



# **Chepstow School**

## **Annual Report to Parents**

### **2016 - 2017**

**Published By:**

**The Governors of Chepstow School**

**Chepstow School**

**Welsh St,**

**Chepstow,**

**Monmouthshire**

**NP16 5LR**

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## 1. Introduction

Dear Parents and Carers,

Once again, it gives me great pleasure to present to you the Annual Governors` report in my capacity as Chair of School Governors.

The first section of the report relates to the various sub committees that support the Governing body and are delivered by the respective Chairs of each committee; - Teaching and learning, Personnel, Finance and premises and the Strategy group. This is followed by a report on special education needs by our SENCO and Governor responsible. The report then recognises the many academic, sporting and personal achievements of the school in this academic year.

This year was again extremely busy, as the Headteacher- Ms Claire Price led the School through various improvement and development plans to meet both statutory and internal improvement targets.

The school was inspected by Estyn in September and the report published in late November highlighted that the school was making progress. However, we did agree some opportunities for improvement with the Inspectorate that will place us in a stronger position going forward.

There is now an action plan in place that has been ratified by the Governing body for deployment by the Head Teacher.

The Governing body met for Six full meetings, supported by the various sub-committee meetings and additional meetings to facilitate financial planning and future proofing of the School moving forward.

In summary, the school has had a reasonable year with good examination results and many personal success stories of community, sporting and academic achievements.

The Governing body are looking forward to the next calendar year and actively supporting the school in delivering accelerated success from our steady platform and direction from the Headteacher. We have a plan in place to radically improve our current Estyn rating and are intent on delivering this at pace to ensure we capture the value and benefit for our young learners.

We have made fantastic progress with our financial recovery plan to clear our deficit in 2018/19 with support from the Local Authority Finance Dept. and the excellent work of the School Business Manager. This in itself will make us a more attractive School with a sustainable future built on sound Leadership and a robust financial platform.

Once again, can I thank you for supporting our children as they progress through their school life, and I would also like to personally thank our students, teaching staff, support staff and leadership in taking the school forward.



Craig Bridgeman – Chair of Governors.

## 2. Details of Governing Body

### Governor Designation

Chair of Governors (Community Governor)	Mr Craig Bridgeman (Term ends 14/09/2021)
Vice Chair of Governors (Parent Governor)	Mr Stuart Dent (Term ends 26/01/2019)
Headteacher	Mrs Claire Price
Clerk to the Governing Body	Mrs Emma Lawrence

#### **Type/Name of Governor**

#### **Term of Office End Date**

##### *Community Governor Appointed by GB*

Cllr Peter Farley	05/05/2017
Mr Gareth Jones	14/05/2017
Mrs Jayne Edwards	16/06/2017
Mr John Rowlands	22/03/2019
Mrs Helen Dymond	09/07/2020
Mr Phil Bell	21/05/2021
Mr Johnny Hathaway	25/06/2021

##### *Parent Elected Governors*

Mrs Caitlin Goulap	07/12/2016
Mr Paul Wilding	26/01/2019
Mrs Rachel Williams	26/01/2019
Mr Richard Drew	16/06/2020
Mrs Sharron Burrige	07/12/2020
Mrs Lesley Long (nee Allart)	08/01/2021

##### *Local Authority Appointed Governors*

Rev Christopher Blanchard	22/05/2017
Mrs Jenny Williams	15/07/2017
Mrs Jennie Edwards	01/02/2020
Cllr David Dovey	15/03/2020

##### *Teacher Governor*

Mr Owen Morgan	19/12/2017
Miss Zoe Elsmore	16/03/2019

##### *Non-Teaching Staff Governor*

Mrs Hazel Trott	06/12/2017
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##### *Pupil Associate Governors*

Sarah Gibbs	07/05/2017
Luca Goddard	07/05/2017
Emily Williams	07/05/2017
Lukas Evans	07/05/2018
Jess Sariaak	07/05/2018
Joe Summers	07/05/2018

## **2.1 Governors' Contact Details**

Chair of Governors

Chepstow School, Welsh St, Chepstow, Monmouthshire, NP16 5LR

Email: [chair@chepstowschool.net](mailto:chair@chepstowschool.net)

Clerk of Governors

Governor Support, Llanwern High School Hartridge Farm Road NEWPORT NP18 2YE

Email: [clare.coff@sewaleseas.org.uk](mailto:clare.coff@sewaleseas.org.uk)

## **2.2 Parental Meetings**

No meeting was held under Section 94 of the School Standards and Organisation (Wales) Act 2013

