



Shorne Church of England
Primary School

Governors' Report

Annual Review of the
Governing Body
September 2020-August 2021

Keith Syrett
Chair of Governors
Shorne Local Governing Body

Shorne Church of England Primary School Governors' Report Annual Review of the Governing Body September 2020-August 2021

Introduction

At the Local Governing Body (LGB) meeting September 2020 Keith Syrett was re-elected as Chair for the term of 1 year. Lucy South was also elected as Vice Chair for the term of 1 year.

2020-2021 Work of the Governing Body

During the academic year 2020-2021 the Governing Body saw a number of changes to its constituency including the introduction of Co-Opt Governor Rev. Ted Hurst to support SIAMS and Clair Rudden-Vine as a Trust appointed governor taking over from Iain Scadeng who resigned together with John Bugg. Carrie Bailey took over as Clerk to Governors from Lynda Catchlove. Two Governors term of office were extended for an additional 4 years. There remains a vacant place for a further Parent Governor. The final makeup of Shorne School's Governorship is as follows.

Governing Body Constitution

Shorne Church of England Primary School			
Membership			
Name	Governor Type	Term From	Term To
Mr Chris Bath	Parent governor	15-Jul-20	14-Jul-24
Sarah Bull	Appointed governor	23-Apr-20	22-Apr-24
Miss Tara Hewett	Head of School		
Rev. Ted Hurst	Co-opted governor	07-Oct-21	06-Oct-23
Carrie Bailey	Clerk		
Mrs Angela Purdy	Appointed governor	01-Jan-18	31-Dec-21
Mrs Clair Rudden-Vine	Appointed governor	18-Sep-20	17-Sep-24
Mrs Lucy South	Appointed governor	01-Mar-18	28-Feb-22
Mr Keith Syrett	Appointed governor	01-Jan-21	31-Dec-24
Mrs Audrey Tompkins	Appointed governor	01-Jan-21	31-Dec-24
Laura Whitbread	Staff governor	20-Jan-20	19-Jan-24

Structure

All governors again updated their Skills and Interests Audit, and these were used to re-assign Lead Responsibilities, which were clarified as being those with oversight of specific duties working alongside appropriate staff members. Lead Governors role continues primarily 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),

- **Support** (again, mainly to the Head and the staff).

The LGB is formed as a Circular Model structure with no Sub committees but for the requirement of a Pay Committee.

Covid-19 Pandemic

In March 2020 a pandemic (Covid-19) swept through the country closing all schools but for children of Key Workers. Throughout the academic year of 2020-2021 Covid-19 continued to have a major impact forcing a rethink on how schooling was to be delivered. MS Teams and Google Classrooms featured heavily to deliver learning remotely. Great feedback was received from parents and guardians in confirmation of the level of support provided to children and their parents. Children at Risk were monitored to a higher degree throughout in support and where necessary laptops/iPads were lent out to families with IT difficulties. Good results were achieved by the school as proof of the dedication of all to ensure that good learning continued.

All LGBs meetings were held virtually through MS Teams and all paperwork was distributed via GovernorHub.

The Head of School continued to undertake completion of Risk Assessments ensuring as far as possible the safety of Staff and pupils.

2020-2021 School Targets

All formal targets for the academic year were again dropped with children unable to continue normal schooling and the usual process of gathering data being unavailable. Again, 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 to the addition of normal observations i.e..

- **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:** - Monthly monitoring with areas of concern being raised as usual. Finance meetings held virtually. This information was subsequently relayed to governors through Vid. Conf. and GovHub. The Budget was in Balance at the end of 2020-2021 by £5.5K and a fully balanced budget was set for 2021-2022 and the 2 years onward.
- **Applications:** - Again, applications for Year R for 2021-2022 was oversubscribed of first choice for parents. A great achievement demonstrating the hard work of Miss Hewett (HofS), Teachers and supporting staff

2020-2021 School Target Results

At the time of writing 2021-2022 Governor 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 | • Quality of Teaching
Achieving Good and Excellent |
| • Pupil Attendance
Measured against 97% of 100% | • Applications –
Oversubscription of 1 st Choice excess of year 2021-2022. |
| • Budget
Balance end year finances and fully balanced next 3 years Plan | |

Data

Due to Covid-19 all target setting and gathering of normal/ongoing data continued to be suspended with local assessments replacing such as SATS. Below is a summary of the End of Year data 2020-2021.

