

Hall Green School

Governance Statement 2018-2019

Annual Governance Statement for the Governing Body of Hall Green School October 2018

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of Hall Green School Governing Body are:

1. **Ensuring clarity of vision, ethos and strategic direction;**
2. **Holding the headteacher to account for the educational performance of the school and its pupils;**
3. **Overseeing the financial performance of the school and making sure its money is well spent.**

Governance arrangements

As an academy, Hall Green School established the structure of its governing body in the Memorandum and Articles of Association submitted to Companies House on 23 December 2011. There are five members of the Academy Trust, all signatories to the Memorandum. All five members are also trustees, and not employed by the school.

The memorandum stipulates that the school governing body will be made up of six parent governors; up to three staff governors; up to seven community governors; the headteacher; additional governors appointed by the members, or the Secretary of State for Education should the need arise.

The current governing body (October 2018) is made up of the headteacher, five parent governors, six community governors and two staff governors.

The governing body is made up of people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school.

The full Governing Body meets five to six times over the course of an academic year depending on the length of the half terms. Last year it met five times because of a very short half term in the spring term, but in the coming year it will meet six times.

We also have a number of committees to consider different aspects of the school in detail. These committees meet close to the full governors' meeting to give additional time to governors to scrutinise the work of the senior team and then report back to full governors' meetings. At HGS we have two standing sub-committees: the first is the Finance and General Purposes Committee, which focuses on finance, premises, health and safety and some staffing and personnel matters. In addition, this committee also meets to consider pay and performance of staff in the autumn and spring terms. We also have the Pastoral and Curriculum Committee, which attends to teaching and learning, behaviour and attendance and safeguarding.

See Appendix A for a list of Governors.

Attendance record of governors	<p>Over the previous year Governors have had excellent attendance at meetings and we have never cancelled a meeting because it was not “quorate”.</p> <p>See Appendix B for details of individual governors’ attendance at meetings.</p>
The work that we have done on our committees and in the governing body	<p>Governors reviewed their skills and training needs at the beginning of the academic year in September 2017 to ensure the governing body is fully prepared for effective governance by completing a self-audit of skills.</p> <p>Governors scrutinised exam results in October 2017 in the full governors’ meeting, and regularly monitored the performance of pupils through the P&C committee meetings. Governors also received regular reports on Behaviour and Attendance, budget monitoring, the quality of Teaching and Learning, and feedback on internal reviews of school departments. The governors also received the statutory reports from the school on SEN provision, equality information, and pupil premium and Year 7 catch up spending impact. Governors also visited the school to see school policy and practice at first hand: topics covered were safeguarding, special educational needs, pupil attainment, school quality assurance processes, work experience provision and progress and literacy. Governors also supported the tender process for cleaning services at the school, and took part in Health and Safety tours of the school with external H&S consultants. Governors were also called upon to sit as a panel for a permanent exclusion. Reports were presented by governors to the full governing body. Governors also supported the drive by West Midlands Police to reduce knife crime by approving a letter on knife crime to be distributed to all parents and updating the school Behaviour Policy. Governors also kept up to date with the changing national landscape on school structures, choosing to remain a standalone academy for the time being.</p> <p>Governors took a full part in the strategic direction of the school, by contributing to the development of the SDP for 2017-18, taking into account recommendations from the Ofsted inspection in February 2016 and reviewing the SEF for 2016-17.</p> <p>Governors scrutinised and approved new or updated policy documents: Pay Policy; Business Continuity Plan, SEN, Safeguarding, Pay Policy, Fixed Assets Policy.</p> <p>Governors carried out close monitoring of the budget through F&GP; governors provided their full support to produce a balanced budget for 2018-2019. The F&GP met as the Pay committee on two occasions to moderate pay decisions following performance management.</p>
Future plans for the governors	<p>See attached grid in Appendix C</p>
How you can contact the governing body	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mrs Owen, via the school office or the Clerk to the Governors, Mr A Poulton. His email address is a.poulton@hallgreen.bham.sch.uk. You can see the full list of governors, their attendance at meetings, minutes of governing body meetings and more information about what we do, on the Governors’ page of the school website.</p>

