



# Edgewood Primary School

**Building skills and values for life**

## Edgewood Primary School Governing Body

### **Impact Statement 2019/2020 & 2020/2021**

Due to the COVID Pandemic we have joined 2 Impact statements together due to the substantial disruptions to the school in the past 2 years.

The Governing Body of Edgewood Primary School has a strong focus on its three core strategic functions:

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, and the performance management of staff;
3. Overseeing the financial performance of the school and sure its money is well spent.

#### **GOVERNANCE ARRANGEMENTS**

The Governing body was reconstituted in October 2014 and consists of the following: the Headteacher, 2 Parent governors, 1 Local Authority governor, 1 Staff governor, 1 Associate Governor and 7 Co-opted governors. (The statutory information for this is held on our school website at <http://www.edgewoodprimaryschool.co.uk/governors>).

The full Governing Body meets once each term for the full meeting (chaired by V. McCormick) and we also have a Business Committee (chaired by P. James) that meets a minimum of once per term (the whole governing body are currently members of this committee). The Business Committee covers all aspects of the school in detail, some of the core functions we are involved in include finance, pupil and strategic matters, policy approval, staffing structures (including recruitment) and receiving updated information regarding pupil attainment and progress (including pupil premium and gap analysis).

All Governors annually complete and update the register of business interest/declaration of eligibility, they also complete IT training and also receive a Safeguarding update.

Governors are linked to specific roles, these roles are below.

- Maths,
- English,
- STEM,
- Humanities,
- Creative & PE,
- PHSE,
- Safeguarding
- Looked after children & previously looked after children
- SEN
- H&S
- Website compliance
- Information Governance

Link visits involved governors meeting with the appropriate staff and having the opportunity to question and assess progress within it. Feedback was also given to governors in meetings through head teacher's reports, senior leader/staff reports and data. This has allowed for challenge and questioning (as demonstrated in GB meeting minutes).

During COVID Governors have stayed in contact with the school via email however no visits were carried out and as a Governing body we did not feel it appropriate to look at individual areas, teaching staff were often spread over many areas due to the shortage of teaching staff in the building at any one time.

### **ATTENDANCE OF GOVERNORS**

Most governors have excellent attendance at meetings and we have not had to cancel a meeting because it has not been quorate (the number of governors required to ensure legal decisions are made). Apologies are usually received in advance of meetings and agendas/minutes circulated within the appropriate time frame. Governors attend meetings prepared and with relevant questions relating to the agenda items and circulated documents. They take responsibility to read governor service newsletters and relevant uploaded documents through the online governor hub, head teachers report and circulated policy documents awaiting approval. - From March 2020 we moved straight to online meetings and we still maintained high levels of attendance for all meetings, with many Governors preferring this as it helped around childcare and work commitments.

Pre COVID Governors were a visible part of the school and attended on a regular basis as part of monitoring and involvement in school life. Governor visits/attendance is recorded

through the schools digital entry system. They regularly try to attend Monitoring, PTA events, Thank you to parent volunteer events, head teacher meetings; GDPR update and H&S School walk around. The chair generally attended on a 3 week – monthly basis to receive information from the head teacher, conduct an informal walk-around and for child protection/safeguarding updates, and in between these times emails are circulated between the Chair and the head teacher of significant events that need to be brought to the Chair's attention immediately. During COVID visits have not been carried out but regular updates have been sent out and the Chair has been in contact with the head teacher on a weekly/fortnightly basis and appropriate updates sent out to all Governors via email

### **HEAD TEACHER APPRAISAL**

There is a Pay and Performance committee consisting of three governors who are involved in the head teacher appraisal each year. They assess his performance against the National Standards of Excellence for Head teachers, and set and review individual challenging objectives in relation to the school's performance, management and improvement. The school has also bought in the services of a specialist education advisor to ensure this process is robust.

These were delayed slightly in 19/20 due to sickness of the head teacher but have now resumed on the correct basis and are being carried out via electronic means.

We also receive confirmation of all school staff appraisal completion and approve pay awards. The appraisal pay committee receives anonymised information and brings the proposals for staff incremental awards to the full GB meeting where all recommendations were approved.

The governors are pleased to support the Head teacher's career development and raise the profile of Edgewood school. He supports other schools with assessment and data, which has given the opportunity to quality assure our schools judgements. He represents Ashfield on the Education Trust Board and Vice Chair of the Children and Families' Alliance. The school has continued to take part in the national Sharing Standards program to accurately compare the quality of our school's writing against other schools nationally.