Tracking across the year 2020/21
Term 4

		Yr R		Yr 1		Yr 2		Yr 3		Yr 4		Yr 5		Yr 6		Total		Total %	
		EXP+	GDS	EXP+	GDS	EXP+	GDS	EXP+	GDS	EXP+	GDS	EXP+	GDS	EXP+	GDS	EXP+	GDS	EXP+	GDS
All	Number	29		29		29		30		30		30		32		209			
	R	19	19	8	19	7	15	6	19	6	18	7	24	9	133	43	64%	21%	
	W	19	19	5	19	4	20	6	18	7	14	8	19	8	128	38	61%	18%	
	M	18	20	5	16	4	20	6	15	2	20	9	24	10	133	36	64%	17%	
	C	18	17	5	16	4	15	5	14	2	13	4	19	7	112	27	54%	13%	
Boys	Number	16		19		13		12		20		17		11		108			
	R	8	11	4	8	4	4	3	11	3	9	4	8	1	59	19	55%	18%	
	W	8	11	3	8	23	6	3	11	3	6	3	5	1	55	36	51%	33%	
	M	10	13	4	7	3	7	3	11	2	11	6	9	3	68	21	63%	19%	
	C	8	8	3	7	3	7	3	11	2	11	6	9	3	68	21	63%	19%	
Girls	Number	13		10		16		18		10		13		21		101			
	R	11	8	4	11	3	12	4	8	3	9	3	16	8	75	25	74%	25%	
	W	11	8	2	11	1	15	4	7	4	8	5	14	7	74	23	73%	23%	
	M	6	7	2	9	1	14	4	4	0	9	3	15	7	64	17	63%	17%	
	C	6	7	2	9	1	14	4	4	0	9	3	15	7	64	17	63%	17%	
PP/ disadvan.	Number	0		0		2		0		2		0		1		5			
	R				0	0			1	0			1	1	2	1	40%	20%	
	W				0	0			0	0			1	1	1	1	20%	20%	
	M				0	0			0	0			1	1	1	1	20%	20%	
	C				0	0			0	0			1	1	1	1	20%	20%	
SEN	Number	0		1		3		4		7		2		4		21			
	R		0	0	0	0	0	0	1	0	0	0	1	0	2	0	10%	0%	
	W		0	0	0	0	0	0	1	0	0	0	1	0	2	0	10%	0%	
	M		0	0	0	0	0	0	1	0	0	0	1	0	2	0	10%	0%	
	C		0	0	0	0	0	0	1	0	0	0	1	0	2	0	10%	0%	
EAL	Number	1		1		1		0		0		0		0		3			
	R	0	0	0	0	0	0	0							0	0	0%	0%	
	W	0	0	0	0	0	0	0							0	0	0%	0%	
	M	0	0	0	0	0	0	0							0	0	0%	0%	
	C	0	0	0	0	0	0	0							0	0	0%	0%	
LAC	Number	0		0		0		0		0		0		0		0			
	R																		
	W																		
	M																		
	C																		

Full data: -



Termly data review
2020.21.xlsx

Governor Meetings

The academic Year 2020-2021 saw one change to the LGB governorship with Clair Rudden-Vine being appointed as a Trust Governor. All meetings were quorumed.

Training

Lucy South was appointed to monitor and support governors with their training.

Although Covid-19 continued to interrupted training with all training being undertaken online most Governors (6 Governors) undertook some form of training. In fact 33 training packages were completed with all new governors completing their induction training in a timely manner. With Covid-19 still active the usual Safeguarding training for Governors on staff development days was not possible.

Local Governing Body (LGB) Meetings

Six meetings were held all remotely. Our Co-Opted Governor contracted Covid-19 and I am pleased to report that he has made a full recovery. The details of attendance is below indicating a superb attendance record by all with mostly 100% attendance.

Shorne Church of England Primary School Attendance

Y = Attended, N = Apologies Accepted, NA = Apologies not Accepted, NS = No Apologies sent, ? = Attendance Not Marked, Blank = Not Required

Governor	Governor Type	LGB - Business Meeting	LGB	LGB (Finance)	LGB	LGB (Finance)	LGB
		30 Sep 2020	11 Nov 2020	13 Jan 2021	17 Mar 2021	12 May 2021	15 Jul 2021
Mr Chris Bath	Parent governor	Y	Y	Y	Y	Y	Y
Sarah Bull	Appointed governor	Y	Y	Y	Y	Y	Y
Miss Tara Hewett	Head of School	Y	Y	Y	Y	Y	Y
Rev. Ted Hurst	Co-opted governor	N	N	N	N	Y	N
Mrs Angela Purdy	Appointed governor	Y	Y	Y	Y	Y	Y
Mrs Clair Rudden-VIne	Appointed governor	Y	Y	Y	Y	Y	Y
Mrs Lucy South	Appointed governor	Y	Y	Y	Y	Y	Y
Mr Keith Syrett	Appointed governor	Y	Y	Y	Y	Y	Y
Mrs Audrey Tompkins	Appointed governor	Y	Y	Y	Y	Y	N
Laura Whitbread	Staff governor	Y	Y	Y	Y	Y	Y

LGB Meeting Format

Governing Body meetings took two different formats: -

- When suspended they were advisory.
- When reconvened they reverted to the full LGB normal format.

