

**TRINITY FIELDS SCHOOL  
and  
RESOURCE CENTRE**



*Learning together in a changing world, creating  
success for all.*

**Governors' Annual Report**

**Autumn 2017**

Trinity Fields continues to build upon our recent successes. We have new classrooms to accommodate increasing pupil numbers as well as expanding expertise into other schools across the local authority.

Our team have secured a number of notable achievements through the excellent efforts of staff. Most recently for example is the excellent report by CSSIW on our Saturday club and holiday playschemes. This typifies what Trinity Fields is all about.

We continue to involve pupils in decision-making so that pupils have a genuine voice in what happens. There are so many good things happening these days I cannot mention them all here so I can only give you a flavour of our teams' achievements. The results of all the above could be clearly seen on the faces of the pupils at the end of term 'Keys to Success' events. The joy and enthusiasm of the pupils was truly uplifting. This is why Trinity Fields exists

There was no meeting with parents held (under Section 94 of the School Standards and Organisation (WALES) Act 2013) so we have made the full report available to all parents and carers via the school website, with paper copies being available on request.

*Mike Cook*

## Chair of Governors

### Governing body

Governor	Appointed by	Term of office ends
Mr Mike Cook (Chair)	Co-opted/Community	18 <sup>th</sup> January 2018
Mr Barrie Jones	Co-opted/Community	5 <sup>th</sup> March 2021
Father Stephen Kirk	Co-opted/Community	9 <sup>th</sup> October 2020
Mr Hefin David AM	Local Authority	27 <sup>th</sup> March 2019
Mrs Angela Kenvyn	Local Authority	11 <sup>th</sup> November 2018
Mr Brian Witchell	Local Authority	7 <sup>th</sup> January 2018
Mrs Ruth Seymour	Parent	8 <sup>th</sup> October 2021
Mrs Jenny Watkins	Parent	25 <sup>th</sup> September 2018
Ms Jill Farrier	Parent	9 <sup>th</sup> October 2020
Mrs Amanda Hurst	Parent	20 <sup>th</sup> January 2020
Mrs Helen Muscat	Support staff	26 <sup>th</sup> February 2021
Mr Anthony Rhys	Teacher	4 <sup>th</sup> March 2018
Mr Ian Elliott MBE	Headteacher	

- Governors serve for 4 years from date of appointment. Currently there is a vacancy for a parent governor.
- The chair of governors can be contacted via the school and the clerk to the governing body is Ms. Julie Parry, who can be contacted at: Governor Support, Tredomen Gateway, Ystrad Mynach, Hengoed, CF82 7EH Telephone: 01443 863155.

### National school categorisation

- The national school categorisation system gives the Welsh Government a clear and fair picture of how well your child's school is performing compared with other schools across Wales and helps us to identify the schools that need the most help, support and guidance to improve. The system has been developed collectively between regional education consortia and Welsh Government. Its main function is to identify, across Wales, the schools that need the most support. The colour category of support allocated to a school will trigger a tailored support programme.
- Following on from our highly successful autumn term national categorisation visit by our peer reviewers our category is **GREEN**, leadership, teaching and learning is **A** and our capacity for improvement is **↑** because:

**“The headteacher and the school leadership team provide very strong and clear leadership through well-established whole school processes. The school has developed an effective and clear vision that is well communicated and “lived” by the whole school community. SLT have very high expectations of one another and of the school team. There are effective examples of shared leadership across the school; this in turn allows staff to work collaboratively to achieve the school’s aims. Trinity Fields has exceptionally strong collaborative links with the local authority; examples of this include the school appointing teachers for the LA’s SRBs and the development of**

**a secondary satellite class in secondary school. These developments are having a positive impact on ALN provision across the LA".** (Autumn report: November 2016).

### **Pupil assessment**

- All pupils are assessed on an annual basis using PIVATS (Performance Indicators and Value Added Target Setting). Routes for Learning and THRIVE annual assessments are also used to support our assessment procedures. Full details are available from Leanne Boardman (Assistant Headteacher).
- These assessments are used to track pupil progress and to support individual target setting.