Appendix A

Hall Green Academy Governing Body

Governor	Category	Term of office start date	Term of office expiry date
Mrs J Owen (Chair)	Parent trustee & Member	01/02/2016	01/02/2020
Mrs Fiona Dennis-Stephens	Parent trustee & Member	Appointed 11/02/2015	11/02/2019
Ms Evette Clarke	Parent trustee	Appointed 06/11/2015	06/11/2019
Mrs Shanaz Khan	Parent trustee	Appointed 29/01/2016	29/01/2020
Mr Tarlochan Kambo	Parent trustee	Appointed 30/11/2017	30/11/2021
Mr Steve Mash	Parent trustee	Appointed 29/01/2016	Resigned
Mr Martyn Alcott (Vice Chair)	Community trustee & Member	01/02/2016	01/02/2020
Mrs Manjit Shellis	Community trustee & Member	01/02/2016	01/02/2020
Mr Robert Harvey	Community trustee & Member	01/02/2016	01/02/2020
Mr Barry S Bowles	Community trustee	Appointed 10/12/2014	10/12/2018
Mr Khuram Chohan	Community Trustee	Appointed 09/03/2018	09/03/2022
Ms Leasa Clarke	Community Trustee	Appointed 09/03/2018	Resigned 3/10/2018
Mr David Adams	Headteacher	Appointed 10/09/2014	
Mrs Zubina Ziebeck	Staff trustee	Appointed 11/07/2018	11/07/2022
Ms Cazz McLoughlin	Staff Trustee	Appointed 11/07/2018	11/07/2022
Miss Katherine Carlisle	Staff trustee	Appointed 27/05/2015	Resigned 28/03/2018
Mr David Sutheran	Staff trustee	Appointed 08/07/2015	Resigned 28/03/2018

Appendix B

Hall Green School Governors' Attendance Record for 2017-2018

Governor	Full Governing Body	Finance & General Purposes	Pastoral & Curriculum
Total number of meetings	6	4	4
Mrs J Owen (Chair)	6	2	-
Mr David Adams (Headteacher)	6	4	4
Mr Martyn Alcott	5	4	-
Mr Barry S Bowles	4	-	2
Miss Katherine Carlisle*	1	-	1
Ms Evette Clarke	1	-	3
Mrs Fiona Dennis-Stephens	3	-	4
Mr Robert Harvey	6	4	-
Mr Mike Hosfield*	2	-	-
Mrs Shanaz Khan^	5	-	2
Mr Steve Mash*	4	-	2
Mrs Manjit Shellis	5	-	3
Mr David Sutheran*	2	-	1
Mr Tarlochan Kambo*	5	3	-
Mr Khuram Chohan*	3	2	-
Ms Leasa Clarke*	2	2	-
Mrs Zubina Ziebeck*	1	-	-

* Governors resigned part way or started as new governor later in academic year

^ Governors changed committee group at the beginning or part way in the academic year

Governance Plan of Action for 2018-19

School Development Plan Key Priorities 2018-19

Even better Achievement & Progress

Including closing the gap at KS3; achievement of Y11; FSM6 (disadvantaged pupils); MMA (More & Most Able pupils); SEND (Special needs pupils); EAL (Pupils who speak English as an Additional Language)

Quality of Teaching

First wave quality teaching
New GCSEs/terminal exams
Literacy & Numeracy
CPD (Continuing Professional Development for staff)

Behaviour & Safety

Improved pupil attitudes to learning
Improved behaviour (esp. LLD), attendance, punctuality, uniform
Improved pupil 'character'
Outstanding safeguarding

SMSC/PSHE/CEIAG –

(Spiritual, Moral, Social and Cultural Education, Personal, Social and Health Education, Careers Education Information, Advice and Guidance)
Prevent agenda

School premises

School maintenance and repair
Upgraded ICT facilities

Leadership

Governance
School partnerships
Parental engagement

Link Staff

Lead staff **M Hosfield & R Slattery**
C McLoughlin for SEND and EAL

Lead staff **A Simson**

Lead staff **P Evans & D Adams**

Lead staff **A Simson & P Evans**

Lead staff **D Adams & R Slattery**

Lead staff **D Adams, A Simson & M Hosfield**

Link Governors

Mrs S Khan for Quality of Teaching
Mr R Harvey for Literacy

Mrs M Shellis for Improved pupil 'character' & pupil voice
Mrs J Owen for Safeguarding
Mrs F Dennis-Stephens for Behaviour

Mrs E Clarke for SMSC & Prevent agenda
Mr Bob Harvey for CEIAG

Mr M Alcott for Finance
Mr T Kambo for School premises & Health and Safety

Mrs J Owen for Leadership
Mrs M Shellis & Mrs E Clarke for Parental Engagement
Mrs F Dennis-Stephens for Equality
Mr B Bowles for SEN

