

Honeywell Ethos <i>A community that cares about excellence, wonder and learning for life</i>	Rights Respecting Article Article 28 (Access to Education)
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GOVERNORS' IMPACT STATEMENT 2022-2023

Structure of the Governing Body, Governors, Areas of work, Administration

Our full governing body (**FGB**) is effectively 'two governing bodies (one for each school) in one'. Our constitution is set out in Instruments of Government and a Collaboration Agreement. There is so much collaboration between the Infant and Junior Schools that it makes sense for the governors to work together and share duties and responsibilities so that there is consistency across the schools in the roles the governors perform. We operate via committees. There were two changes this year: (1) the Human Resources and Finance & Premises committees were merged into a single Resources Committee (detail is in the relevant Committee section below); and (2) the Pay Committee was disbanded. Curriculum & Achievement and Pupil Welfare & Community Committees were unchanged. The reasons for the changes were to increase effectiveness and use of governors' skills, as well as refocus attention on whole school strategy and reduce unnecessary workload. Our assessment is that these changes have been successful and have led to improvements. The FGB and each of the Committees continues to meet once each half term or as required.

This year we have continued to operate with 22 Governors; 11 for each school made up of 1 Headteacher (a shared role in the Infant School), 1 Staff-elected, 2 Parent-elected, 1 Local Authority, 2 Partnership, 4 Co-opted (the Chair of Governors is co-opted for both schools). There has been a recent significant change in governors with a number of terms of office having expired and new members joined. Existing, experienced governors are supporting the induction process and encouraging new members to find fulfilling roles on the board.

You will be familiar now with our various Link Governors, who provide a focussed link with the Schools on key areas of responsibility. Their enhanced knowledge of an area benefits the FGB as well as increasing the level of challenge and support to the schools. They collate and share information and conduct focussed visits.

We cover the following areas: SEND, Safeguarding, Health & Safety, Equality Diversity & Inclusion, Pupils entitled to Pupil Premium, Environmental Sustainability, EYFS, Financial Benchmarking and Sports.

Changes for this year are highlighted below, and later in this report there are some updates from specific Link Governors (Environmental Sustainability, Financial Benchmarking, Equality Diversity & Inclusion) about their work.

Full lists of Governors, their roles, biographies, statutory information, committee membership and attendance records are published on the Website. The Website also has a copy of our Governors' Code of Conduct and contact information for the FGB. The FGB has continued this year with a Clerk provided by Wandsworth LA, who is currently Vanessa Goodchild-Bradley. All our administration, including registration of business interests for governors, is handled via Governor Hub which is an excellent resource.

GOVERNORS' CORE FUNCTIONS:

- 1. Ensuring clarity of vision, ethos and strategic direction for the Schools**
- 2. Holding the Headteacher to account for the educational performance of the Schools and their pupils**
- 3. Overseeing the financial performance of the Schools and making sure their money is well spent**
(Governance Handbook)

Towards the end of the last academic year we undertook research to help form an overarching statement to capture Honeywell Schools' ethos. People at Honeywell know why they love the schools so much, therefore inspiration was taken from them, via survey results (when parents/carers were asked to give 3 words that best described Honeywell) and pupil and staff voice, to produce the following statement:

A community that cares about excellence, wonder and learning for life.

This has been further explored this year, looking at numerous examples of Honeywell ethos, culture and work ethic shining out of the Schools and the whole community and seeing how they fit into this statement. The Schools believe it works well and so in 2023-24, as part of a strategic development of promotional materials for the Schools, including the Website, the ethos statement will be more widely publicised alongside logos and other professional features.

Every year the Schools work on priorities that have been published to the Schools' community in Strategic Plans on the Website. The work of Committees and individual governors stem from these Plans. Evidence of the governing body's impact in monitoring the strategic direction of the Schools is set out further below.