### **Number on roll**

- The present number on roll is 150 (September 2017).
- There are now 20 classes, 18 of which are on the main school site. We also have a primary satellite class at Cwm lfor and a secondary satellite class which will be based at St. Cenydd Community School from the autumn term (2017). Governors, staff and the LA are very proud of these innovative developments.

### **Staffing**

- Additional staff (teachers, teaching assistants and midday dinner supervisors) have been appointed since our last report; this has been to meet the increasing number of pupils on roll.
- We are fully committed to our TEAM approach that includes: pupils, staff, parents/carers, along with members of the wider community. Staff are our prime resource and work together as part of a highly effective team to deliver an engaging curriculum to meet pupils' needs. Governors highly value their contribution to all aspects of school life and governors remain firmly committed to the professional development of all staff.
- As part of the local authority's additional learning needs developments the governing body has appointed teachers to the specialist resource bases (SRB) at Panside and Pontllanfraith primary schools.

### **Health and safety (H&S)**

- Health and Safety is a standing agenda item at all governing body meetings. Rigorous risk assessments are undertaken and all aspects of our H&S procedures are monitored, evaluated and reported to the governing body by Tracey McGuirk (deputy headteacher/health and safety officer); any issues are given immediate priority for resolution.
- We continue to have the support of Phil Mackie through an enhanced SLA. He continues to support our H&S programme 1 day a fortnight.
- H&S issues are managed by RAMIS- an online management tool and we continue to use the EVOLVE recording system for planning all school visits; this logs the H&S aspects of school visits. Our Educational Visits Co-ordinator is Leanne Boardman (AHT).
- All staff continue to receive update/refresher training in manual handling, Team Teach, fire safety, administering medication, lifeguarding and first aid, as required.
- Our toilets and specialist changing areas are well equipped and ensure that all pupils have access to the highest possible standards of personal hygiene. We have staff on site throughout the school day which means that our toilets and changing facilities are checked and cleaned regularly throughout the day so as to maintain our high standards.

### **Continuing professional development (CPD)**

- All staff have access to a wide range of training and support to develop them personally and also to support whole school development. Training this past year has included:
  - Team Teach update training
  - Estyn Inspector update training
  - Excellence in our classrooms
  - Graduate Diploma in SLD/PMLD
  - Digital competence
  - Literacy and numeracy framework
  - Emergency first aid at work
  - Lifeguard training
  - Welsh
  - ELKLAN modules
  - TEACCH
  - Foundation Safeguarding and updates

- Eye gaze technology
  - Standardisation and moderation of pupils' work
  - PIVATS
  - Switch, sensory and communication training
  - Leadership development
- Details of how we spend our EIG/PDG grants (Welsh Government) can be found on the school website.

## **Finance**

- Governors, the headteacher and School Business Manager continue to work closely with our LA finance officer to manage all aspects of the school budget and our Welsh Government grants (EIG/PDG).
- The school budget for 2017/2018 is attached to this report.

## **Monitoring of learning and teaching**

- The quality of teaching and learning is rigorously evaluated on a termly basis against Estyn criteria and the EAS' Excellence in Teaching Framework. Over the past year we have continued to focus on WG priorities as well as focusing on pupils' personal and social development, as part of THRIVE developments.
- We continue to work with our colleagues in the local authority to secure the very best standards in teaching and learning. As a Green School we work in partnership with our senior colleagues in Crownbridge Special School in Torfaen; who support and challenge us in monitoring and evaluating standards of learning, teaching and leadership across the school. Our autumn 2016 visit awarded the highest possible categories for teaching, learning and leadership in line with the Welsh Government's national categorization of schools. We are very proud of this achievement for the 3<sup>rd</sup> year running and congratulate all the staff on this well-deserved outcome.
- Policies and whole school procedures are reviewed in line with our planning cycle.