### **TRAINING AND DEVELOPMENT -**

Governors have undertaken the following training:

- 1 Governor completed their Induction training
- 1 Governor completed Monitoring Role of the Link Governor

1 Governor completed Understanding the role of the SEND Governor

1 Governor completed Measuring the impact a Governing Body makes

Governors were able to increase their knowledge of the objectives set out in the School Development plan by again taking part in the WITLO (week in the life of) monitoring and at every GB meeting pupil progress is discussed and challenged as part of the head teachers report. - This was suspended due to COVID but we hope to resume again in 2021-22.

Governors review all relevant policies on a programmed basis to ensure all guidance is current and up-to-date. Specific attention is paid to the Department for Education mandatory policy list and the local authority recommended policies. These are reviewed as per the NCC guidelines.

Employee Code of conduct

Pay and Appraisal

Health and Safety (including fire safety in schools review)

Whole School Child protection

Confidential Reporting and Whistle-blowing

Safeguarding compliance checklist

Attendance policy

Schools Financial Value statement

Finance

Collective Worship

Behaviour

Equality

Nursery Admission

Financial out-turn statement

The delegated planner is reviewed annually confirming levels of delegation (this was looked at and approved in the Spring Full Meeting).

Governors are always involved in recruitment processes and have been key to the recruitment of a variety of posts including, teachers and a key stage leader, they have been included at all stages of recruitment including advertisement, sifting, interview and appointment decision.

The governors were kept up to date on GDPR and have been informed where applicable of any breaches. We also ensure we are all using the school secure email for all governor communication.

## **DATA ANALYSIS**

Up until March 2020 governors received formal performance and data updates through both the full GB and Business Committee meetings. This has included information around baseline assessments, Ofsted Data dashboard, Raise online, scholar pack and use of FFT data to establish challenging targets. Discussions and questioning have taken place around diminishing the difference and pupil progress throughout the term. Explanations regarding how the school is tracking children's progress and assessing have been given. Governors also make challenges around data specifically regarding different groups (including pupil premium, SEN, gender, key stage and year group). Between March 2020 - then end of the school year July 2021 many formal assessments were stopped; however the school continued to monitor the progress of the pupils in an informal manner and these were used to help support report writing and look at in house progress. Formal assessments will resume from September 2021. SATS assessments were stopped for 2020 and 2021.

Behaviour and attendance was still monitored in school when children were in class however a formal process for this was only in place when the whole school was in the building and did not take place when the blended teaching was in place. Where data for Red card etc. were available the head teacher included these in his Governor reports.

In March 2020 the school received a 2 days OFSTED inspection. The school was awarded a Good result and the full report can be found here. <https://files.ofsted.gov.uk/v1/file/50150880>

Governors were involved in many aspects of this visit and had direct meetings with the Inspector as well as supporting the staff during the visit.

## **FINANCIAL**

The governors review the schools financial situation at each full GB meeting and are given updates at each business committee. Copies of both a financial report and general ledger cost summary are provided and presented by the schools business manager who answers governor questions. In particular governors query both under and overspend in the percentage spent column.

Governors vote to approve proposals put forward by staff after an in depth conversation and full breakdown of costs including quotes obtained. They also approved a process of renewing IT equipment which became even more important, during COVID when blended learning was being carried out by all staff.

The governors year end financial statement is approved each year in the September full GB meeting. The Schools Financial Value Standard was approved in the spring Full GB meeting.

## **MONITORING/SCHOOL VISITS**

Different Governors have taken part in the WITLOS (week in the life of) across all 3 terms this has involved work scrutiny, observations and SLT feedback. This has allowed governors to see how the school monitors progress, identifies issues and subsequent action planning. Governor monitoring also includes undertaking pupil interviews. The chair meets regularly with the Head and the Pastoral care team to discuss Safeguarding. The chair undertook observation of SATS administration in May 2019 , these included checks on the sealed papers, secure storage and being present to observe that correct practice adhered to during the opening, testing and sealing of papers.

## **GOVERNOR DEVELOPMENT**

We strive to better ourselves in all areas including knowledge, staff, pupil and parent engagement we do this by:

- Attending WITLO's to follow the progress of pupils from term to term.
- Attending 1-1 meetings with staff to discuss link governor roles.
- Attending PTA and social events like school plays, to meet the parents.
- Attending as much training both in house and externally, all training and visits are documented in the minutes of the governor meetings.