It is credit to all governors that all were attentive and asked, at times, in depth questions.

Governor visits to school were not possible so much of the physical examination of such as books and asking pupils as to their understanding of a lesson were not covered. Governors were very interested in the workings of MS Google Classes and how teaching standards were being maintained. A full timetable for Governor visits was pulled together at the end of the year to commence 2021-2022.

Governor Programme of Works

A Governor Programme of Works was in place albeit in a limited form due to Covid-19. Major works that were completed under the Governors watch were: -

- Repair of Exterior wall in Year R Class
- Repair of the Playground and remarking afterwards.

- Repair of one of the two boilers
- Purchase of more iPads
- Purchase of Pergola to increase usage of outside area for SAT1 class.
- Upgrade of Emergency lighting.
- Installation of electronic gates to increase security.

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 of School, completion of the works.

Mention should be made of the input and support of 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 ongoing Pandemic.

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.

Governor meeting dates continue to be set one year in advance and once set are only changed in extreme circumstances, and then only by agreement of the majority.

Remuneration

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

Clerk to Governors

During 2020-2021 our Trust introduced In-house Clerking which meant that our current Clerk Carrie Bailey was let go in favour of this new initiative. It is with much thanks that I would like to portray our gratitude to Carrie Bailey for all her support and guidance during her term as Clerk. Carrie also has the unenviable testament of being the only Clerk to Governors who never physically met the Governors in person. Her whole term was virtual which must have been a challenge.

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 ongoing Pandemic. 2020-2021 (intake for 2021-2022) saw oversubscription for Year R. The dedication of Staff (holistically) has enabled our school to continue to support our pupils through unprecedented difficult times and through their dedication will, I am certain, take things forward to even higher achievements for 2021-2022.

I would like to 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

Appendix I

Shorne Church of England Primary School
Training

Training information in this report:

- Training Completed 2020-2021: training completed by current members
- Training Booked: upcoming training bookings for current members
- Historical Training Records: training completed by members who were removed in the last year

Training Completed

Chris Bath

Ofsted Preparation - Tuesday 15 June 2021	15 Jun 2021
Governor Induction - Tuesday 10 and 24 November 2020	24 Nov 2020

Sarah Bull

Annual Certificate in Safeguarding for School Governors (2021-22)- The National College	24 Oct 2021
Helping Governors to Support and Monitor Wellbeing in Education - Tuesday 29 June 2021	29 Jun 2021
Ofsted Preparation - Thursday 22 April 2021	22 Apr 2021
Influencing and persuading as a young governor/trustee - Young Governors' Network (NGA)	14 Jan 2021
Governor Induction - Friday 6 November 2020	6 Nov 2020

Angela Purdy

Ofsted Preparation - Tuesday 15 June 2021	15 Jun 2021
Ofsted In-house Training	7 Jun 2021
Promoting parental and community engagement	22 Mar 2021
The governing board role in safeguarding	9 Nov 2020

Clair Rudden-Vine

Helping Governors to Support and Monitor Wellbeing in Education - Tuesday 29 June 2021	29 Jun 2021
Monitoring Visits - Monday 24 May 2021	24 May 2021
An Introduction to the Wellbeing for Education Return for School Governors - Tuesday 15 December 2020	15 Dec 2020

Lucy South

Questions and Challenge - Wednesday 9 June 2021	9 Jun 2021
Ofsted In-house Training	7 Jun 2021
Monitoring Visits - Monday 24 May 2021	24 May 2021
Ofsted Preparation - Wednesday 24 February 2021	24 Feb 2021
Introduction to Charing Skills - Wednesday 25 November 2020	25 Nov 2020
The Role of the Training & Development Governor - Wednesday 18 November 2020	18 Nov 2020
Monitoring Visits - Tuesday 17 November 2020	17 Nov 2020

Keith Syrett

Safeguarding	31 Aug 2021
Helping Governors to Support and Monitor Wellbeing in Education - Tuesday 29 June 2021	29 Jun 2021
Ofsted In-house Training	7 Jun 2021
Ofsted Preparation - Thursday 22 April 2021	22 Apr 2021
Introduction to Charing Skills - Tuesday 16 March 2021	16 Mar 2021
Monitoring Visits - Wednesday 3 March 2021	3 Mar 2021
Continuing VirtualGovernance - Monday 14 December 2020	14 Dec 2020
School Finance: The Role of the Governing Board in the Academies - Thursday 19 November 2020	19 Nov 2020
Getting into governance - prerecorded governor training	6 Nov 2020
“Wellbeing – Nextsteps and Takeaways” Conference for Chairs	1 Oct 2020
Headteacher Performance Management Training for Governors - Thursday 10 September 2020	10 Sep 2020
Safeguarding Part I by MyConcern	9 Sep 2020