

Hall Green School

Governance Statement 2021-2022

Annual Governance Statement for the Governing Body of Hall Green School
September 2021

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.**

For the academic year, the school's development priorities are:

1. **Develop a wide variety of high quality, inclusive academic, personal, and social opportunities to enable all pupils to achieve their full potential, developing aspiration in their choices when they leave school.**
2. **Ensure those with barriers to success, whether due to internal or external factors, are provided with the support needed to be successful.**
3. **Develop a Hall Green identity and sense of belonging for all members of our community through understanding and celebrating our differences.**
4. **Develop a culture focused upon positive pupil and staff wellbeing to enable all to be successful and happy.**

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.

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.

| | |
|--|--|
| | <p>The current governing body (September 2021) is made up of the headteacher, 5 parent governors, 5 community governors and 2 staff governors.</p> <p>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.</p> <p>The full Governing Body meets five to six times over the course of an academic year depending on the length of the half terms.</p> <p>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 three 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. Pay and performance of staff is reviewed in the autumn and spring terms. We have an audit committee who meet to consider internal controls, risk management and use of external auditors. 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> |
| <p>Attendance record of governors</p> | <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> |
| <p>The work that we have done on our committees and in the governing body</p> | <p>An annual review of skills and training needs is completed by governors to ensure the governing body is fully prepared for effective governance.</p> <p>The pandemic altered the way the school functioned for parts of the year but Governor meetings continued as scheduled via Teams, ensuring accountability throughout the year. Governor visits began to resume in the summer term and fortnightly meetings were held with the Headteacher, Chair of Governors and Vice Chair of Governors.</p> <p>Governors played an integral role in the recruitment and induction of the new Headteacher who begun in January 2021 following the retirement of the previous Headteacher. Birmingham Education Partnership advised and supported the Governing Body during the recruitment.</p> <p>Governors scrutinised the Centre Assessed Grades in October 2020 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.</p> |

| | |
|--|---|
| | <p>Governors also supported the application for CIF money to the window replacement works which begun during the summer term with work scheduled to be completed by October half term. Health and Safety reports were presented to the full governing body, alongside the COVID risk assessment.</p> <p>Governors supported the School during the COVID pandemic through the implementation of policies and procedures. This included the School undertaking online/electronic teaching/learning as well as implementing wide scale testing and vaccination programmes both on-site and at home. Governors have monitored the spending and impact of additional funding due to the pandemic including funding for the testing programme, Summer School and the COVID Catch Up Premium.</p> <p>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 2020-21, and reviewing progress made against the SDP for 2019-20.</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 2021-2022. The F&GP met as the Pay committee on two occasions to moderate pay decisions following performance management.</p> |
| <p>Future plans for the governors</p> | <p>Hall Green is a successful and popular school and recognises being outward facing, collaborative, and reflective are key components of continued improvement. A full internal review of the current Articles of Association and structure of the Governing Body was carried out in Spring 2021 following the arrival of a new Headteacher, with guidance from Browne Jacobson. As a stand-alone academy, Hall Green School continues to improve and thrive although the governing body recognise the need to avoid complacency. The structure of the governing body and the school's status will continue to be reviewed regularly.</p> <p>See attached grid in Appendix C</p> |
| <p>How you can contact the governing body</p> | <p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors or Clerk via the school office or through the Headteacher's PA, Mrs Paula Elliott through email (p.elliott@hallgreen.bham.sch.uk). You can see the full list of governors on the Governance 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 | Committees | Link role |
|---------------------------|---|----------------------------------|-----------------------------------|--------------------------|------------------------------|
| Mrs Fiona Dennis-Stephens | Parent Trustee & Member | Elected 11/02/2019 | 11/02/2023 | P&C | SEND |
| Mrs Shahin Vohra | Parent Trustee | Elected 01/04/2020 | 31/03/2024 | P&C | |
| Mrs Manjit Shellis | Community Trustee & Member Vice Chair of Governors | Appointed 01/04/2020 | 31/03/2024 | P&C, Audit, F&GP | Closing gaps & Pupil Premium |
| Mr Robert Harvey | Community Trustee & Member | Appointed 01/04/2020 | 31/03/2024 | Audit (Chair), F&GP, Pay | Careers |
| Mr Khuram Chohan | Community Trustee | Appointed 09/03/2018 | 09/03/2022 | Audit, F&GP, Pay | |
| Miss Karen Slater | Headteacher | Appointed 01/01/2021 | | P&C, Audit, F&GP | Training & Skills |
| Mrs Zubina Ziebeck | Staff Trustee | Appointed 11/07/2018 | 11/07/2022 | P&C | |
| Mrs Helen Scott-Cook | Parent Trustee & Member | Elected 02/10/2019 | 02/10/2023 | P&C (Chair) | Safeguarding |
| Mr Greg Scott-Cook | Parent Trustee & Member Chair of Governors | Elected 02/10/2019 | 02/10/2023 | Audit, F&GP (Chair) | Training & Skills |
| Mr Satnam Nazran | Staff Trustee | Elected 09/12/2020 | 08/12/2024 | P&C | |
| Mr Andrew Sparkes | Community Trustee | Appointed 14/07/2021 | 13/07/2025 | P&C | Attendance |
| Mrs Aarlia Akram | Parent Trustee | Elected 14/07/2021 | 13/07/2025 | P&C | Wellbeing |
| Mr Mahboob Hussain | Community Trustee | Appointed 19/05/2021 | 18/05/2025 | Audit, F&GP | |

