do so.

Of particular importance at Prospect is our system of physical intervention. Staff only hold pupils when absolutely necessary for the safety of the pupil involved or others. We are fortunate I having two governors with enormous knowledge and expertise in this area – one a manager of a children's home, another a behaviour manager in another special school. They, with other governors, observe training sessions for staff and check that all correct procedures are carried out safely and effectively.

Pupil Premium

Pupil Premium is funding provided by the government to schools where pupils are in receipt of free school meals, in care or live in a services family.

Governors have the responsibility for monitoring how the money is spent and, most importantly, how effective it is in raising achievement.

You can read a detailed report on the Governors pages of the school's website, but the Pupil Premium money has proved invaluable, for example, in allowing us to provide extra staffing in key areas, support the Wellbeing Team, provide free after-school clubs and subsidize school curriculum trips and activities.

All our evidence shows that pupils in receipt of Pupil Premium do just as well at school as those who are not.

YEAR 11 Leavers 2016

You can see detailed exam results in the minutes of the governors held on 19 September or they're available from the school, but the governors would like to congratulate the pupils who left in 2016 on some excellent results - in GCSEs, other qualifications, and college courses.

We're particularly delighted that at the time of writing (mid-September) every pupil who left in the summer is in full-time education, training or employment.

For governors that is always a key indicator of the success of Prospect.

Raising Achievement

Perhaps the biggest change in governor meetings over the last few year is that we used to spend too much time discussing behaviour and not enough on learning.

Now behaviour is mentioned only in passing and nearly all our time is devoted to analysing academic progress and achievement, especially in English, maths and science.

Another significant, and very welcome, change is that teaching staff now always give us data in a clear and understandable format and that we can easily check that all types of pupils are progressing equally as well.

All our minutes are on the school web-site so you can easily have a look at the detailed information we are given and the questions we ask.

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, and in the last two or three years we have seen significant improvements in the standards of teaching and learning.

Raising Achievement is a main item on every agenda and we receive detailed reports on the progress of pupils, especially in English, Maths and Science.

We are particularly concerned to ensure that all types of pupils achieve equally well and pupils of all abilities achieve their potential.

At our first meeting in September, for example, we look at GCSE results and challenge staff where we feel they could be improved;

Josie Payne, Deputy Head, provides targets for pupils in core subjects for the academic year ahead, and

Helen Ayton, Lead Tutor, reports on developments in the quality of tutoring.

Attendance

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!

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) and meet all of our other commitments, so that we can continue to deliver high quality teaching.

The budget is monitored closely and is updated in November, in order for us to deal with any changes .

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

The Chair and Vice-Chair of Governors meet with the Site Manager to carry out an inspection of the school site and to discuss what maintenance will be needed.

This is to make sure that our school remains an attractive and safe place for our students and staff.

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 Resources 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 helps 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 : www.prospectschoolhavant.com

You'll find on the school website, 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.

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