GOVERNING BODY WORK PLAN 2018/19

	Governing Body	F&GP	P&C	School events/monitoring activities
Sept				School events 20 th September: English Dept trip to see Romeo & Juliet Stratford 27 th September: Open Evening 6.00 pm to 8.00 pm.
Oct	Wednesday 3rd 7.00 pm <ul style="list-style-type: none"> • Declaration of interests • Elect Chair and Vice Chairs • Review committee structure and Terms of Reference • Governing Body work and training plan • Review link governor responsibilities & plan visits • GB review of itself, visits & plan training for coming year • Succession planning & new governors • Code of conduct for governors • Organise HT Appraisal • Report on Governor visits • Exam Report • Agree policy strategy • Policy updates - approval of staffing-related policies (Pay Policy, Teacher Appraisal, Support Staff Appraisal, Grievance, Sickness absence etc); safeguarding, SEND policy 			School events 2- 4 October: Year 9 Carding Hill Valley trips 9 October: Y11 Post-16 Evening 18 October: Y10 Elevate workshop, aimed at supporting parents to help their children do well in exams 23 October: Year 10 Art trip to Walsall 24 October: Year 11 History trip to Globe Theatre Monitoring activities 11 October: Year 7 AtL grades to parents 23 October: Year 11 monitoring data to parents
Nov		Monday 12th November Time TBC <ul style="list-style-type: none"> • Teachers' performance management and pay decisions • Review end of year cost centre summary • Policy updates: the updated finance manual, emergency procedures & Business Continuity 	Monday 26th 5.30 pm <ul style="list-style-type: none"> • Behaviour and attendance 2017-18 • Review of Teaching & learning 2017-18 • Draft SEF 2018-19 Standing Items <ul style="list-style-type: none"> • Current performance 	School events 6 November: Year 11 Parents' Evening 8 November: Y11 Parent Power with Elevate, aimed at supporting parents to help their children do well in exams 12 & 13 November: Year 7 settling in parents' meeting 22 November: Certificate evening Monitoring activities 20 November: Year 9 monitoring data to parents

		<p>plan; Risk assessment review; Data protection & Freedom of Information; lettings; LGPS Employer discretions</p> <p>Standing Items</p> <ul style="list-style-type: none"> • Accounting officer letter & ESFA updates • Budget monitoring <ul style="list-style-type: none"> ○ Cash flow report ○ Ledger balance ○ Cost centre report ○ Internal control report ○ Review virements • Receive premises and capital spend updates • Personnel updates, including progress of newly appointed staff • Report on PM process for teachers • Health & Safety/Accident & near miss update 	<p>data</p> <ul style="list-style-type: none"> • Progress report on SDP • Safeguarding update • Policies approval: Behaviour, Anti-bullying, Assessment, Homework & Literacy 	
Dec	<p>Wednesday 12th 7.00 pm</p> <p>Annual General Meeting Agree audited accounts for 2017-18 Appoint auditors</p> <p>Governors' Meeting New ASP if available Pupil Premium & Y7 Catch up</p> <p>Standing Items</p> <ul style="list-style-type: none"> • Governance admin <ul style="list-style-type: none"> ○ Pecuniary interests ○ Feedback on governor training ○ Progress with 			<p>School events</p> <p>3 December: Staff training day 5 December: Diana Award Meeting 3.15 – 4.45 pm 12 December: Diana Award Meeting 3.15 – 4.45 pm 19 December: Christmas Concert period 5 20 December: Hall Green's Got Talent</p> <p>Monitoring activities</p> <p>4 December: Year 11 Mock exams start 18 December: Year 8 and Year 10 monitoring data to parents</p>

	<p>governors' action plan for the year</p> <ul style="list-style-type: none"> • Reports from sub-committees • Reports from Governor visits to school • Statutory policy updates: Equality Policy and Objectives, Admission 2020 			
Jan		<p>Monday 21st January 4.30 pm</p> <p>Standing Items</p> <ul style="list-style-type: none"> • Accounting officer letter • Budget monitoring <ul style="list-style-type: none"> ○ Cash flow report ○ Ledger balance ○ Cost centre report ○ Internal control report ○ Review virements • Receive premises and capital spend updates • Personnel updates • Report on PM process for teachers • Health & Safety/Accident & near miss update 		<p>School events</p> <p>7 January: Teacher training day; no pupils in school 10 January: English Dept trip to theatre: 'A Christmas Carol' 15 January: Careers Fayre 17 January: Year 11 Mock results day 22 January: Y11 Poetry Live event 28 January: Generation Gifted Residential – Year 8</p> <p>Monitoring activities</p> <p>24 January: Year 11 monitoring data to parents</p>
Feb	<p>Wednesday 13th February 7.00 pm</p> <p>Standing Items</p> <ul style="list-style-type: none"> • Governance admin <ul style="list-style-type: none"> ○ Pecuniary interests ○ Feedback on governor training ○ Progress with governors' action plan for the year • Reports from sub-committees • Reports from Governor visits to school • Policy updates 			<p>School events</p> <p>1 February: Y11 Elevate 6 February: CPD for teachers; pupils go home early 12 February: Music Department Concert period 5 26 February: Year 10 Art trip to Birmingham Gallery 27 & 28 February: Black Country Museum trip</p> <p>Monitoring activities</p> <p>5 February: Year 7 monitoring data to parents</p>
Mar		Monday 4th March	Monday 18th March 5.30	School events