## **Links with parents/carers**

- Parents and carers continue to make a highly valuable contribution to all aspects of school life and we value their input and support. Termly Parents' Evenings continue to be very well attended- approximately 70+%.
- Whole school events are very well attended by parents, family members and friends. These include: Macmillan Coffee mornings, Harvest Festivals, Nativity Play, Carol Services and the end of year Keys to Success Assemblies.
- Our PTA annual Christmas Fayre raised approximately £4,000.00, with over 250 visitors coming through the doors.
- Parents once again gave valuable feedback in their annual questionnaire; feedback was very positive and this information was used to feed into our current school development plan.
- We use "Teachers2Parents" texting service to keep in regular contact with parents/carers.
- CASS (Caerphilly Autistic Spectrum Service) continues to provide a wide range of support and advice to pupils and their families, as well as to colleagues in other schools, social services, health and families. This service continues to be very highly regarded by other schools, parents/carers and the local authority. Michelle Fitton (AHT) takes the lead role for this service.

## **Parent Teacher Association (PTA)**

- We have a very successful PTA. The officers are: Chair: Leanne Boardman, Vice Chair: Carol Dunleavy (Luc's mother), Secretary: Amanda Hurst (Luke's foster carer) and treasurer: Geraldine Smallman.
- The PTA can be contacted via the school. Please check the school website for further details.

## **Links with Caerphilly Local Authority and other agencies**

- We have exceptionally strong links with the local authority, through the Chief Education Officer, Mrs Keri Cole, along with her senior officers, particularly Mrs Jacky Elias (ALN Manager). Mrs Elias retired at the end of the summer term; her role will now be undertaken by Mrs Sarah Ellis.
- We also have strong links with the Education and Achievement Service (EAS).
- Ian and Tracey meet with the EAS special school headteachers, deputy headteachers and the Challenge Adviser on a regular basis; these meetings are used to share good practice and to provide additional support and challenge.

- Ian continues to work with another special school in the EAS as a Partner Challenge Adviser; income from this work goes directly in our school budget. He also represents special school son the EAs Strategic Headteachers' group.
- Our Youth and Leisure Services are now registered with Care and Social Services Inspectorate Wales (CSSIW). The service had their 1<sup>st</sup> inspection in the summer and we are waiting to receive what we know to be an excellent report. Our thanks to Geraldine Smallman and her staff for proving this high quality service to children and young people across Caerphilly.
- We continue to receive excellent support from Orangebox via Gareth Banks and his colleagues.
- We continue to have effective links with officers from Duke of Edinburgh Wales.
- We have excellent working partnerships with other special schools, local primary and secondary schools, colleges, local businesses, Assembly Members, Member of Parliament and Welsh Government officers.
- These links are just a flavour of the very well-established partnerships that exist.

### Curriculum and other developments, including the Welsh dimension

- We are working with other schools across Wales to develop new and innovative ways to address the new curriculum and assessment arrangements which will be fully operational by 2021. More information about the changes in the curriculum and assessment can be found on the school website.
- Staff continue to work with other special schools to moderate and standardise pupils' work.
- An excellent range of activities took place during our annual Welsh Week; pupils enjoyed Welsh music, art and craft activities, cookery activities and of course our school Eisteddfod. Welsh 2<sup>nd</sup> language continues to be taught across the school and "Curriculum Cymreig" is strongly reflected in all aspects of our work.
- We have over 10 staff trained as THRIVE Practitioners. THRIVE helps prepare our pupils for life's emotional ups and downs. The approach teaches you how to be, and what to do, with pupils' differing and sometimes challenging behaviour. As a result, pupils become more self-assured and ready to engage with life and learning. More information about THRIVE can be found on the school website.
- Staff have also been working with Dr Coral Harper on "Better Out Than In (BOTI)", a programme that supports pupils to build resilience and inspire learning through connecting with animals and nature. More details about BOTI will be found on the school website.
- We are 1<sup>st</sup> school in Caerphilly to be awarded Rights Respecting School status. Our assessment in January was extremely positive and assessors made the following comments:

**"Article 12 is at the heart of life at Trinity Fields. Pupils are enabled to fully participate in a meaningful and inclusive way. The assessors were able to see many examples of this during the assessment with the Headteacher stating *"RRS and listening to our pupils is natural and an expectation at school. My job is to support our pupils and make a difference. This can only be achieved by listening to them"*. All practices emerge from a rights based approach and are devised with the principles of dignity and best interest in mind".** The full report can be found on the school website. Our thanks to Anthony Rhys for leading this work.

