

LAKESIDE SCHOOL

MONITORING VISIT

Date of Visit: 01.10.2018 – Summer Term - Visit 1
Un-Announced Visit

Copies to be sent to:

- 1) Head Teacher – Gareth Evans
- 2) Senior Manager – Barry Ryder
- 3) Head of Care – Dan Healy
- 4) Senior Residential Childcare worker – Linda Howard
- 5) Chair of Governors – Diane Chamberlain

Recommendations from Previous Report

Recommendations from previous report	Have recommendations been met	Plans in place to meet recommendations
<p>Managers will review the décor and set up a schedule of improvements/decoration.</p> <p>A review of all rooms has been conducted and it is felt that all need some attention even though in some cases it is minimal.</p> <p>The replacement of furniture is not high on the agenda at the moment but initially curtains/cushions are being considered.</p> <p>28.03.2018 Bathrooms and Showers - County have agreed some funding, final figure to be confirmed. Currently in consultation with HCC with regards to ideas and costing.</p> <p>14.05.2018 – Quotes for bathrooms and showers are being obtained.</p>	<p>This is an on-going programme of work</p>	<p>This is an ongoing programme of works.</p> <p>To date:- The focus of the décor is remaining personalised within the boys bedrooms, the boys are very positive about this and are taking pride in their own space. Most bedrooms have been painted.</p> <p>DH spoke to me about some art work that he is currently looking at being added to the bedroom doors in the main house. This would give the effect of a colourful front door for each boys' bedroom door. DH is currently putting together a proposal for this as it will be quite expensive.</p> <p>20.11.2017 – Quotes for art work should be received by the end of term.</p> <p>08.02.2018 – Vinyl Door Art for doors – alternative options are being considered due to costing of vinyls. When all options considered this work is due to</p>

		<p>be complete by end of summer term 2018. The feature wall displaying the reward scheme is to be repainted again by the end of summer term 2018.</p> <p>28.03.2018 Boarding house meeting will include constructing a brief for the plaque requirements during the first week of summer term and this will be MD taking the lead.</p> <p>14.05.2018 The brief has now been discussed with pupils and themes agreed. Work experience students have prepared mood boards and are now preparing work for themes. The college had a recent support and challenge visit from OFSTED and the Inspector discussed the mood boards and work experience brief with the students.</p> <p>17.07.2018 The work themes for the doors have been created and passed to the school for client feedback and selection of which designs are preferred. The door plaques will then be created in the Autumn term.</p> <p>01.10.2018 Protoypes to be return to College with feedback forms and plaques to be made by students. A timescale of stages to be prepared by</p>
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		<p>the college.</p> <p>The gardens are to be improved including flower bed, vegetable patch and planting but this will take account of summer holidays to ensure planting is safe until school returns in September 2018.</p> <p>01.10.2018 Horizons re-opened last week with three boarders. Pupils will consider the use of the garden to meet their needs. Staff member MDa will take the lead on this.</p> <p>The Horizons staff office requires equipment for storage, managers will negotiate this.</p> <p>01.10.2018 This has now been resolved.</p> <p>The quotes and negotiations around costs to refurbish bathrooms have been discussed further and it is agreed that one bathroom will be upgraded initially and the cost split 50/50 between the school and county. Works to start summer break.</p> <p>01.10.2018 Quotes received from HCC</p>
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		<p>Property Services are very expensive and a meeting is scheduled with Carol Davies in January 2019. Governors recognise the extreme frustration that the staff have. Governors would welcome an update from HCC Property Services.</p>
<p>To create an annual national minimum standards compliance check that can be made available to the governing body.</p>	<p>Ongoing</p>	<p>25.9.17 – DH was able to show me a compliance record that he is currently working on. This document is recording the compliance with each of the NMS and is very comprehensive. DH hopes to have this completed by the Oct half term 2017.</p> <p>20.11.2017 – This is a fantastic piece of work with a lot of input an effort. We have agreed to review half termly. We have agreed that you will introduce a tracker document to record progressed and that you will also map back to the SIP and the SEF where relevant.</p> <p>08.02.2018 – We agreed to review this piece of work at the next visit, this was very useful at the last inspection and agreed that it is a working document. We will circulate it ready for the Governors meeting following the first spring term visit.</p>

