



**Tibberton CE Primary School & St Lawrence CE Primary School Federation  
Governor Annual Statement for Academic Year September 2019- July 2020**

**COVID 19 Pandemic**

*From March 23<sup>rd</sup>, the schools, in line with the rest of the country, went into lockdown and followed the national government guidance in support of vulnerable pupils, the children of key workers and the remote learning offer. Both schools responded as required, creating a hub to support the pupils and their families and extended to wider opening from June 2<sup>nd</sup>. Throughout the whole period, staff have offered a bespoke and responsive remote learning offer.*

*During this time the governing body has met virtually and supported the preparations, risk assessments and activities of the schools and their staffs to enable the national guidance to be met, alongside all the regular governor activity.*

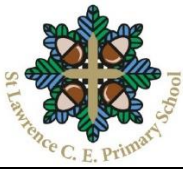
Governors Core Function	Governor Activity	Impact of governor involvement – What <u>difference</u> has it made?
<p><b>Setting the vision and strategic direction of school</b></p> <p>eg</p> <ul style="list-style-type: none"> <li>• School vision, aims &amp; values</li> <li>• GB powers and duties</li> <li>• School development planning</li> <li>• Setting the Performance Management targets for the HT</li> <li>• Appointing key members of the leadership team especially the HT</li> <li>• Agreeing policies/ procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Head teacher performance management targets 19/20; monitoring and review throughout the year</li>   <li>• Appointment of new Executive Headteacher.</li>   <li>• Future vision of school – collaborative working across the schools; future planning for sustainability and development.</li> </ul>	<ul style="list-style-type: none"> <li>• The Governing Body identified two key governors for performance review of the Headteacher and followed up with termly reviews via the Full Governing Body Meetings. Targets focused on leadership and management, with a focus on the Executive Headship role and pupil performance and curriculum development plus the review of teacher workload. Governors have scrutinized the progress of work towards the targets enabling a cohesive approach to whole school improvement.</li> <li>• The process of appointment was interrupted by the COVID19 pandemic. Current Executive Headteacher agreed to remain until end of Dec 20 in order for the process to be completed and support a smooth changeover. Governing Body were able to attract a high caliber field of candidates and completed the process in June. They appointed an experienced practitioner to the post for January 2021.</li> <li>• New Chair and Vice-Chair of the Governing Body had been elected to reflect both schools and have particularly supportive to the processes of leadership appointment, finance and parent partnership working.</li> <li>• The composition of the newly Federated governing body was agreed and the two vacancies have now been filled: all 3 Foundation governors are in place, St Lawrence parent governor role is now a vacancy to be filled in September 20.</li> </ul>



	<ul style="list-style-type: none"> <li>• School development planning and self-evaluation: SDP drawn up with support from staff and governors</li> <li>• Governors meet termly in their lead roles for Pupil Performance, Safeguarding, Health &amp; Safety, Finance and Personnel task/finish groups and report back to the Full Governing Body on progress against objectives in the SDP.</li> <li>• Discussion on Local Authority Annual Summary Reports for both schools and impact on SDP 19/20</li> <li>• Governor review of curriculum, curriculum statement and plan for Intent/Implementation/Impact in the light of the new Ofsted Framework Sept 2019.</li> <li>• Governor training to ensure effective challenge and secure understanding of new Ofsted requirements.</li> <li>• Appointment of new Foundation governor.</li> </ul>	<ul style="list-style-type: none"> <li>• Link governors established and working with subject leaders to develop and monitor the curriculum. Training and support from Primary Adviser supported the process.</li> <li>• Progress of the School Development Plan targets tracked via termly updates to governors and monitoring and evaluation activities. All governors are familiar with the school improvement initiatives and offer challenge on progress against targets.</li> <li>• Preparation for Ofsted Inspection at St Lawrence: governors undertook training with staff from Primary Adviser and attended the school during the November 19 inspection to support staff and successfully meet with the Lead Inspector.</li> <li>• St Lawrence Ofsted Nov 2019. The school received the Good overall judgement and Outstanding for its Early years provision. Outcomes from the inspection reviewed and SDP updated in line with the areas for improvement.</li> <li>• Governors are fully informed on the school performance and progress including agreement to a final budget for 2020/21</li> <li>• Additional skills brought to the Governing Body in support of the Anglican status of the school and its Church of England foundation via new Foundation governor appointment.</li> </ul>
<p><b>Holding the head teacher to account for the schools educational performance</b> eg</p> <ul style="list-style-type: none"> <li>• <i>Monitoring and evaluation of data/reports including use of Data Dashboard, ROL 'G' pages</i></li> <li>• <i>Visits to the school to monitor e.g. learning walks/ book scrutiny alongside senior/ middle leaders</i></li> <li>• <i>Seeking and acting on the views of parents/ pupils to evaluate their satisfaction</i></li> </ul>	<ul style="list-style-type: none"> <li>• Analysis of school data: Data Dashboard, in-school data</li> <li>• Governor training to ensure effective challenge and secure understanding of new Ofsted requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Self-evaluation continues to be robust: full review of internal school data with primary adviser. Bespoke data system developed by Tibberton Head of School and Primary Adviser. Format is easy for governors to access and question.</li> <li>• Staff work with the Wellington Cluster as well as the Newport Cluster of schools on moderation activities and training reporting back to governors via the meetings.</li> <li>• Both schools are now fully involved in the Maths Mastery initiative and outcomes shared with GB.</li> <li>• Governors are aware of the key strengths and weaknesses of the school identified in the Data Dashboard and ASP.</li> </ul>



