



Shorne Church of England
Primary School

Governors' Report

Annual Review of the
Governing Body
September 2019-August 2020

Keith Syrett
Chair of Governors
Shorne Local Governing Body

Shorne Church of England Primary School Governors' Report Annual Review of the Governing Body September 2019-August 2020

Introduction

At the September 2019 Governing Body meeting Luke Steggles was re-elected as Chair for the term of 1 year. Keith Syrett was also re-elected as Vice Chair unreservedly for the term of 1 year.

2019-2020 Work of the Governing Body

During the academic year 2019-20 the Governing Body saw a number of changes to its constituency including a change of Chair and Deputy Chair. Keith Syrett was appointed as Chair following the resignation of Luke Steggles. Lucy South was elected as Vice Chair and at this time it also saw the introduction of a Deputy Vice Chair in support, Iain Scadeng.

Governing Body Constitution

Name	Governor Type	Term From	Term To
Miss Tara Hewett	Head of School		
Mr Keith Syrett	Appointed governor	01 Jan 2017	31 Dec 2020
Mrs Audrey Tompkins	Appointed governor	01 Jan 2017	31 Dec 2020
Rev. Ted Hurst	Appointed governor	01 Jan 2017	31 Dec 2020
Mr John Bugg	Appointed governor	01 Jan 2017	31 Dec 2019
Mrs Angela Purdy	Appointed governor	01 Jan 2018	31 Dec 2021
Mrs Lucy South	Appointed governor	01 Mar 2018	28 Feb 2022
Sarah Bull	Appointed governor	23 Apr 2020	22 Apr 2024
Luke Steggles	Parent governor	01 Jan 2017	28 Feb 2020
Mr Iain Scadeng	Parent governor	14 Nov 2018	13 Nov 2022
Mr Chris Bath	Parent governor	15 Jul 2020	14 Jul 2024
Liz Jesson	Staff governor	01 Jan 2017	31 Dec 2019
Laura Whitbread	Staff governor	20 Jan 2020	19 Jan 2024
Lynda Catchlove	Clerk		
Carrie Bailey	Clerk	July 2020	-----

Structure

All governors updated their Skills and Interests Audit, and these were used to re-allocate Lead Responsibilities, which were clarified as being those with oversight of specific governance and curriculum areas, working alongside appropriate staff members. Lead Governors role is to agree policy/documents contents before presentation to Governing Body meetings for approval.

The role of the governing body is to provide **Strategy** (with strategic decision making delegated as appropriate from the Trust Board), **Monitoring, Challenge** (particularly of the Head of School directly and through the staff), and **Support** (again, mainly to the head and the staff).

Initially the LGB was structured with a Resources sub committee and a Curriculum sub committee. Due to early in the year changes in the LGB leadership and further changes in governors this restructure was discontinued to allow the fewer remaining longer-term governors oversight of all areas. This became a very young governorship with only 2 Governors with more than 4 years' experience.

Covid-19 Pandemic

In March 2020 a pandemic swept through the country closing all schools but for children of Key Workers. AAA Trust set up 2 Hubs. Shorne Key Worker children were transferred to St Botolph's. Head of School, Teachers and supporting Staff had to quickly learn new skills such as MS Teams and Google Classrooms to deliver learning remotely. Due to their dedication it was possible to teach, mark work, talk to students and as importantly converse with parents and guardians. Great feedback was received from parent and guardians in confirmation of the level of support provided to children and their parents. Children at Risk were monitored to a higher degree in support and where necessary iPads were lent out to families with IT difficulties.

It was at this time that all LGB Governors within the Trust were stood down with 'powers' being transferred to the Chair of the LGB and the Head of School. Communication between Head of School and the Chair of Governors were stepped up with daily email briefing including such as numbers of children in attendance and issues/concerns that occurred. The Head of School also undertook completion of Risk Assessments and these together with the other documents were then relayed to the Shorne LGB Governors 'in waiting' through video conferencing and GovernorHub. Every third week the Head of School produced a summary Report to Chair of LGB summarising the schools position (**Landscape, Challenges & Actions** and **Staffing Update (Including Wellbeing)**). These too were relayed to the Governors by way of GovernorHub.