### Strategic Equality Act 2010

- We are committed to ensuring equality of education and opportunity for all pupils and staff; in addition we aim to provide equality for all those receiving services from the school, irrespective of disability, race, gender, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership. These are known as the "protected characteristics".
- We promote a culture of inclusion and diversity in which all those connected with the school feel proud of their identity and able to participate fully in all aspects of school life. We have a long track record of no discriminatory incidents.
- We have developed in consultation with stakeholders a Strategic Equality Plan (SEP), the purpose of which is to fulfil the duties to promote equality for people with 'protected characteristics' and embed fairness and equality at the heart of our school community and in all aspects of our plans and policies.
- The governing body will:
  - seek to ensure that no individual is discriminated against when applying for jobs at our school;
  - take all reasonable steps to ensure that the school environment gives equal access to people with disabilities;
  - strive to make all communications as inclusive as possible for pupils, parents and carers;
  - ensure that no child is discriminated against whilst in our school.
- **Equality objectives for 2016 - 2020 are to:**
  - Continue to ensure "Equality of Opportunity" for all;
  - Ensure all pupils achieve their full potential;

- Provide training and support to pupils, staff, parents/carers, governors and other stakeholders on equality issues and the protected characteristics (being mindful of the specific learning/behavioural needs of our pupils);
- Develop with pupils, a range of pupil friendly policies.

### Governing body meetings

- During 2016/2017 the full governing body met at least once per term, with many sub-committee meetings taking place between full GB meetings.
- Matters discussed by the governors included: whole school self-evaluation, school development plan, buildings, staffing, headteacher's termly reports, performance management, school budget, Strategic Equality Plan, new curriculum developments, including the Literacy and Numeracy Framework, health and safety, work of the school council, school organisation, H&S, safeguarding, "Successful Futures" and fundraising.

### The school and the community

- Caffi Oren is open for business and its 5 star rating for the 2<sup>nd</sup> year makes it a popular place to enjoy a snack. Please see the school website for opening times.
- We have continued to strengthen our position within the community and have excellent working relationships within the local community. Our school choir once again sang at Sainsbury's the community champion, Linda at Sainsbury's continues to provide excellent support for pupils- arranging trips to the store, sampling Fairtrade products and supporting whole school events with various donations.
- We were nominated and won the most recent customer token appeal at Asda Blackwood; as a result we received £500 towards whole school developments.
- School facilities continued to be used out of hours by the Youth and Leisure Service and CASS and are hired out to various community groups, such as: Water Babies Wales Branch and the National Spondylitis Society.
- We would like to thank Fr. Stephen for making everyone feel so welcome in Holy Trinity Church where some of our harvest, Christmas and Easter services were held.
- Pupils from across the school performed 2 very successful and well attended shows just before Easter- "There's a sunflower in my supper". My thanks to Vicky Chiplin for coordinating the shows. Pupils performed exceptionally well.
- As part of our Easter week celebrations we welcomed some very special visitors. We had some lovely new born chicks and 3 donkeys came to stay with us for the day. Pupils were able to hold the chicks and also feed, brush and stroke the donkeys.
- Tracey's dog "Bailey" has been assessed as a "Pets as Therapy" dog; pupils and staff enjoy sessions when Bailey joins us to support pupils' learning.
- The school successfully delivered 2 Lead Creative Schools projects this year- the Citrus Arts Circus skills project worked with Elm Class; this targeted pupils' PHSE skills and THRIVE targets. Assessments demonstrated that all pupils made progress. The end of project show was a huge success. Parents/carers, grandparents and siblings, as well as staff attended and were all engaged by the pupils to participate in the performance and the learning of circus skills. The second project worked with Eyemusic and was delivered to pupils in the secondary department and pupils from Pontllanfraith and Panside SRBs. My thanks to Claire Boswell for coordinating these projects.
- The headteacher and staff contribute to local and national education meetings. These include: South Wales Association of Special Schools Heads and deputies meetings, headteachers' meetings, case conferences, EAS Special School Heads and Deputies, Welsh Government groups etc.
- We have continued to develop our close working relationship with the Touch Trust, a charity based at the Millennium Centre in Cardiff and have 3 trained Touch Trust Therapists in the school.
- All these factors contribute to Trinity Fields School having a highly successful profile within and beyond Caerphilly County Borough.