Having run a successful Strategy Day last year for each school, this is now embedded as an annual event in summer 2 term. It involves discussion of current and future strategic priorities for each school, whilst looking at a range of data and analysis. Flowing from these discussions, school leaders work on Strategic Plans for the following academic year; approval and publication of the priorities occurs in autumn 1 after receipt of staff input

Governors use carefully structured and minuted meetings to hold the Headteachers to account for educational and financial performance. The Headteachers report termly on all significant matters, and committees/link governors update FGB termly. Governors are responsible for ensuring the schools have statutory policies in place, and where relevant these are published on the Website. Policy updates/approvals are managed efficiently via an annual policy meeting which determines actions for the year.

2022-23**In addition to ethos and strategy work described above:**

- In January, the Infant School received their long-awaited Ofsted inspection. Governors provided full support in the months leading up to the inspection – and took part in their own meeting with inspectors.
- Governors have carefully monitored enrichment opportunities for pupils this year and there has been a significant increase.
- Staff continuing professional development (CPD) (linked to school and career development) continues to be routinely monitored at FGB meetings.
- Work has started on a new Communications Policy for both schools. It is important to stay abreast of developments in this area. At the same time, we believe it will be helpful to set out clear expectations regards communication amongst the school community. This will be finalised and published next year.
- Work on the Schools' 3-5 year Vision has continued this year.

Curriculum and Achievement (C&A) Committee

This Committee has responsibility for the Curriculum and the academic achievement and progress of all pupils, with particular regard to pupils with SEND and those in receipt of Disadvantaged Pupils funding because nationally these groups are identified as needing more support. Core work includes data monitoring, school visits, and regular updates on curriculum development and assessment.

C&A also reviews how specialised funding is spent including Sports Premium and Pupil Premium. Reports are published annually on the Website.

Governors review reports written by the Schools' LA link adviser, who gathers evidence of the schools' development in teaching and learning.

C&A benefits from having both schools' staff governors as members. They provide invaluable insight. The infant staff governor is the EYFS leader and the junior staff governor leads Mathematics.

2022-23

- Having completed Ofsted visits for both Schools, Governors are regularly monitoring action plans for completion of the outstanding steps in curriculum set out in Ofsted's reports.
- In the absence of Covid catch-up funding this year, Governors continued to monitor the Schools' specific measures to close gaps and accelerate progress.
- Throughout the year Governors tracked internal data showing pupil attainment/progress, which was moderated and set against targets. Early data for 2023 continues to show that Honeywell Schools perform strongly against the National picture. Comparative data for Wandsworth will not be available until the autumn.
- Governors have monitored sports provision this year –in the context of statutory PE requirements (for example swimming) as well as enrichment and competitive

opportunities which is something the schools know from parent/carers surveys is important

[Link Governor for SEND](#)

Sarah Hall is the Link Governor. She brings a highly valued level of experience and expertise to the role. She acts as a supportive 'critical friend' for the Inclusion Leads/SENCOs of both schools in the context of an increasingly complex range of issues in this area. She asks questions, receives regular updates and conducts termly visits to monitor strategy, use of funding, staff wellbeing and pupil progress and wellbeing. She provides termly written/verbal reports to FGB so that all Governors have an understanding of the SEND issues both schools face. She reviews all applications received by the school for places for children with an EHCP.

2022-23

- Sarah has continued to build on opportunities to be available to parents/carers in person through attending school functions such as the SEND coffee mornings. These events often include representatives from Wandsworth local authority who, together with the Inclusion Leads/SENCOs, are the best people to inform the Honeywell community about the SEND offer. Events like this will run again next year.
- She has completed learning walks and lessons observations with a focus on pupils with SEND and has given constructive feedback to all staff involved.
- She has ensured, through specifically focused visits, that children with SEND have equal access to the full curriculum offer.
- She has reviewed the progress of all children on the SEND Register throughout the year to ensure targets set are SMART and appropriate.

[Link Governor for EYFS](#)

The EYFS Link Governor role was created a year ago in October 2022 in collaboration with C&A. Nathalie Jackson is the link governor in this area. She meets with EYFS leaders, reviews data for Reception and Nursery (within C&A), and conducts learning walks.

