

## Report of Activity

<b>Establishment</b>	The Waterloo School		
<b>District Council</b>	Havant		
<b>DFE No</b>	7051	<b>Area</b>	East
<b>Report Recipient</b>	Angela Hollins (Acting)	<b>Date</b>	4 June 2013
<b>Author of Record</b>	Sarah Kiel	<b>Term</b>	Summer 2013

**Activity Reason:** LA funded  
**Additional Focus:** School Self-Evaluation

**CONTEXT**

Following the LLP annual visit and subsequent review report dated January 2013 when the school was identified as a **low priority for the allocation of LA resources**, there has been a significant change in leadership circumstances. [REDACTED]

[REDACTED] In addition, the membership of the governing body has been affected by illness, resignation and re-location of some members.

This brief interim report summarises the action taken to support the school during this time, and in the medium term, to ensure no loss of quality or standards in provision, practice and leadership.

**COMMENTARY**

The impact of recent and significant changes to the school's leadership and governance is being managed through careful management and access to appropriate external support. Securing effective interim leadership at all levels and demonstrating the school's capacity to sustain good quality provision and outcomes for pupils are therefore priorities at present. The school is taking steps to re-evaluate current provision so as to ensure that the school's improvement planning and leadership are well focused on these priorities.

**Summary of action to secure leadership capacity and outcomes for pupils**

- The chair and vice chair of governors have met several times with the District Manager, LLP and acting headteacher to discuss the situation, identify next steps and plan action to secure leadership capacity and maintain good or better outcomes for pupils.
- The leadership of the school has been strengthened by the involvement a local special school headteacher acting as an external consultant for the second half of the summer term. This was secured by the governing body and the local authority in partnership with the other school.
- One of the school's deputies is acting as headteacher and is leading the staff team

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- The consultant headteacher and acting headteacher are working together to identify time limited leadership roles and responsibilities for middle leaders and prepare those colleagues to deliver on expectations.
- Those teachers who have been identified to take additional leadership roles will be supported to identify the key actions to be taken in the short term and prepare a position statement or similar relating to their areas of responsibility and the impact of actions taken.
- Action is underway to ensure no loss of quality of teaching in classes. This includes securing effective cover and non-contact time for those undertaking additional responsibilities such as the acting headteacher, and supervision of any unqualified staff used as cover.
- The acting headteacher and consultant are conducting weekly learning walks to sample the quality of teaching and learning and identify any areas for further action.
- The acting headteacher is preparing a SEF summary outlining the context of the school; strengths; areas for improvement and a brief overview of the key Ofsted inspection areas.
- The consultant headteacher is supporting the review and presentation of key documentation, headline information and other sample evidence including the collation and accuracy of samples of progress data, and scrutiny of governing body minutes.
- The consultant headteacher has reviewed financial planning and budget preparation with the finance officer.
- The LLP, consultant and acting headteacher have discussed and identified the action necessary to ensure all statutory requirements are in place. A place for the acting headteacher on a CPLO training course is being sought as a matter of urgency for example. In the interim, the consultant headteacher will act as a CPLO and staff will be informed of a change in reporting protocol.
- All staff have received updated child protection training this half term.
- The acting headteacher will report regularly to the chair/vice chair of governors and District Manager/LLP as necessary and appropriate on any school improvement issues and the action to secure leadership and ensure the quality of provision.
- The District Manager will liaise with the governing body and Education Personnel Services (EPS) on any personnel issues arising including the process for the appointment of a new deputy.
- The LLP will ensure the circumstances of the school are communicated appropriately with staff in Children's Services (SEN) with regard to any proposed placements or transitions.
- Hampshire Governor Services is taking action to source governors for the governing body at the request of the chair of governors.
- The District Manager will ensure the Area Director and other senior staff are informed of any issues arising as necessary.

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- An additional local special school headteacher is available to focus on any specific project identified by the acting headteacher and consultant headteacher.
- The leadership situation will be reviewed before the end of the summer term in order that proper consideration can be given to planning and preparation for the new academic year. At this time more may be known with regard to the substantive headteacher's health and prognosis.
- The acting headteacher will review progress against the current school improvement plan and consider which foci will be given priority. She will also take responsibility for preparing a post-Ofsted action plan should that be necessary. She will be supported by the consultant headteacher and LLP.
- The LLP, consultant headteacher and District Manager are available to support the school at any time, particularly during Ofsted inspection.

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### ACTION

See commentary.

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**Signed:**

**Date:**

**Copy To:** Acting headteacher  
Consultant headteacher  
Chair of Governors  
Brian Pope (AD)  
Eric Halton (DM)  
Sarah Kiel (LLP)

Author of Record				
	Duration	Preparation	Follow Up	Charge Code
Day(s)				
Hour(s)				
Total Time Author of Record			Day(s)	Hour(s)
				3