### 3. School Comparative Data

#### Chepstow Comprehensive School

Summary of School Performance (1)

LA/School No. **679 / 4065**

#### **Pupils in Year 11**

**Number of pupils in Year 11 who were on roll in January 2017 : 129**

**Percentage of pupils in Year 11 who:**

	entered at least one qualification	achieved the Level 1 threshold	achieved the Level 2 threshold	achieved the Level 2 threshold including a GCSE pass in English or Welsh first language and mathematics	Average capped 9 (2) points score per pupil	Average capped 8 (2) wider points score per pupil	Average wider points score per pupil
School 2016/17	100	98	74	70	369	341	428
LA Area 2016/17	100	94	77	67	368	338	465
Wales 2016/17	99	94	67	55	350	325	456
School 15/16/17	67	..	..	..	..	228	461
School 14/15/16	36	..	..	..	..	121	473

**Number of boys in Year 11 who were on roll in January 2017 : 69**

**Percentage of boys in Year 11 who:**

	entered at least one qualification	achieved the Level 1 threshold	achieved the Level 2 threshold	achieved the Level 2 threshold including a GCSE pass in English or Welsh first language and mathematics	Average capped 9 (2) points score per pupil	Average capped 8 (2) wider points score per pupil	Average wider points score per pupil
School 2016/17	100	99	81	77	377	348	435
LA Area 2016/17	100	93	75	65	358	331	449
Wales 2016/17	99	93	62	51	337	313	432
School 15/16/17	66	..	..	..	..	230	447
School 14/15/16	35	..	..	..	..	120	448

**Number of girls in Year 11 who were on roll in January 2017 : 60**

**Percentage of girls in Year 11 who:**

	entered at least one qualification	achieved the Level 1 threshold	achieved the Level 2 threshold	achieved the Level 2 threshold including a GCSE pass in English or Welsh first language and mathematics	Average capped 9 (2) points score per pupil	Average capped 8 (2) wider points score per pupil	Average wider points score per pupil
School 2016/17	100	97	65	62	360	332	420
LA Area 2016/17	100	95	78	69	377	346	482
Wales 2016/17	100	96	72	59	364	338	482
School 15/16/17	68	..	..	..	..	225	476
School 14/15/16	37	..	..	..	..	122	500

..

#### 4. Summary of Secondary School Performance

##### KS4

	Total
Total number of students in group	129
L2 inc En/Ma	69.8%
Level 2	72.1%
Level 1	97.7%
Core Subject Indicator	62.7%
English	82.2%
Best of Maths	76.7%
Best of Science	72.9%

#### 5. Attendance Information

##### Whole School Attendance Figures 2016-17

Indicator	Attendance
All students attendance	94.68%
Authorised absence	5.00%
Unauthorised absence	0.32%

#### 6. Sport Provision & Participation

Chepstow School is fortunately co-located with Chepstow Leisure Centre and has the beneficial use of the facilities including, swimming pool, sports hall, all weather pitch and sports grounds.

We have an unrivalled reputation locally and nationally for the quality of our sports programme which includes rugby, football, netball, cricket, hockey, athletics, swimming, cross-country, tennis, badminton, fitness and dance. Many students represent the school at county and national levels.

2016/2017 was another successful year for Sport and Physical education in the school. We have had large numbers attending clubs. These range from a number of team sports in the winter months to athletics, tennis, rounders and cricket during the summer. In addition, we also have a wide variety of 5x60 clubs on offer such as Taekwondo and water polo. There is also the Thriving Leadership academy which has over 40 active leaders.

The most notable successes across the year have been retaining the Welsh Schools' Badminton title. We also became South East Wales schools u15 & u13 gymnastics champions with many students going on to achieve medals in the Welsh championships. In athletics 3 out of our 4 teams won the regional team competitions and competed in the county finals. We had a number of students who also qualified for the individual Welsh Schools athletics finals. During the cross- country season we had a few students who were in the top 12 of the County Championships and therefore qualifying for the Welsh Schools' Championships. Rugby, Football, Hockey and Netball teams all played numerous fixtures across the age ranges and there was a mixture of results with all teams playing well.

In addition to the extra- curricular clubs we also ran the very successful 'This Girl Can' campaign again where all girls had a day of PE where they were able to access a range of activities not normally on offer. One of the most notable successes from this day was when a Year 10 girl rode a bike for the first time.