Appendix B

Hall Green School Governors' Attendance Record for 2020-2021

| Governor | Full Governing Body | Finance & General Purposes | Pastoral & Curriculum |
|---------------------------------|---------------------|----------------------------|-----------------------|
| Total number of meetings | 6 | 7 | 4 |
| Mr David Adams (Headteacher)* | 2 | 3 | 1 |
| Ms Karen Slater (Headteacher)* | 4 | 4 | 3 |
| Mrs Fiona Dennis-Stephens | 6 | - | 4 |
| Mr Robert Harvey | 6 | 7 | - |
| Mrs Manjit Shellis | 6 | 6 | 4 |
| Mrs Shahin Vohra | 4 | - | 2 |
| Mr Khuram Chohan | 6 | 7 | - |
| Mrs Zubina Ziebeck | 6 | - | 4 |
| Mrs Carol McLoughlin* | - | - | - |
| Mr Farzana Ahmed* | 1 | - | 1 |
| Dr Helen Scott-Cook | 6 | - | 4 |
| Mr Greg Scott-Cook | 6 | 7 | - |
| Mr Satnam Nazran* | 5 | - | 3 |

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

Governance Work Plan for 2021-22

| | Governing Body | F&GP | P&C | Pay Committee |
|------|---|--|--|--|
| Sept | Wednesday 29th September 6.00 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 • Organise HT Appraisal • SEND report • Exam Report • Agree policy strategy • Policy updates • Safeguarding updates - KCSIE | Tuesday 21st September 4.30pm <ul style="list-style-type: none"> • Review end of year cost centre summary • Policy updates: the updated finance manual, Business Continuity plan. Audit Committee <ul style="list-style-type: none"> • Feltons presentation of audited accounts Standing Items <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 | | Tuesday 9th November 2021 3:30pm <ul style="list-style-type: none"> • Review pay recommendations for teaching staff |
| Oct | | | | |
| Nov | | Tuesday 9th November 4.30pm <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 | Wednesday 17th November 5.30 pm <ul style="list-style-type: none"> • Behaviour and attendance report • Review of Teaching & learning report • Draft SEF 2019-20 • SEND report Standing Items <ul style="list-style-type: none"> • Current performance data | |

| | | | | |
|------------|--|--|---|--|
| | | <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 appointed staff • Report on PM process for teachers • Health & Safety/Accident & near miss update | <ul style="list-style-type: none"> • Progress report on SDP • Safeguarding update • Policies approval: | |
| Dec | <p>Wednesday 8th December 6.00 pm</p> <p>Annual General Meeting Agree audited accounts for 2020-21 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 governors' action plan for the year • Reports from sub-committees | | | |

| | | | | |
|------------|---|--|---|---|
| | <ul style="list-style-type: none"> • Reports from Governor visits to school • Statutory policy updates: Equality Policy and Objectives, Admission 2022 | | | |
| Jan | | <p>Tuesday 18th 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 • Health & Safety/Accident & near miss update | | <p>Tuesday 8th March 3:30pm</p> <p>Review pay recommendations for support staff</p> |
| Feb | <p>Wednesday 9th February 6.00 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>Wednesday 2nd February 5.30 pm</p> <ul style="list-style-type: none"> • Behaviour and attendance Autumn term 2020 • 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 | |
| Mar | <p>Wednesday 30th March 6.00 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 | <p>Tuesday 8th March 4 .30pm</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"> ○ Progress with governors' action plan for the year ● Reports from sub-committees ● Reports from Governor visits to school <p>Statutory policy updates</p> | <ul style="list-style-type: none"> ○ Cash flow report ○ Ledger balance ○ Cost centre report ○ Internal control report ○ Review virements <ul style="list-style-type: none"> ● Receive premises and capital spend updates ● Personnel updates ● Report on PM process for teachers ● Health & Safety/Accident & near miss update | | |
| Apr | | | <p>Wednesday 27th April 5.30 pm</p> <p>Standing Items</p> <ul style="list-style-type: none"> ● Current performance data ● Progress report on SDP ● Safeguarding update ● Policies approval | |
| May | <p>Wednesday 18th May 6.00 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 ● Statutory policy updates | <p>Tuesday 10th May 4.30 pm</p> <ul style="list-style-type: none"> ● Drafting budget 2021-22 <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 ● Health & Safety/Accident & near miss update | | |
| Jun | | | <p>Wednesday 22nd June 5.30 pm</p> <ul style="list-style-type: none"> ● Current performance data | |

| | | | | |
|------------|--|---|---|--|
| | | | <ul style="list-style-type: none"> • Review SDP for 2019-20 • Draft new SDP for 2020-21 | |
| Jul | <p>Wednesday 13th July 6.00 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 • Section 175 Safeguarding audit | <p>Tuesday 5th 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 • Health & Safety/Accident & near miss update | | |