		<p>28.03.2018 I have seen the latest NMS audit and checklist tool. DH will forward this to JS Clerk to Governors and RAG rate each criteria.</p> <p>14.05.2018 DH is regularly reviewing this.</p> <p>17.07.2018 DH is regularly reviewing this.</p> <p>01.10.2018</p>
GDPR regulations	To ensure that boarding data is captured in the school policy for GDPR regulations.	01.10.2018 DHe to discuss with DBI

SECTION A

MEETINGS (IF ANY) WITH PUPILS RESIDING IN THE ACCOMMODATION, STAFF WORKING AT THE HOUSE, HOC etc,

This is my first

This is my sixth and final visit of the academic year. I arrived un-announced taking the opportunity to be at the boarding house at the end of the school day. Today is the house leavers BBQ, school staff and I have been invited to join them with a full menu on offer. I got the opportunity to spend social time with the staff and pupils, we talked about the points they'd collected around the rewards chart and what they used their vouchers for and what they planned to do over the summer. A very pleasant evening.

Staff are busy in general as the lead up to end of academic year and changes in boarders creates additional work. There has been a lot of preparation to around new expected boarders and with some current boarders changing the nights or frequency they board.

DESIGNATION	CHILDREN		STAFF	
<p style="text-align: center;">Number</p>	<p style="text-align: center;">15</p>	<p style="text-align: center;">Yr 7 x 4 Yr 8's x 0 Yr 9's x 9 Yr 10's x 2 Yr 11's x 0</p> <p style="text-align: center;">Horizons x 3 of the above students.</p>	<p style="text-align: center;">8 (plus 1 staff member as night cover)</p> <p style="text-align: center;">Staff listing:- Dan Healy Mike Davies Linda Howard Sjoerd Wartena Jacob McMillan Colin White Adam Crystie Louisa Claridge Lauren Tippen Amy Ryder Kerri Why</p>	<p>01.10.2018 Numbers of pupils are still fluid as there is some pupils doing tasters and transitions programmes.</p>

Outline of visit and particular areas covered:

This is the first visit of the academic year 2018-2019 accompanied by the Chair of Governors.

The was to establish how the star of term had gone and it is felt that it has gone well. The general upkeep of the building was discussed with areas identified for repairs.

A healthy discussion was had around pupils feeling safe, secure, trusting of adults and how they feel proud of the school in general all of which was reflected in the last Ofsted inspection.

There has been demonstration and scrutiny of the documents and files agreed, detailed at the end of this report. However a more in depth scrutiny will take place at the next Autumn visit as there will be more input to view.

GDPR was discussed as to how this now fits in with schools GDPR procedure.

The Independent house continues to run well. A full year of the house is use has proved extremely positive with three boarders planned for this year.

SECTION B

(1) GENERAL INSPECTION OF PREMISES INCLUDING CLEANLINESS, TIDINESS, FURNISHINGS, DÉCOR, EQUIPMENT ETC.

	Checked	Satisfactory	Minor Shortfall	Major Shortfall	Comments	Agreed Action	Timescale
Halls, Stairways, Corridors	✓	✓			OFSTED area for improvement:- 'The residential areas can be improved but they are good but don't let it stay with no improvements' underway.	Managers will continue to review the décor and set up a schedule of improvements/decoration. 17.07.2018 reward wall going well and kept for the next academic year. 2 x pupils achieved 30 tokens and with this they were able to book their trip out. 01.10.2018 The monopoly themed reward wall popular and is still in use, the pupils like the freedom as to how they spend their tokens.	Ongoing – please see recommend for action history and actions taken to date.

Bedrooms	✓	✓			<p>All bedrooms/dining rooms in the main house require decorating.</p> <p>Lounges are currently ok.</p>	<p>01.10.2018 – A painting programme is to be agreed internally.</p>	<p>Summer 2019</p>		
Dining Rooms	✓	✓							
Lounges	✓	✓							

								Complete
Bathrooms, Showers, Toilets	✓	✓			The bathroom/showers are in need of major refurbishment as per the recommendations.	17.07.2018 One bathroom is planned for refurbishment during summer term with a 50/50 funding agreement with HCC 01.10.2018 An update is awaited from HCC Property services.		SLT are in discussion with HCC.
Education cross over i.e.: numeracy/ literacy	✓	✓			There remains a good crossover between school and the boarding house and additional support with regards to literacy and numeracy. 01.10.2018 We are trying to re-instate a formal session with the Maths teacher, ideally once a	01.10.2018 DHe to action this.		Oct Half Term

					week.		
Kitchen	✓	✓			The menu remains varied and we continue to use Fair Share.	01.10.2018 We are due to feedback our preferences.	Oct Half term
Games rooms	✓	✓			The pupils will use this for mainly computer games. All the computers fine all equipment is up to date.	No action required.	N/A

(2) INSPECTION OF THE HOME'S RECORDS.