We held our 3rd SPOTY awards and had more nominees than ever before due to the success of our students over the year. We had National Champions in a range of sports from motor cross to gymnastics. Another fantastic event to showcase the wonderful students we have!

## **7. Financial Statement**

The Governors' Finance & Premises committee includes the Head Teacher and School Business Manager. We meet on a quarterly basis to monitor actual financial performance against Budget, to consider other financial matters affecting the school and to agree the annual programme of funded premises maintenance and improvement paying particular attention to health and safety issues.

During the academic year to August 2017, capital improvement works were carried out as a result of Allison Crossland, the School Business Manager, working closely with and securing funding through the Local Authority's property services department:

- Secure fencing of the school premises
- Replacement of a number of fire safety doors

The school opened the financial year in April 2016 with a brought-forward deficit of £414k and a commitment to work closely with the Local Authority to return to a balanced budget within three years. The School Management and Business Manager worked tirelessly to secure sources of additional funding and to control costs throughout the year. This outstanding effort has allowed the school to reduce its deficit to just £81k. In consequence of this tight fiscal control the school has been able to set a balanced budget in the financial year 2017-2018, despite facing a large number of cost challenges and pressures.

The detailed Financial Statement for the year to April 2017 is included as **Appendix A** of this report.

## **8. Personnel**

The Personnel Committee consists of the Head Teacher, the School Business Manager and five Governors. The committee is responsible for approving and monitoring personnel policies within the school, agreeing the staffing structure, monitoring the progress of the School Improvement Plan, monitoring staff absence and supply cover and analysing lessons learnt in relation to any staff issues.

Governors are actively involved with the appointment of all employees and a Governor sits on selection panels for all external and internal appointments. At the end of last year several new appointments were made in readiness for the new school year. These included the promotion of Melanie Thomas to the position of Assistant Head teacher 14-19, Ollie Knight to the position of Head of Year 7 and the appointment of Nicola Dutton to the role of Office Manager. Eight teachers joined the school in September: Andrew Bringhurst – Curriculum Leader MFL, Sarah Thomas – English, Ben Horne – ICT & Computer Science, Oliver Walsh – French & Spanish, Kurtis Parkin – PE, Hari McCormack – PE, Daniel Jones – Maths, Samantha Arnold – Humanities.

During the year the school introduced several new initiatives relating to staff.

These new processes included the introduction of a new flexible working procedure, the formation of a staff wellbeing committee and formalized processes for monitoring absence and for carrying out exit interviews.

## **9. School in the Community**

The School in the Community Group came to an end this year following the appointment of the Cluster Coordinator for 1.5 days to support cluster working. Our School in the Community met regularly across the year and were involved in a number of tasks such as:

- the success of the transition of pupils from Chepstow primaries into Chepstow School;
- setting up of a partnership agreement between the primaries and Chepstow School and the transition from a committee held at Chepstow School to a steering group of governors as a committee that sits alongside all the schools in Chepstow. The new steering group has a specific role to hold the appointed cluster co-ordinator to account for the progress of the cluster development plan;
- shared school business management. This Committee has now been replaced by a cross-curricular Governors' Committee.

## **10. Standards Committee**

The Standards Committee met to review the school's projected outcomes for Years 11 and 13 following lower than expected results in 2016-17. This Committee is replaced by the Strategy Committee for 2017-18.

School outcomes are now reviewed 6-weekly in the Teaching and Learning Governors' Committee meetings.

## **11. Teaching & Learning**

*Teaching and Learning sub-committee: 2016 - 2017*

The Teaching and Learning Sub-committee has representation from the Governing Body, and from the senior management team of the school. The group meets twice a term. During these meetings, detailed data on pupil progress and attainment in Key Stages 3 and 4 and in the Sixth Form is shared and discussed. The school's key priorities for improvement, linked explicitly to the end of Key Stage outcomes are also shared.

In addition to end of Key Stage outcomes, information is shared and discussed about the school's processes for monitoring and evaluating the quality of learning and teaching.

Notes of the meetings are taken and feedback given to the full Governing Body. Actions for future meetings are clearly derived from the discussions. As a result, governors are well informed about standards in the school and are able to hold the school to account robustly.

## 12. **Destination of School Leavers**

### Destination of Year 11 Students – 2016-17:

Out of 125 students on roll, 76 returned to Sixth Form in Year 12 and 49 enrolled in further education in an alternative educational setting.

### Destination of Year 12 Students – 2016-17:

Out of 113 students on roll, 7 left Chepstow School to embark on other pursuits in either College or employment with the remaining 106 continuing with their studies in as Year 13 students of the school.