### Working for others

- Our 2016 Macmillan Coffee mornings were our most successful to date. Every class organised their own coffee morning and we raised a HUGE **£820.17** for the charity.
- The school donated over 10 boxes of food to the local food bank as part of our harvest festival services.
- Pupils and staff celebrated Red Nose Day back in March along the theme of "make your laugh matter". We raised almost **£230.00** for Comic Relief. Check out the great photographs on the school website.
- The school also raised **£318.41** for the annual Children in Need Appeal.

## **Donations received**

- ❖ A financial statement from 1<sup>st</sup> April 2016 - 31<sup>st</sup> March 2017 is attached to our annual report. Donations received have included: Cwmaber Infants School: £1, 560.00, in memory of Gaynor Philpotts: £625.68, Carol Lee via Danielle Kemp: £50.00, Harvey Jones: £5.00, Ruggerbugs: £108.00, in memory of Tony Arnold: £426.50, Emma Humphries' nan: £50.00 and Ruggerbugs: £108.00.
- ❖ Pupils also received Easter eggs from Sainsbury's and from the Co-operative funeral home.
- ❖ We are extremely grateful to all those who donate money to the school; in these difficult financial times we appreciate just how difficult it is to raise money. Some of the money that has been donated over the past year has been put towards new sensory equipment, equipment for our senior playground, Christmas presents for pupils, as well as contributing towards buying a new school minibus.

## **Action as a result of any resolution passed at the last meeting**

- No specific resolutions were passed.

## **Governors' expenses**

- There were no governors' expenses for 2016 - 2017.

## **Additional Learning Needs (ALN)**

- In common with all other schools we are legally required to report on our special needs provision. In line with the current Code of Practice (Wales) the school ensures that all Statements are reviewed annually and that all Individual Education Plans (IEPs) are updated following the annual reviews. This area will be reviewed and updated in light of the Welsh Government's Additional Learning Needs (ALN) Reform Bill.
- Our annual review meetings follow a pupil centred approach; wherever possible pupils are involved in their annual review and contribute through a PowerPoint presentation. In line with a pupil centred approach all pupils have a one page profile which provides staff with key information.
- The school ensures that the Special Educational Needs policy, along with whole school procedures is monitored and reviewed on an annual basis.
- We receive regular support from a range of agencies that include: educational psychologists, social services, physiotherapists, speech and language therapists, occupational therapists, teachers for VI/HI/MSI, medical staff etc. We are grateful for this multi-disciplinary approach which means that all of our pupils have access to the very best services and support.

## **Admission arrangements for pupils with disabilities**

- The school is required by law to report on this aspect. All areas of the school and curriculum are accessible to pupils with a range of impairments (sensory, physical and cognitive).
- In partnership with the school council, pupils, local authority, community groups, governors and staff we have developed our Strategic Equalities Plan (SEP); a copy is available at the school.

## **Educational visits**

- A wide range of educational visits are arranged throughout the year to promote and enhance pupil's learning in real life situations. These have included sporting events, opportunities to develop leisure and independence skills such as bowling, museums, local fire stations, cinema trips, Cardiff museum, Techniquet and Brecon Mountain Railway to name but a few!
- This year we are delighted to report that we now have 2 new minibuses. Last autumn we revived a new Variety Club Sunshine Coach, sponsored by the Jane Hodge Foundation and at the end of the summer term we took delivery of a new Lords Taverners minibus, very generously sponsored by Miller Argent- a contact through one of our younger pupils in Daisy Class. Pupils, governors and staff are VERY grateful to our sponsors.
- Pupils have also experienced a wide range of musical events held in school, including 'Live Music Now' concerts, a pantomime and a Jungle Book week which included a production and live animals through "Animal Encounters".