	Checked	Satisfactory	Minor Shortfall	Major Shortfall	Comments	Agreed Action	Timescale
Daily journal –e.g. who is on duty, who is on call, time checks and fire drills.	✓	✓			Daily journals are up to date. The fire drills are scheduled to take place before half term to ensure we capture as many pupils involvement as possible.	To report on last evacuation at next visit.	Autumn term visit 2

Pocket money records	✓	✓			There have been no complaints/grumbles. Stringent checks remain in place and medication is reviewed and monitored closely. There continues to be more communication with home/carers to ensure medication sent into school is as is needed for that half term or if transitioning.	There is only one student in receipt of pocket money which is yet to be claimed.	Autumn term visit 2
Record of Complaints/ Grumbles and gripes	✓	✓				No action required.	
Medication Administration records & practice. First aid	✓	✓				No action required	

Record of sanctions used	✓	✓			The sanctions reports are completed within 24 hours of the incident. 01.10.2018 There have been no HFS (hold for safety) since the last visit. 01.10.2018 These are checked each half term with a feedback sheets created. 01.10.2018 There have been no issues since the start of term.	25.09.18 one major incident recorded.	To review record at next visit.
Use of Restraint (Additional Measures of Control)	✓	✓				No action required	To view the Physical intervention book at each visit.
Pupil placement plans, risk assessments, Blue folder	✓	✓				No action required.	To have x 3 files available for scrutiny for each visit.
Pupil diaries, rewards, activities, menu's, accident, injury, illness	✓	✓				No action required	To have x 3 files

							available for scrutiny for next visit
Staff minutes, rota's, training	✓	✓			<p>01.10.2018 Weekly Monday meetings continue.</p> <p>Training in Safeguarding, Educare and Prevent training, update in KCSIE for all staff.</p> <p>Medication training completed on 17.09.2018 for 6 staff, including night waking staff.</p> <p>Residential staff have completed L2 Cert in Mental Health Awareness.</p>	<p>Night staff type the minutes up so that they are aware of content.</p> <p>To update training logs in each file.</p>	<p>To review x 3 staff supervision files at next visits.</p> <p>LHo to monitor staff files.</p>

					<p>Linda is delivering to 7 staff in school (new LSA and some completing from previous LSA's) via Peter Symonds College (as an Assessor) <i>IQA/QA qualified</i>. This is funded by the Government therefore no cost to the school.</p> <p>AR is the Careers transition/Futures Champion so boys will get the opportunity to explore progressing to careers. This in line with the government Careers Guidance agenda and will feed into the Gatsby Benchmarking requirements for all schools.</p>		
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SECTION C

OVERALL SUMMARY OF VISIT INCLUDING COMMENT ON THE CONDUCT OF THE BOARDING HOUSE AND ANY SPECIFIC PROBLEMS IDENTIFIED:

DHe is now back and fulfilling all duties. LHo has ensured that the house has run smoothly and met all demands with exemplary effort.

DHe and LHo jointly feed into SLT updates and discuss any concerns.

As usual excellent and smooth start of term due to good organisation.

OVERALL RECOMMENDATIONS (IF ANY):

DHe to discuss with BRy th HSCB audit tool and residential input and I support LHo being trained as a DSL due to working pattern at school.

Scrutiny of documents and files

Type	When	Completed and comments
X 3 Daily logs of events	Autumn 2018 Spring 2019 and Summer 2019	
X 3 Pocket money records	Autumn 2018 Spring 2019	
X 3 Medical admin records and practice	Autumn 2018 Spring 2019 and Summer 2019	
Use of restraints log	Autumn 2018 Spring 2019 and Summer 2019	
X 3 Pupil Placement plans and risk assessments, blue folder	Autumn 2018 Spring 2019 and Summer 2019	
X 3 Pupil diaries, rewards and activities	Autumn 2018 Spring 2019 and Summer 2019	
X 3 staff files to check safeguarding awareness, any concerns and supervision log	Spring and Summer 2019	

The next visit will take place during the Autumn term of the 2018-2019 academic year.

K Hayes

Signed:

Name: Kirsty Hayes

Date: 01.10.2018