2022-23

- She conducted a learning walk in the nursery with a pre-Ofsted focus. The aim was to understand and support the school on the way the new framework was delivered. The EYFS provision at Honeywell is a key strength and the staff are well trained on delivering the new framework.
- Nathalie met with EYFS leaders to understand their plans to address recommendations made by Ofsted, mostly related to the continuity in the curriculum provision between nursery and reception. An Early Years Action Plan has been implemented by leaders.

Nathalie is a native French speaker and has made strong links with the MFL department in the Junior School and offers support when she can to the development of languages at Honeywell.

Resources Committee

In September 2022, the Resources Committee was newly formed combining the former Human Resources Committee together with the Finance & Premises Committee. The rationale behind this move was to avoid duplication as staffing decisions always need to be made with a financial context and financial strategy needs a full understanding of staff structures and wellbeing. Consequently, this gave us efficiencies so that the number of overall meetings could be reduced down by two meetings per term.

The Resources Committee manages its responsibilities across a series of action plans: HR, Finance, Benchmarking, Health & Safety, Fire, GDPR, Premises and Environmental Sustainability. All of the work of the previous committees has continued and been strengthened, for example ensuring timely and rigorous all-staff performance management cycles, proactive management of parent/carers and staff surveys, monitoring of staff attendance and wellbeing. The additional half-year performance review of Headteachers, carried out with the schools' Link Adviser, is now embedded practice. Stringent budget monitoring takes place.

Governors liaise closely with the School Business Manager, Veneta Platt. The schools have continued to use the Wandsworth LA suite of HR policies.

2022-23

- Governors supported school leaders in dealing with contractors and the local authority during completion of the capital project works this year – replacement of the main school roof and the opening of a new ground-floor reception area in Honeywell House.
- Governors have agreed a move to a new Financial Advisory Service provided by Wandsworth LA – where we hope to gain value from some more sophisticated budgeting tools and bespoke advice at a time when budgets are being pressed through rising costs and unknowns such as the outcome of the teachers' pay award.
- Despite a very challenging year with the pressures of inflation and a teachers' pay award (that was agreed by Government after schools had budgeted) both schools successfully managed their finances to meet their budgets (give or take less than 0.5% of income) notwithstanding the Governor-supported decisions by both schools to invest more this academic year on areas to support teachers for their CPD, leadership roles and planning cover.
- Staff wellbeing featured in both school's strategic plans as a priority, and the Governors measured the progress of this using a comprehensive staff wellbeing survey in the summer term. Both schools exceeded the targets they set against the wellbeing metrics that were set with wellbeing and engagement improving significantly from last year. That said, this will continue to be something Governors will track and keep close to the initiatives in place to support it.

Environmental Sustainability Link Governor

Sarah Richardson is the link governor for Environmental Sustainability. The schools are committed to making improvements in this area and governors have firmly placed it as a strategic priority. The objective is to embed sustainability as a core part of the schools' ethos and vision as well as a core value in school life.

After completing audits and exploring ways to increase activity across the 4C's of Culture, Community, Campus and Curriculum, a number of developments have taken place.

2022-23

- The Schools and Governing Body adopted an Environmental Sustainability 3-year action plan.
- The Governing Body Committee's Terms of Reference were updated to include environmental sustainability.
- The Schools signed up the Let's Go Zero national campaign.
- An Environmental Sustainability Committee including SLT, teachers, parents and ES Governor has been established and first two meetings held.
- Infant School has set up a Green Team for pupils.
- Environmental and sustainability issues have been added to the Strategic Priorities for both schools to be considered when making operational decisions about the school by leaders at all levels and are included across the curriculum.
- Environmental sustainability is an underpinning feature in the ethos statement.
- ES Governor has also supported SBM with an Air Quality Survey, the School Street, liaising with Wandsworth BC regarding capital bids for decarbonisation and starting the process of renegotiating the School's energy contracts.

Financial Benchmarking Link Governor

Ainsley Chrishan is the link governor for this area. His role, which coincides with the launch of a new Department for Education benchmarking tool, is evolving and is considered a key area for governance focus. It will lead to increased scrutiny of the budgets we have set.

2022-23

- Ainsley has worked closely with the School Business Manager throughout the year to ensure any possible cost savings, efficiencies and additional sources of income are identified.
- He has developed an action plan.
- Recent improvements in the utility of the DfE benchmarking tool should help financial resource management and planning going forward.