2019-2020 School Targets

All formal targets for the academic year were dropped with children unable to continue normal schooling and the usual process of gathering data being unavailable. This did not mean that attention to key factors such as Quality of teaching, Pupil attendance and budgeting were forgotten but measured in a different manner.

- **Quality of Teaching:** - Monitored by examination of Google Classrooms contents/structure delivered, liaison with parents re support and Homework setting.
- **Pupil Attendance:** - Registers were taken of children in classes. Non-attendance was followed up with a support package kicking in to assist those in need of extra support.
- **Budget:** - This continued to be monitored monthly with areas of concern being raised as usual. No Finance meetings themselves were held although discussions were maintained between HofS, Trust Finance Manager and Chair of Gov. This information was subsequently relayed to governors through Vid. Conf. and GovHub. The Budget was in Balance at the end of 2019-2020 by £77.5K and a fully balanced budget was set for 2020-2021 and the 2 years onward.

- **Applications:** - For the first time in a number of years, applications for Year R for 2020-2021 was oversubscribed of first choice for parents. A great achievement demonstrating the hard work of Miss Hewett (HofS), Teachers and supporting staff

Through discussions, it is clear that when the children are allowed to continue with classroom teaching, assessments will need to be undertaken to ascertain their academic levels.

2020-2021 School Target Results

At the time of writing 2020-2021 Targets are still being pulled together. This is due to the continuance of Covid-19 Pandemic but it is expected to be along the lines of

- **Pupil Attainment**
Measure against Nat, Kent and Local schools
- **Pupil Attendance**
Measured against ?% of 100%
- **Budget**
Balance end year finances and fully balanced next 3 years Plan
- **Quality of Teaching**
Achieving Good and Excellent
- **Applications –**
Oversubscription of 1st Choice excess of year 2020-2021.

Data

Due to Covid-19 all target setting and gathering of normal/ongoing data was suspended. The last set of data that was gathered was in Term 4. The following is an extract showing summary of data for all years at the Term 4 cut-off. The full breakdown is contained in a spreadsheet immediately following this extract.

Tracking across the year 2019/20
Term 4

		Yr R		Yr 1		Yr 2		Yr 3		Yr 4		Yr 5		Yr 6		Total		Total %	
		EXP+	EXC	EXP+	EXC	EXP+	EXC												
All	Number	30		30		30		30		28		32		30		210			
	R	25	4	21	9	24	6	21	9	24	12	28	10	23	10	166	60	79%	29%
	W	22	3	21	7	23	6	19	7	22	10	23	5	22	5	152	43	72%	20%
	M	27	6	23	6	24	5	22	8	22	12	28	12	22	12	168	61	80%	29%
	C	22	3	21	4	22	5	19	4	19	8	23	4	20	5	146	33	70%	16%
Boys	Number	20		14		13		20		16		11		18		112			
	R	16	3	10	4	9	2	13	5	13	6	10	1	13	7	84	28	75%	25%
	W	12	2	10	2	8	2	11	3	12	4	6	1	13	3	72	17	64%	15%
	M	17	5	12	3	9	2	14	6	13	7	10	5	13	3	88	31	79%	28%
Girls	Number	10		16		17		10		12		21		12		98			
	R	10	1	11	5	15	4	8	4	12	6	18	9	10	3	84	32	86%	33%
	W	10	1	11	5	15	4	8	3	11	6	17	4	9	2	81	25	83%	26%
	M	10	1	11	3	15	3	8	2	9	5	18	7	8	5	79	26	81%	27%
PP/ disadvan.	Number	0		2		0		2		1		1		0		6			
	R	0	0	0	0	0	0	0	0	1	0	1	1	0	0	2	1	33%	17%
	W	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1	1	17%	17%
	M	0	0	0	0	0	0	0	0	1	1	1	1	0	0	2	2	33%	33%
SEN	Number	1		2		3		6		3		2		5		22			
	R	0	0	0	0	0	0	1	0	1	0	0	0	1	0	3	0	14%	0%
	W	0	0	0	0	0	0	1	0	0	0	0	0	1	0	2	0	9%	0%
	M	0	0	1	0	1	0	1	0	1	1	0	0	2	0	6	1	27%	5%
EAL	Number	1		1		0		0		0		3		0		5			
	R	0	0	0	0	0	0	0	0	0	0	2	0	0	0	2	0	40%	0%
	W	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	20%	0%
	M	0	0	1	0	0	0	0	0	0	0	2	0	0	0	3	0	60%	0%
LAC	Number	0		0		0		0		0		0		0		0			
	R																		
	W																		
	M																		

