

Hall Green School

Governance Statement 2020-2021

Annual Governance Statement for the Governing Body of Hall Green School
September 2020

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 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 governing body (September 2020) is made up of the headteacher, 4 parent governors, 3 community governors and 3 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.

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. This committee also serves as the audit committee and also meets to consider pay and performance of

	<p>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.</p> <p>See Appendix A for a list of Governors.</p>
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 2019 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 2019 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 special educational needs, pupil attainment, school quality assurance processes, work experience provision and progress and literacy. Governors also supported the allocation of CIF money to the fire safety upgrade works which took place over the summer holiday period in 2019, and agreed capital spend for ICT infrastructure upgrades and the refurbishment of the Food Technology rooms. A governor also took part in Health and Safety tours of the school with external H&S consultants. Reports were presented by governors to the full governing body. Governors also supported the School during the COVID pandemic through the implementation of policies and procedures. This included the School undertaking online/electronic teaching/learning. 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 2019-20, taking into account recommendations from the Ofsted inspection in October 2019 and reviewing the SEF for 2018-19.</p> <p>Governors scrutinised and approved new or updated policy documents, ensuring the school meets its statutory duties.</p> <p>Governors carried out close monitoring of the budget through F&GP; governors provided their full support to produce a balanced budget for 2020-2021. 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	We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors 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.
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Appendix A

Hall Green Academy Governing Body

Governor	Category	Term of office start date	Term of office expiry date
Mrs Fiona Dennis-Stephens	Parent trustee & Member	Elected 11/02/2019	11/02/2023
Mrs Shahin Vohra	Parent Trustee	Elected 01/04/2020	31/03/2024
Mrs Manjit Shellis	Community trustee & Member	Appointed 01/04/2020	31/03/2024
Mr Robert Harvey	Community trustee & Member	Appointed 01/04/2020	31/03/2024
Mr Khuram Chohan	Community Trustee	Appointed 09/03/2018	09/03/2022
Mr David Adams	Headteacher	Appointed 10/09/2014	
Mrs Zubina Ziebeck	Staff trustee	Appointed 11/07/2018	11/07/2022
Mrs Helen Scott-Cook	Parent Trustee & Member	Elected Trustee 02/10/2019 Appointed Member 09/12/2020	02/10/2023
Mr Greg Scott-Cook	Parent Trustee & Member	Elected 02/10/2019	02/10/2023
Mrs Farzana Ahmed	Parent Trustee	Elected 17/11/2020	16/11/2024
Mr Satnam Nazran	Staff Trustee	Elected 9/12/2020	8/12/2024

Appendix B

Hall Green School Governors' Attendance Record for 2019-2020

Governor	Full Governing Body	Finance & General Purposes	Pastoral & Curriculum
Total number of meetings	9	5	4
Mr David Adams (Headteacher)	9	5	4
Mrs Fiona Dennis-Stephens	9	-	4
Mr Robert Harvey	8	5	-
Mrs Manjit Shellis	8	-	4
Mrs Shahin Vohra*	4	-	2
Mr Khuram Chohan	8	4	-
Mrs Zubina Ziebeck	6	-	3
Mrs Carol McLoughlin	6	-	3
Mr M Hosfield	-	4	-
Mr Barry S Bowles*	3	-	2
Mrs Shanaz Khan*	5	-	4
Mr Tarlochan Kambo*	6	4	-
Dr H Scott-Cook	8	-	4
Mr G Scott-Cook	9	5	-

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

Appendix C

Governance Plan of Action for 2020-21

School Development Plan Key Priorities 2020-21

Curriculum Intent

Curriculum model and ambition

Link Staff

Lead staff D Adams

Link Governors

All governors

Curriculum Implementation

First wave quality teaching

CPD (Continuing Professional Development for staff)

Lead staff A Simson

Mrs F Ahmed for Quality of Teaching

Mr R Harvey for Literacy

Curriculum Impact

Pupils performance in exams

Pupil premium

SEND performance

Lead staff M Hosfield

C McLoughlin for SEND and EAL

Dr Scott-Cook/Ms S Vohra as SEN Governor

Behaviour & Attitudes

Improved pupil attitudes to learning

Improved behaviour (esp. LLD), attendance, punctuality, uniform

Improved pupil 'character'