Pupil Welfare & Community (PW&C) Committee

Lucy Taffs chairs PW&C and is also the Safeguarding Link Governor. She produces an annual Safeguarding Action Plan in conjunction with school leaders and then manages it within PW&C. The Single Central Record kept by the Schools (safe recruitment) is monitored by PW&C by asking appropriate questions and ensuring regular spot checks are carried out.

PW&C ensure that statutory safeguarding, first aid and wellbeing training are carried out by relevant staff and all staff receive necessary training as required by latest government guidance.

PW&C has responsibility for oversight of pupil welfare and wellbeing. It receives regular reports and takes monitoring action such as learning walks. It also reviews the pupil wellbeing surveys which are conducted termly in the Junior School and annually in the Infant School and discusses outcomes and actions arising.

PW&C monitors pupil numbers, admissions, attendance, healthy eating, and numbers of Children Looked After as well as referrals made to Children's Services.

2022-23

- There has been an increased focus on the general behaviour of children this year, with Headteachers reporting on this at each committee meeting.
- The opening of Honeywell House has greatly improved security on the school premises. In the Infant School a new pick-up collection procedure was introduced to further safeguard children and in the Junior School procedures were also tightened up. The collection of all children from After Schools Clubs was also reviewed with appropriate changes made.
- PW&C has overseen extensive monitoring of attendance figures and the Attendance Policy is being reviewed for the next academic year to bring it in line with new government guidance - parents will be notified when it is available. Both schools are continuing to use the services of an educational welfare officer (EWO) which continues to improve attendance and reduce unauthorised absence.
- PW&C monitors the number of children at Honeywell, especially those arriving and leaving mid-year to gain a better understanding of the fluidity of movement within both schools.
- Throughout the year PW&C reviewed results of both school's wellbeing surveys to gather pupil voice resulting in new initiatives during playtime such as the Quiet Area in the playground in the Junior School.
- Policies which have been approved this year are Children Looked After Policy, First Aid Policy, Infant Behaviour Policy, Suspensions and Exclusions Policy and the Visits and Visitors Policy. These can all be found on the Website.

Equality, Diversity & Inclusion Link Governor

Tim Carlton-Jones is currently the Link Governor in this area. Both Schools have made great progress towards meeting their Diversity, Equality and Inclusion objectives as set out in our Equality action plan last Spring.

2022-23

- A wide-ranging set of initiatives have been put in place to promote understanding and respect for each other's differences, identify opportunities in the curriculum to celebrate diversity, close gaps in attainment and achievement between pupils, and provide training for all staff and governors on equality and diversity.
- Progress against the objectives has been assessed and can be found on the Website, along with some measurable next steps that demonstrate the Schools' commitment to ensuring that Honeywell is an inclusive, vibrant and welcoming community for all.

Monitoring Visits

Monitoring visits are wide-ranging and used to enhance our knowledge of the Schools. We explore progress being made, school priorities being implemented, policies in action and monitor wellbeing. We record our visits centrally. Governors also liaise regularly on an informal basis with school leaders as part of their core monitoring, to ensure consistency between formal meetings and for wellbeing checks.

2022-23: Please see the attached schedule of visits.

Training

Keeping up to date with the latest developments and advice on effective governance is an important responsibility. Training is undertaken by the whole governing body as well as by individual governors relevant to their role and responsibilities and FGB meetings are routinely used to actively encourage training. Governors make use of an annual subscription to National Governors Association e-learning platform. Whole school training focuses on areas of strategic priority, for example in 2021-22 we were looking at Ofsted requirements of governance and stakeholder engagement.

Keeping Children Safe in Education is a key statutory responsibility and Governors confirm they have read the updated guidance (Part 1) each year. The Chair of Governors attends termly Chairs' briefings with the local authority. A record (together with certificates) of all Governors' training is kept centrally.

2022-23

- This year whole school training was undertaken on understanding school structures.