### Destination of Year 13 Students – 2016-17:

Out of 98 students on roll, 78 successfully began University life and 17 either started an Apprenticeship Programme, or returned to our Sixth Form. In addition, we also had a student earn an apprenticeship with Dyson, another with Celtic Manor and one with Babcock Engineering. Another earned a place in the marines.

Last year's Oxbridge and ST attenders, plus other HE stats. 2 students were made Cambridge offers, but one declined for Warwick.

## 13. **Targets for Improvement**

1. Improve students' progress and outcomes;
2. Improve the quality of teaching and learning;
3. Improve the quality of leadership at all levels.

## 14. **Review of Policies & Resulting Action**

The following policies were reviewed by the Governing Body and were adopted unless noted otherwise:

Behaviour for Learning Policy	– 28.11.16
Educational Visits	– 30.01.17
Capability Policy	– 30.01.17
Anti-Bullying Policy	– 30.01.17
Bereavement Policy	– NOT ADOPTED (27.03.17)

15. **Term Dates**

Autumn Term 16 - 17

Start Monday, 5<sup>th</sup> September 2016  
Half Term Monday 24th October 2016 – Friday 28th October 2016  
End Friday 16th December 2016

Spring Term 16 - 17

Start Tuesday, 3<sup>rd</sup> January 2017  
Half Term Monday 20th February 2017 – Friday 24<sup>th</sup> February 2017  
End Friday, 7<sup>th</sup> April 2017

Summer Term 16 - 17

Start Monday 24th April 2017  
Half Term Monday 29th May 2017 – Friday 2nd June 2017  
End Tuesday, 18th July 2017

Inset Days

Thursday 1st September 2016  
Friday, 2<sup>nd</sup> September 2016  
Wednesday, Thursday and Friday – 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> July 2017

16. **Changes to School Prospectus**

There have been no significant changes to the Prospectus, as this school continues to improve year on year in its performance both in and out of the classroom.

17. **Statement on Curriculum**

The focus of the committee remained the oversight and scrutiny of teaching and learning strategies to deliver the planned curriculum and scrutiny of students' outcomes so as to inform, in discussion with the leadership team, the priorities for the school development plan.

The committee met on 4 occasions during the year.

The work of the committee has included:

- a detailed review of the exam results in summer 2015
- monitoring the progress of the leadership team in implementing the teaching and learning priorities identified in the school development plan;
- reviewing and approving the lesson planning form to be used in the school;
- reviewing the homework policy of the school;
- considering the implications for the curriculum plan of the significant changes to GCSE qualifications from 2016 onwards and the changes to the national curriculum proposed by the Donaldson Review.

## **18. Welsh Language**

All teaching in Welsh lessons is delivered bilingually – with a strong emphasis on using target language. We seek every opportunity to promote bilingualism across the school in order to increase the potential of our students.

Students are offered opportunities to use their gained language skills outside of the classroom, activities such as Eisteddfod, Shw mae day, visits to Universities and locations of Welsh importance, as well as residential trips to Llangrannog, Glan-Llyn and Paris.

## **19. Safeguarding**

Chepstow School is committed to safeguarding its students. We have a well-trained and experienced safeguarding team who work collaboratively and proactively to safeguard our young people. Alongside our statutory obligations, we have developed preventative strategies to support students with keeping safe and we have excellent relationships with external agencies that support us.

Currently we are working towards a Carnegie Mental Health and Wellbeing Award. We are working in collaboration with Face to Face Counselling to support students with resilience workshops. We have developed an 'Internal Jaff' process where we provide support for vulnerable pupils who may, in the future, be a safeguarding risk and we are working closely with Choices on supporting students with self-esteem workshops.

We have excellent relationships with other safeguarding teams in Monmouthshire and share appropriate information to support students who move between schools. We also have been chosen to pilot PLANT – a programme which uses a central database to triangulate important safeguarding information between the police, social services and other external organisations.

The Senior Designated persons are Emma Mellen (Assistant Head and Senior DSL), John Robson Natalie Jones and Nicky Back (House Leaders) supported by Claire Price (Headteacher). Student Progress Leaders are accredited in safeguarding to ensure that all students have a safe environment in which to succeed. All staff are trained in PREVENT and receive the mandatory training annually.

Emma Mellen also has responsibility for Looked after Children (LAC).