<ul style="list-style-type: none"> <li>• Interviews with middle/ senior leaders about aspects of the schools work</li> <li>• HT performance management review</li> <li>• Challenge to the HT for linking pay to teacher performance</li> <li>• Any challenge and support offered through committee work/ in response to the HT report which has resulted in improvement to provision and outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Focused visits by governors in their task roles</li> <li>• Pupil Performance Task Group meet termly to discuss ASP information and implications for SDP: agreed key areas for development for the school</li> <li>• Impact of PPG spend: termly reviews</li> <li>• Impact of School Sports funding: termly reviews</li> <li>• Governor management of parent partnership</li> </ul>	<ul style="list-style-type: none"> <li>• Successful Whole School SEND Review in both schools: Tibberton January and St Lawrence February supported by SEND governor who was interviewed by the reviewer. SEND Governor able to discuss the provision and SEND leadership in detail and support the schools outcomes.</li> <li>• Performance link governor and task group analysis of the in school data for all year groups and subjects and identified the areas of challenge and actions, including the progress of disadvantaged groups, including a review of KS1/2/SATs at both Schools. Three year trend explored with governors, impacting on teaching and new policies.</li> <li>• Pupil Premium Grant spend linked to positive outcomes for pupils. Governors agreed the spending strategy for 19/20, reviewed in April and finally updated for 20/21 in June</li> <li>• Attendance targets and equality targets agreed and reviewed by governors.</li> <li>• Termly sharing of data headlines and explanation of new internal data system ensured Governors understand the strengths and areas for development across the schools. Governors take part in robust discussion on data and how gaps are being closed.</li> </ul>
<p><b>Ensuring financial resources are well spent.</b> eg</p> <ul style="list-style-type: none"> <li>• Budget setting which demonstrates spending choices made in line with school priorities</li> <li>• Strategic and reflective budget planning for spending:             <ul style="list-style-type: none"> <li>○ Pupil Premium Grant</li> <li>○ School Sports funding</li> <li>○ Year 7 'catch up' moneys</li> </ul> </li> <li>• Robust evaluation of the impact of spending the above grants to schools with a strong focus on impact on pupil outcomes.</li> <li>• Reviewing the scheme of financial delegation</li> </ul>	<ul style="list-style-type: none"> <li>• Finance leads meet regularly with Head to support budget monitoring.</li> <li>• The finance governors undertook and submitted to Telford &amp; Wrekin LA, the new Schools Financial Value Standard review by March 31<sup>st</sup> 2020, as required for both schools.</li> <li>• Scheme of financial delegation reviewed and agreed with Full Governing Body, supporting effective use of funds.</li> </ul>	<ul style="list-style-type: none"> <li>• There is a secure understanding of the financial position of both schools, across the governing body.</li> <li>• A tight and well managed budget is set for the year in each school. It is monitored regularly ensuring spending is within budget. Joint working as a Federation enables joint Service Level Agreements and training opportunities which supports value for money and savings for both schools.</li> <li>• The Budget Plan for both schools, 2020/21, has been agreed by the FGB and both are in a balanced position.</li> <li>• Effective use of the apprenticeship levy funds for administrative staff training at Tibberton and appointment of a Sports Apprentice at St Lawrence.</li> <li>• Buildings are leased/licensed to childcare providers; income for the school and a valuable additional service for parents and</li> </ul>