Full data: -



Termly data review
2019-2020 Term 4.xls

Governor Meetings

At September 2019 LGB meeting the then present Chair introduced 2 Sub Committees being Learning & Curriculum and Resources. On the 2nd Oct. 2019 the Resources Committee met chaired by Vice Chair of LGB and the Learning & Curriculum committee held their 1st meeting on the 27th Nov. 2019 again chaired by the Vice Chair of LGB as Chair was unable to attend. Shortly afterwards and due to personal reasons the LGB Chair resigned and these meetings were disbanded with the Terms of References re-integrated into the main LGB.

The Vice Chair was voted in as Chair at the LGB meeting 22nd Jan.2020 with Lucy South nominated as Vice Chair. To support the Vice Chair and to build in a succession plan Iain Scadeng was voted in as Deputy Vice Chair.

This academic Year saw several changes to the LGB governorship.

Outgoing Governors

<u>Governor</u>	<u>Type of Governor</u>	<u>Reason</u>
Luke Steggles	Chair & Parent Governor,	Personal reason
Liz Jesson	School Governor	End of Term of Service
John Bugg	Trust Governor	End of Term of Service
Fr Ted Hurst	Trust Governor	Become a Co-Opted Governor

In Coming Governors

<u>Governor</u>	<u>Type of Governor</u>
Sarah Bull	Trust Governor
Laura Whitbread	School Governor
Chris Bath	Parent Governor
Vacant	Trust Governor

2018-2019 Training and Development Days

Governors were again encouraged to attend School Development Days and Training although Covid-19 interrupted all training with all training cancelled initially. As time progressed Governors as a group have joined staff for two of their development days during the year, and individually for CPD on other occasions.

Governing Body meetings have been interesting with governors expected to ask challenging questions. A clear focus has been on appropriate priorities that are helping the school to continue to improve.

During the period covered by this report 49 Policies, Documents both statutory and non-statutory have been reviewed and adopted by the Governing Body. There is a Programme of Policy Reviews maintained through a Database that produces monthly reports up to 3 months ahead of renewal to give staff responsible and Lead Governors adequate notice of when they are expected to deliver to LGB meetings.

A Governor Work Programme is also in place a year ahead so that Governors (and staff) are able to review what other reports, returns and work is required.

The LGB has maintained the policy of: -

- required papers for Governing Body meetings to be submitted through GovernorHub at least one week before each meeting.
- Governors are expected to have read them before each meeting, discussing, if necessary, with the Lead Governor responsible any concerns.
- Other than in extenuating circumstances, and with the agreement of the whole Governing Body, additional papers are not tabled at meetings.
- Meetings have focused very much on teaching, learning, curriculum and resources with updated pupil tracking information being presented at every meeting.
- Any Governors apologies (non-attendance) must be approved by the whole Governing Body at the LGB at the start of each meeting.