As part of our commitment to safeguarding, Chepstow School ensures that:

- we practice safe recruitment in checking the suitability of staff and volunteers to work with young people;
- we raise awareness of child protection issues and equip young people with the skills needed to keep them safe;
- we develop and then implement procedures for identifying and reporting cases, or suspected cases of abuse;
- we establish a safe environment in which young people can learn and develop;
- we recognise that because of the day to day contact with young people, school staff are well placed to observe the signs of potential abuse;

- we establish and maintain an environment where young people feel secure, are encouraged to talk, and are listened to.;
- young people know that there are adults in the school whom they could approach if they are worried;
- we include opportunities in the curriculum for young people to develop the skills they need to recognise and stay safe from abuse.

### **19.1 Security, Health & Safety**

The school has a qualified School Business Manager who holds an Institute of Health and Safety managing safety in school's qualification. The School Business Manager is responsible to the Headteacher for making the school a safe place to work and study. Everything from the suitability of classrooms and workshops to the organisation of school visits and fire drills, is supported with comprehensive Risk Assessments, Policies and Procedures. Staff are trained in First Aid and retrained upon expiry of their certification in line with statutory recommendations. Key members of staff are trained and qualified to provide support to students and staff who have specific health requirements. We have a fully equipped First Aid room, staffed by the Principal First Aider.

To aid security on the site there is a perimeter fence and a CCTV system in place. Visitors are required to report to the main reception area where they sign in on the automated 'Swiped on' system and are issued with photographic identification. All staff are required to wear photographic identification making them easily identifiable as members of school staff. Parents who transport students to school by car are expected to drop them off in the Leisure Centre car park. The school complies with the Equalities Act 2010 and welcomes students with special educational needs.

The school promotes a healthy eating lifestyle both within the classroom but also in the meals that it provides to students that is compliant with 'Healthy Eating in Schools (Nutritional Standards & Requirements) (Wales) Regulations 2013 .

There are adequate toilet facilities across the school for all pupils and staff.

## Appendix A – Financial Statement

### Appendix A

#### Chepstow School Year End Report

<u>Income</u>	2015	2016	Variance B, (W)
<b>Funding Income</b>			
Pupil Funding - Yr7 - 11	3,202,695	3,346,841	144,146
SEN Funding	367,831	340,571	(27,260)
Pupil Funding - 6th Form	693,312	833,371	140,059
<b>General Income</b>			
Donations	24,426	12,644	(11,782)
Grants	282,221	298,498	16,277
Supply compensation etc.	92,161	54,406	(37,755)
Music tuition, exam fees etc.	36,925	30,595	(6,330)
Other income	2,058	1,029	(1,029)
<b>Total Income</b>	<b>4,701,629</b>	<b>4,917,955</b>	<b>216,326</b>
<b>Expenditure</b>			
<b>Employee Costs</b>			
Teaching Staff	2,801,053	2,724,617	76,436
Ancillary Staff	901,700	804,395	97,305
Supply Staff	49,500	255,702	(206,202)
Travel costs etc.	5,543	13,074	(7,531)
Redundancy	59,121	0	59,121
<b>Supplies</b>			
Exam Fees	106,927	79,967	26,960
Photocopying.	100,672	0	100,672
IT (software, hardware, maintenance)	14,941	17,408	(2,467)
Other supplies	122,156	102,771	19,385
<b>Premises</b>			
Cleaning	75,606	126,323	(50,717)
Gas	35,676	25,015	10,661
Electricity	46,102	44,248	1,854
Rates	118,572	119,556	(984)
Water services.	31,668	11,187	20,481
Grounds maintenance	5,699	14,836	(9,137)
Repairs, maintenance, improvements	45,492	38,964	6,528
Other premises costs	16,148	13,859	2,289
<b>Transport</b>	31,470	20,850	10,620
<b>Agency and Contracted Services</b>			
Joint Leisure Facilities	62,173	63,727	(1,554)
School Music Service	15,170	4,252	10,918
IT Support	32,000	53,750	(21,750)
Other services (e.g. payroll)	47,632	50,455	(2,823)
<b>Total Expenditure</b>	<b>4,725,021</b>	<b>4,584,956</b>	<b>140,065</b>
<b>SUMMARY</b>			
<b>TOTAL INCOME</b>	4,701,629	4,917,955	216,326
<b>TOTAL EXPENDITURE</b>	4,725,021	4,584,956	140,065
<b>NET</b>	(23,392)	332,999	356,391
<b>Deficit B/f</b>	390,673	414,065	
<b>Deficit C/f</b>	414,065	81,066	