<ul style="list-style-type: none"> <li>Any exploration of 'best value'</li> </ul>	<ul style="list-style-type: none"> <li>Governor review of Tibberton School Funds and St Lawrence School Funds</li> <li>Pupil Premium Funding and Sports Grant spend and impact is tracked to ensure it is being used effectively appropriately.</li> </ul>	<p>pupils on site. Review of lease and license arrangements to secure value for money for the schools.</p> <ul style="list-style-type: none"> <li>Governors fully meet the financial requirements of the role.</li> <li>Governors benchmarked the school against similar schools and considered budget constraints impacting on the planning for school structure and class management: the challenge of the limited resources and implications on the staffing structure for the rest of the financial year. Full review of Service Level Agreements took place, securing value for money and impact.</li> <li>Governor agreement to Audit outcomes undertaken by Telford &amp; Wrekin Auditors.</li> <li>PPG funding: pupils demonstrate good outcomes and most perform in line with their peers- governors fully support the way the funds are spent. PPG Strategies for 20/21 agreed for both settings.</li> <li>Sports Premium plan and impact: report to Governors by PE subject leaders. Sports Premium Plan 20/21 agreed for both settings, recognizing the impact of COVID 19 and potential surplus. Plans in place to make best use of the unintended surplus. <ul style="list-style-type: none"> <li>-membership of Sports Partnership: increased access to sporting events which most pupils attend</li> <li>- increased activity in and out of class</li> <li>-dissemination of training to other staff: maximise impact of CPD</li> </ul> <p>Governor fully support the work of the school to raise the profile of PE and Sport.</p> <li>Tibberton maintains the Gold School Games Award and is on track for platinum.</li> </li></ul>
<p><b>Ensuring statutory duties are met and priorities approved, including Safeguarding.</b></p> <p>Eg</p> <ul style="list-style-type: none"> <li>School website is up to date &amp; complies with regulations</li> </ul>	<ul style="list-style-type: none"> <li>Governors' Planner in place to ensure compliance in all areas- Governor responsibilities plus review of the Terms of Reference of the Full Governing Body and Task/Finish Groups- completed June 20.</li> <li>Safeguarding governor planned visits: SCR check, Safeguarding Audit review.</li> </ul>	<ul style="list-style-type: none"> <li>All Edubase information has been supplied and is regularly updated.</li> <li>All governor's plan ahead for attendance at meetings and managing workload, enabling good attendance at meetings and planned monitoring tasks.</li> </ul>



<ul style="list-style-type: none"> <li>• <i>Agenda / work programmes reflect annual cycle of timely discussion , review and approval of key compliance requirements e.g Child Protection policy , SCR</i></li> <li>• <i>Safeguarding responsibilities met</i></li> <li>• <i>Monitoring the delivery of the curriculum offer and the effectiveness of SMSC.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Governors are fully aware of the need to ensure that necessary actions are taken with regard to safeguarding issues.</li> <li>• Safeguarding/ Child Protection Policy revised in line with 'Keeping Children Safe in Education' with whole school survey and follow up training, including all governors.</li>   <li>• Regular Audit of the school website undertaken by governors during the year, and by administrative staff on a regular basis.</li>   <li>• Health &amp; Safety Audit completed and reviewed with H&amp;S Governor.</li> <li>• Mental health issues: school involvement in Future in Mind Programme, shared with governors</li> </ul>	<ul style="list-style-type: none"> <li>• Single Central Record updated-all necessary information in place.</li> <li>• Safeguarding Audits for both schools completed for 19/20, including Safeguarding link governor input- shared and agreed-the Action Plan required approval by the GB.</li> <li>• Governors fully involved with safeguarding policy reviews in the light of the Covid-19 response.</li> <li>• KCSIE copy shared in staff meetings and available to all staff: all staff and Governors know and refer to KCSIE for guidance and have signed to say they do so.</li> <li>• Additional governor attended Safer Recruitment training: 3 governors now fully trained.</li>   <li>• Websites are compliant: regular checks throughout the year by two designated governors.</li> <li>• Statutory policies are kept up to date in line with the administrator plan for review. Both offices work together to support timely policy review and joint federation policies are in place where possible.</li> <li>• Action Plans in place to follow up audits and Risk Assessments.</li>   <li>• Health &amp; Safety walks around both Schools, as part of the Health &amp; Safety audit. Governor led full review with actions completed.</li>   <li>• Governors fully informed of the activities and training undertaken by staff to support pupil wellbeing, including training from the Educational Psychologist and workshops for parents.</li> <li>• Governor supported plan to support staff workload issues and staff session on wellbeing after analysis of Teacher Workload Survey and Leadership Survey.</li> <li>•</li> <li>• Additional governor attended Safer Recruitment training in November 2019.</li> </ul>
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