## **Pupil achievements**

- The success of our pupils continues to be the focus of all aspects of our work. At the 2016 Keys to Success Awards Assemblies special awards were presented to the following pupils, in recognition of their outstanding achievement throughout 2016 - 2017:

Primary Department Awards	Name
Communication Award	Jayden Badham
P.E. Award	Archie Bond
Welsh Award	Jack Burridge
School Ambassador Award	Mason Woods
ICT Achievement Award	Lili-Mai Parry
Music Award	Mia Belli & Harvey Evans
Jane Johnson Award for Swimming	Floyd Bridgen
Best Friend Award	Aron Sapey
Pupil Choice Award	Alex Parry-Soroko

Age Phase	Overall Achievement- Girl	Overall Achievement- Boy
Foundation Phase	Amelia Evans	Oakley Edwards
Key Stage 2	Paige Jenkins	Jack Richards/Aron Sapey

Secondary Department Awards	Name
Communication Award	Karl Williams
P.E. Award	Ian Wilkes Evans/Jason Stapleton
Welsh Award	Luke Pickard
School Ambassador Award	Tammy Stone
Music Award	Harvey Evans
ICT Achievement Award	Danielle Kemp
Good Citizen Award	Joshua Crook
World of Work Award	Sasha Maisey
Young Enterprise Award	Tammy Stone
Pupil's Choice Award	Kieran Burridge
Pupil of the Year- Best Academic Progress	Ryan Lewis

Age Phase	Overall Achievement- Girl	Overall Achievement- Boy
Key stage 3	Tegan Edmunds	Sam Guard/Joshua Crook
Learning Pathways 14-19	Katie Williams	Edward Maddax

<b>Head Girl Award</b>	Tilly Doman
<b>Head Boy Award</b>	Luke Pickard
<b>Eco Ambassador Award</b>	Leon Rawson/Levi Baulch
<b>Pupil Voice Award</b>	Gethin Chamberlain
<b>Headteacher's Award</b>	Ian Wilkes Evans/Jason Stapleton

- The school council continues to take a very active role in school life and tackles a range of issues. They have again provided excellent support to the governing body this past year by supporting interviews to appoint new members of staff. Council members have taken this role very seriously and as governors we want to congratulate them on their work in this area.
- The school council have also been working with staff and governors to develop a range of pupil friendly policies and documents that include: school development plan, sex and relationships education, safeguarding, accreditation, school attendance, teaching, learning and curriculum, health and wellbeing, e-safety, assessment, substance misuse, food and fitness and a guide to annual reviews. These will shortly be available on the school website.
- Members of the school council continue to work with Sally Holland, Children's Commissioner for Wales to discuss a range of issues, including work on Super School Ambassadors and children's rights.
- Pupils who left Trinity Fields at the end of the summer term (2017) did so with a range of recognised accreditation from ASDAN and Agored Cymru.

### 14-19 learning pathways

- Caffi Oren is highly successful in supporting pupils' development of work related skills. Our first assessments in catering and hospitality will take place this summer.
- In-house weekly work experience placements in primary classes continue; staff and pupils greatly value these accredited experiences.
- During June all of the 14-19 Learning Pathways classes took part in a successful Careers Week which focussed on pupils developing their understanding of the working world and the skills needed to work.

Pupils visited Coleg y Cymoedd health and beauty department and B&Q in Merthyr Tydfil. Pupils also took part in car washing and horticulture activities.

- Senior pupils have experienced a vocational themed programme of activities that included Animal Care, Catering and Horticulture.
- Senior pupils took part in a Drugs and Alcohol Awareness session with the local PCSO.
- Pupils in Cedar class took part in a Lead Creative Schools project where they were given the opportunity to explore their creativity with light and sound. They also attended an exciting and original multi-sensory theatre production.
- Over half of the 14-19 LP pupils achieved 4 or more accreditations during 2016-2107.
- 16 different ASDAN programmes along with 8 Agored Cymru Units were also delivered this year.

### Young Enterprise

- A group of pupils attended a regional Young Enterprise competition and won the 'Best Young Enterprise Team' award.
- The team went onto the Welsh finals; sadly we didn't win at the finals but we did receive a letter commending Tammy Stone who represented the school at this national level.