Outstanding safeguarding

Lead staff P Evans & D Adams

Mrs M Shellis for Improved pupil 'character' & pupil voice

Dr Scott-Cook for Safeguarding

Mrs F Dennis-Stephens for Behaviour

SMSC/PSHE/CEIAG –

(Spiritual, Moral, Social and Cultural Education,

Personal, Social and Health Education,

Careers Education Information, Advice and Guidance)

Prevent agenda

Lead staff A Simson & P Evans

Mrs F Ahmed for SMSC & Prevent agenda

Mr B Harvey for CEIAG

School premises

School maintenance and repair

Upgraded ICT facilities

Lead staff D Adams & R Slattery

Mr K Chohan for Finance

Mr Scott-Cook/Mr K Chohan for School premises & Health and Safety

Leadership

Governance

School partnerships

Parental engagement

Lead staff D Adams, A Simson & M Hosfield

Mrs M Shellis for Leadership

Mrs M Shellis for Parental Engagement **Mrs F Dennis-Stephens** for Equality

GOVERNING BODY WORK PLAN 2020/21

	Governing Body	F&GP	P&C
Sept	<p>Wednesday 23rd 7.00 pm</p> <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 • Organise HT Appraisal • Exam Report • Agree policy strategy • Policy updates 		
Oct			
Nov		<p>Tuesday 10th November 4.30pm</p> <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 plan; Risk assessment review; Data protection & Freedom of Information; lettings; LGPS Employer discretions <p>Audit Committee</p> <ul style="list-style-type: none"> • Feltons presentation of audited accounts <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 	<p>Tuesday 17th November 5.30 pm</p> <ul style="list-style-type: none"> • Behaviour and attendance report • Review of Teaching & learning report • Draft SEF 2019-20 <p>Standing Items</p> <ul style="list-style-type: none"> • Current performance data • Progress report on SDP • Safeguarding update • Policies approval:

		appointed staff <ul style="list-style-type: none"> • Report on PM process for teachers • Health & Safety/Accident & near miss update 	
Dec	Wednesday 9th December 7.00 pm Annual General Meeting Agree audited accounts for 2020-21 Appoint auditors Governors' Meeting New ASP if available Pupil Premium & Y7 Catch up Standing Items <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: Equality Policy and Objectives, Admission 2022 		
Jan		Tuesday 19th January 4.30 pm Standing Items <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 	

Feb	Wednesday 10th February 7.00 pm Standing Items <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 		Monday 2nd February 5.30 pm <ul style="list-style-type: none"> • Behaviour and attendance Autumn term 2020 • Pupil voice feedback • PSHE & British values update Standing Items <ul style="list-style-type: none"> • Current performance data • Progress report on SDP • Safeguarding update • Policies approval
Mar	Wednesday 24th March 7.00 pm <ul style="list-style-type: none"> • Admissions next year Standing Items <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 	Tuesday 2nd March 5.30pm <ul style="list-style-type: none"> • Support Staff's performance management and pay decisions Standing Items <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 	
Apr			Tuesday 27th April 5.30 pm Standing Items <ul style="list-style-type: none"> • Current performance data • Progress report on SDP • Safeguarding update • Policies approval
May	Wednesday 19th May 7.00 pm Standing Items <ul style="list-style-type: none"> • Governance admin <ul style="list-style-type: none"> ○ Pecuniary interests 	Tuesday 11th May 4.30 pm <ul style="list-style-type: none"> • Drafting budget 2021-22 Standing Items <ul style="list-style-type: none"> • Accounting officer letter 	

	<ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ● 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 	
Jun			<p>Monday 29th June 5.30 pm</p> <ul style="list-style-type: none"> ● Current performance data ● Review SDP for 2020-21 ● Draft new SDP for 2021-22
Jul	<p>Wednesday 14th July 7.00 pm</p> <ul style="list-style-type: none"> ● Approval of Budget ● Approval of SDP ● Calendar for 2021-22 <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>Tuesday 6th 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 	