Copies of Governing Body papers were placed in the staffroom prior to meetings. Minutes are published immediately following meetings, to give all staff a full picture of the workings and decisions of the Governing Body. Any confidential minutes are withheld.

Attendance

Again, due to Covid-19 the LGB was stood down in March with transfer of business to the Chair. As this was the case attendance data was not gathered. Informal Governor updates were arranged regularly by the LGB Chair in order to update governors of progress of Shorne School and cascade down information imparted by the Trust. This was in addition to the many updates circulated via GovernorHub.

Governing Body meetings held were generally on a Wednesdays, Papers are distributed via GovernorHub and Governors are expected to have read them before the meeting. Other Papers are only allowed to be tabled as a result of unforeseen circumstances. Governor meeting dates are set one year in advance and once set are only changed in extreme circumstances, and then only by agreement of the majority.

Governors have recorded in excess of 109 visits to the school for other meetings and observations, and in order to carry out their Lead Governor responsibilities. At every LGB meeting Notes of Visits written by governors are shared with the full Governing Body.

Governor training

The Governing Body subscribes to the Kent Governor Training programme, The Education People, and to the National Governor Association, which provides training, briefings and updates, as well as free training from these organisations is encouraged. Information regarding the Governing Body is retained on GovernorHub. As we use the Medway Clerking Service to support our meetings, Medway LA training and briefings are also available to us. All governors were again given a small annual personal training budget but in the main this was untouched due to the suspension of the LGB. Again a lump sum is also retained for whole Governing Body training.

Governors have made use of training provided by the Aletheia Anglican Academies Trust, both in conjunction with other governing bodies and separate sessions provided by the Senior Trust Development Officer. It is hoped that Governors will undertake more training during 2020-2021 especially as a number of new governors will be taken on.

Remuneration

Once again no governor received any remuneration for her/his work, nor claimed reimbursement for any travelling expenses.

Schedule of Works

A number of projects were undertaken.

- Repair/painting of ceilings and walls effected by the leaking roof.
- A crack developed in Year R classroom due to subsidence. This saw the offending tree taken down and pilot work to evaluate the extent of damage to the wall. This work is continue in the next academic year to repair.
- A major project of replacing one of the school's boilers was arranged with the work delayed until summer 2020 due to the pandemic. This piece of work was organised by the Head of School working with the Trust's Operations Manager. The school was in receipt of a Grant from the Trust to pay for the replacement.
- Emergency lighting was to be replaced and again the start was delayed due to Covid-19.
- Legionella Control project commenced and will be carried forward to 2020-2021 with training being undertaken and regular monitoring commencing.
- Pergola installation. It had been hoped to have had this installed during 2019-20 but was delayed due to Covid-19.
- Electronic Gates – Over the summer break (2020) new electronic gates for vehicles / pedestrians were installed at the front of the building together with improved fencing thereabouts.

All the above projects were overseen by the Head of School with, in a number of cases, the support of the Trust's Operations Manager who organised, on the behalf of the Head, installation of the works. It is with thanks to the Trust and Head of School for arranging Finance with a special mention to FOSS who have again supported Shorne School in acquiring monies through various fund raising exercises albeit severely curtailed by the Pandemic.

Conclusion

Again, Governors have overseen the hard work of the Head of School, SLT, Teachers and supporting staff in raising the standards and achieving much both prior to and during the Pandemic, which sadly continues. 2019-2020 (intake for 2020-2021) saw for the first time in many years, oversubscription for Year R. A huge achievement in itself. The dedication of Staff (holistically) has enabled our school to continue to support our pupils through unprecedented difficult times and through their dedication will take things forward to even higher achievements for 2020-2021 I am sure.

As a final note I would like to mention and thank ALL governors (present and former) for their support of myself and the Vice Chair during this last year which could not have been easy during these particularly difficult times.

Keith Syrett

Chair

Shorne Church of England Primary School