### Sporting achievements

- Our annual 6 nation's rugby tournament back in March was the most successful to date and was attended by 17 schools/specialist units from across South Wales, with over 170 pupils and their staff attending. We were also joined by Ryan Jones (Ex -Wales and Lions Captain), all of the Newport Gwent Dragons, Kingsley Jones (Newport Gwent Dragons Coach) and Phil Steel (BBC presenter for scrum V and the BBC Wales). My thanks to Steph Gillard and Caerphilly Disability Sports for organising this annual event.
- Our sports days in the summer term were was extremely successful and well attended by parents and other family members; pupils enjoyed learning about other countries, cultures, foods in the lead up to the main events.

### Buildings and grounds

- There has been a number of new developments since our last report that include:
  - The official opening of our rebound therapy by Kirsty Williams, Cabinet Secretary for Education and Professor Graham Donaldson
  - A new library and THRIVE room
  - New outdoor learning area and re-furbished memorial garden
  - 2 new classrooms
  - New resource/meeting room
  - Re-painting of the corridors
  - Classroom refurbishment: new flooring, kitchen areas and "tough" furniture.
  - 2 new minibuses

### Term dates for 2017/2018

- Term dates and staff training days are also posted on the school website and included the annual planner that goes out to all parents at the start of the autumn term.

Term	Term begins	Half term holidays		Term ends
		Begins	Ends	
Autumn 2017	September 4 <sup>th</sup> 2017	October 30 <sup>th</sup> 2017	November 3 <sup>rd</sup> 2017	December 22 <sup>nd</sup> 2017
Spring 2018	January 8 <sup>th</sup> 2018	February 19 <sup>th</sup> 2018	February 23 <sup>rd</sup> 2018	March 29 <sup>th</sup> 2018
Summer 2018	April 16 <sup>th</sup> 2018	May 28 <sup>th</sup> 2018	June 1 <sup>st</sup> 2018	July 20 <sup>th</sup> 2018

### Session times (Foundation/Primary Department)

Session 1	Break	Session 2	Lunch/PSD	Session 3
8.55 - 10.30	10.30 - 10.45	10.45 - 11.45	11.45 - 1.15	1.15 - 2.55

The lunch break includes feeding programmes and the development of social skills and forms an essential part of the school's Personal and Social Development (PSD) scheme of work.

## Session times (Secondary Department)

Session 1	Break	Session 2	Lunch/PSD	Session 3
8.55 - 10.45	10.45 - 11.00	11.00 - 12.15	12.15 - 1.15	1.15 - 2.55

The lunch break includes feeding programmes and the development of social skills and forms an essential part of the school's PSD scheme of work.

## Targets set by the governing body

- The targets set by the governing body are fully documented in the 2017-2018 school development plan (SDP). This document is displayed on the governors' noticeboard and there is a summary of the 2017-2018 SDP targets on the school website.
- Working with the staff, the local authority and the EAS we continually monitor the progress made towards these targets. Updates are given by the headteacher at termly governors' meetings.
- Targets for 2017/2018 include: improving pupils' literacy, communication and numeracy, extending work experiences for 14-19 LP pupils, upgrading ICT room and resources, extending accredited courses at post-16, upgrading foundation phase playground, extending outside learning and use of school grounds, planning and assessment in preparation for the new 2021 curriculum, staff development, .
- The recommendations from our 2012 Estyn Inspection have all been successfully addressed through our SDP.

## Attendance information

Term	Attendance	Authorised Absence	Unauthorised Absence
Autumn 2016	85.56%	12.75%	1.67%
Spring 2017	87.15%	11.5%	1.35%
Summer 2017	87.3%	11.9%	0.8%

- As governors we continue to ask parents/carers to support the headteacher by telephoning the school to inform staff of any absences. Without this information absences **MUST** be recorded as **UNAUTHORISED**; this can have an impact on those pupils' claiming the Education Maintenance Allowance (EMA).

## Destination of school leavers: summer 2017

- 9 pupils left at the end of the summer term; 8 have moved on to Social Services Day Provision and 1 has gone on to local college provision. As governors we wish them every success for the future.