		<p>Time TBC</p> <ul style="list-style-type: none"> Support Staff's performance management and pay decisions <p>Standing Items</p> <ul style="list-style-type: none"> Accounting officer letter Budget monitoring <ul style="list-style-type: none"> Cash flow report Ledger balance Cost centre report Internal control report Review virements Receive premises and capital spend updates Personnel updates Report on PM process for teachers Health & Safety/Accident & near miss update 	<p>pm</p> <ul style="list-style-type: none"> Behaviour and attendance Autumn term 2018 Pupil voice feedback PSHE & British values update <p>Standing Items</p> <ul style="list-style-type: none"> Current performance data Progress report on SDP Safeguarding update Policies approval 	<p>12 March: Year 9 options and parents' evening 15 March: Y11 Elevate 23 March: end of Year 9 options process</p> <p>Monitoring activities 6 March: Year 9 data return to parents 19 March: Year 10 monitoring data to parents</p>
Apr	<p>Wednesday 3rd 7.00 pm</p> <ul style="list-style-type: none"> Admissions next year <p>Standing Items</p> <ul style="list-style-type: none"> Governance admin <ul style="list-style-type: none"> Pecuniary interests Feedback on governor training Progress with governors' action plan for the year Reports from sub-committees Reports from Governor visits to school <p>Statutory policy updates</p>			<p>School events 2 April: Year 10 Parents' Evening</p> <p>Monitoring activities 9 April: Year 11 monitoring data to parents</p>
May	<p>Wednesday 22nd May 7.00 pm</p> <p>Standing Items</p>			<p>School events 3 May: Year 10 interview day 13 & 14 May: Year 8 Parents' Evenings</p>

	<ul style="list-style-type: none"> • Governance admin <ul style="list-style-type: none"> ○ Pecuniary interests ○ Feedback on governor training ○ Progress with governors' action plan for the year • Reports from sub-committees • Reports from Governor visits to school • Statutory policy updates 			<p>Monitoring activities</p> <p>13 May: Year 11 GCSEs begin 14 & 15 May: Year 8 academic Tutorials 20 May: Year 7 & 8 external exams</p>
Jun			<p>Monday 24th June 5.30 pm</p> <ul style="list-style-type: none"> • Current performance data • Review SDP for 2018-19 • Draft new SDP for 2019-20 	<p>School events</p> <p>11 & 12 June: History Dept Warwick Castle Trip 19 June: Lloyds Bank PSHE day 21 June: Staff training day 24 June: Year 10 Geography fieldwork week 26 June: Year 10 PE Camp 28 June: Year 11 Leavers' Day</p> <p>Monitoring activities</p> <p>10 June: Year 9 and 10 exams start 19 June: Year 7 Report to parents 24 & 25 June: Year 7 Academic Tutorials</p>
Jul	<p>Wednesday 10th July 7.00 pm</p> <ul style="list-style-type: none"> • Approval of Budget • Approval of SDP • Calendar for 2018-19 <p>Standing Items</p> <ul style="list-style-type: none"> • Governance admin <ul style="list-style-type: none"> ○ Pecuniary interests ○ Feedback on governor training ○ Progress with governors' action plan for the year • Reports from sub-committees • Reports from Governor visits to school • Statutory policy updates 	<p>Monday 1st July 4.30 pm</p> <ul style="list-style-type: none"> • Agree budget <p>Standing Items</p> <ul style="list-style-type: none"> • Accounting officer letter • Budget monitoring <ul style="list-style-type: none"> ○ Cash flow report ○ Ledger balance ○ Cost centre report ○ Internal control report ○ Review virements • Receive premises and capital spend updates • Personnel updates • Report on PM process for teachers • Health & Safety/Accident & near miss update 		<p>School events</p> <p>1 July: Year 10 Leadership Day 2 July: New Intake evening 3 July: New Intake induction day 3 July: Music Concert 6.30 pm 8 July: Year 7 Camp 10 July: Art Exhibition 11 July: Year 11 Prom 15 July: Year 10 Work Experience week starts 18 July: Sports Day</p> <p>Monitoring activities</p> <p>11 July: Year 10 Reports to parents 11 July: Year 9 exam results to parents 16 July: Year 7 & 8 exam results to parents</p>