## Financial Statement

Estimated Pupil Numbers	146	148
Delegated Budget	2,605,805	3,357,000
<b>EXPENDITURE AREA</b>	<b>2016/2017</b>	<b>2017/2018</b>
	<b>ACTUAL</b>	<b>PROJECTED</b>
<b>SALARIES and WAGES</b>		
Teachers	1,300,312	1,610,785
Supply teachers	171,400	84,700
Teaching assistants	1,242,199	1,362,539
Clerical and IT Technician	149,480	148,993
Mid-Day Supervisors & Maintenance Staff	106,219	135,537
Employee Expenses/Hospitality/Long Service Awards/Medical Appointments	1,083	1,950
Training	5,200	5,266
Legal Fees	1,384	
GASS Admin Charges	200	202
Recruitment		500
Staff Car Allowances/Expenses		5,000
<b>PREMISES</b>		
Building and Equipment Repairs and maintenance	95,356	82,000
Grounds maintenance	2,853	2,000
Swimming Pool maintenance	12,775	12,903
Cleaning Contract and Materials	57,856	58,412
Electricity and LA Leasing Lights	14,872	15,021

Gas	26,945	27,215
Water/Water Dispensers	11,014	8,863
Insurance	22,931	23,734
Offsite Travel Insurance	89	90
Refuse/Hygiene Rental Units	8,805	8,438
Alarms/CCTV	2,331	2,331
Vehicle Running Expenses	7,280	7,353
CRC Allowances	5,239	5,292
<b>SUPPLIES, OFFICE and OTHER EXPENSES</b>		
Capitation	23,237	26,000
Whole School Stationery	4,749	4,797
Telephone/Mobile Phones	8,290	8,421
Postage	435	439
OT/Physio Equipment/Other	20,906	20,000
Health and Safety/Manual Handling Equipment		2,500
IT Equipment/Leasing/Micro Repair	40,375	41,469
Furniture	28,265	25,048
TV Licence/Copyright Licence/Data Protection	380	384
Photocopying	1,460	1,475
Subscriptions	12,087	12,208
Transport Hire Costs	6,299	6,362
Medical Expenses/Reports	2,160	2,282
Carry Forward Rebound, CASS, Y and L	6,879	27,206
Pupils School Uniform	38	38
SLA's	42,542	48,893
School Development Plan	203,366	105,000
Miscellaneous	351	
Music Support Services	22	
<b>TOTAL EXPENDITURE</b>	<b>3,646,686</b>	<b>3,994,074</b>

<b>INCOME</b>		
Reimbursement School Meals Admin etc	2,532	2,532
Hire of Premises	5,330	7,502
GTC/NQT Income	1,550	
DCELLS Post 16	591,166	
Former KS2 Grant	27,302	30,000
Reimbursement for Satellite Bases and Grow your Own	169,564	146,841
Foundation Phase Funding (Home Support)	2,215	4,270
Successful Futures Resources	1,450	
Use of Premises Y and L	5,910	5,910
Tranche and EAS Money	750	
Wellbeing Project	3,165	
Heads Strategy	5,000	
Performance Management Grant	2,103	
Support in SRB - Estyn	3,000	
Challenge Adviser IE	4,251	
Assistant Head, funded by KC	38,222	66,568
Miscellaneous	22,910	5,000
Devolved Income	54,304	22,245
Donations	37,793	440
Inclusion Reimbursement & Income from MCBC/Cumbria	70,388	75,312
<b>TOTAL INCOME</b>	<b>1,048,904</b>	<b>367,924</b>

TOTAL EXPENDITURE	<b>3,646,686</b>	<b>3,994,074</b>
TOTAL INCOME	<b>1,048,904</b>	<b>367,924</b>
TOTAL NET EXPENDITURE	<b>2,597,782</b>	<b>3,626,150</b>
TOTAL CARRIED FORWARD FROM PREVIOUS YEAR	<b>387,193</b>	<b>395,216</b>
TOTAL FUNDING	<b>2,992,998</b>	<b>3,752,216</b>
ESTIMATED SURPLUS/DEFICIT	<b>395,216 surplus</b>	<b>126,066 surplus</b>