Full Governing Body

Honeywell Infant and Junior Schools

21st July 2023

HONEYWELL INFANT AND JUNIOR SCHOOLS
Schedule of Learning Walks, Visits, Monitoring Activities

(Where applicable, please comply with Governor Visit Protocol and complete Monitoring Report)

Date	Activity	Activity/Subject area/Focus	School	Governors
28/09/22	Monitoring Visit	Review of staff wellbeing actions with Heads / deputy following summer staff survey	Both	Rebecca Horgan
04/10/22	Learning walk	EYFS - Learning walk in nursery	Infant	Nathalie Jackson
12/10/22	Monitoring Visit	Meeting with MFL subject leader, action plan for Sept 2022	Junior	Nathalie Jackson
19/10/22	Performance Management	Headteachers' annual performance management review with Gulshan Kayembe (LA Link Adviser)	Both	Rebecca Horgan Sarah Hall Emma Healey
11/11/22	Monitoring Visit	periodical Health and Safety LINK Governor visit, observations and report	Both	Sarah Schutte
22/11/22	Learning walk	Infant Reading with Claire Flood (subject leader)	Infant	Emma Healey
01/12/22	Monitoring Visit	Single Central Record	Both	Lucy Taffs
12/12/22	Monitoring Visit	Facilitating WBC Air Quality Audit and conducting waste bin audit throughout school	Both	Sarah Richardson
14/12/22	Monitoring Visit	P2B meeting with Milli, Kathryn Jessett and Natasha Ojo. Discussed wellbeing, mental health of children and value of P2B provision.	Both	Lucy Taffs, Sarah Hall

25/01/23	Strategy Meeting	Meeting with heads and SBM to agree format of new Environmental Sustainability Committee	Both	Sarah Richardson
26/01/23	Learning walk	Impact of high needs SEND children on classroom provision for peers	Junior	Sarah Hall
27/02/23	Monitoring Visit	Meeting with Juniors Inclusion Manager	Junior	Sarah Hall
29/02/2023	Monitoring Visit	Meeting with EYFS team on Early Years Action Plan, Reception Data and Nursery Data	Infant	Nathalie Jackson
01/03/23	Learning walk	Impact of high needs SEND children on classroom provision for peers	Infant	Sarah Hall
14/03/23	Performance Management	Head teachers half year appraisals	Both	Rebecca Horgan Emma Healey
14/03/23	Monitoring Visit	Meeting with SBM	Both	Sarah Richardson
20/03/23	Monitoring Visit	Environmental Sustainability Committee Meeting 1	Both	Sarah Richardson
22/03/23	Monitoring Visit	periodical Health and Safety LINK Governor visit, observations and report	Both	Sarah Schutte
23/03/23	Monitoring Visit	Benchmarking	Both	Ainsley Chrisan
01/04/23	Monitoring Visit	Annual Safeguarding Annual Plan meeting	Both	Lucy Taffs, Tim Carlton Jones with DSLs
20/4/23	Stakeholder Engagement	Attended Phase 2 School Council meeting - project focus to improve Pond area for environment and enjoyment of Infant School	Infant	Lucy Taffs
26/04/23	Monitoring Visit	Meeting with Heads to discuss draft budgets and financial assumptions ahead of Resources Committee	Both	Rebecca Horgan

09/05/23	Development Visit	Presentation by Headteacher (FA) and Deputy (AW) on developed lesson planning in response to Strategic Plan and Ofsted steps	Infant	Alice Prosser, Sarah Hall, Nathalie Jackson, Jose Jimenez, Anna Grimstone, Greg Lake, Emma Healey
17/05/23	Stakeholder Engagement	SEND Coffee Morning	Both	Sarah Hall
08/06/23	Monitoring Visit	Meeting with JN to discuss proposed staff structure and 23/24 budget implications	Infant	Rebecca Horgan
14/06/23	STRATEGY DAY	Review of current Strategic Plan, SWOT, survey results to set objectives for 2023-24 with Headteachers	Infant	Rebecca Horgan, Lucy Taffs, Sarah Hall, Emma Healey, Sarah Richardson, Greg Lake, Nathalie Jackson, Asia Underwood
19/06/23	STRATEGY DAY	Review of current Strategic Plan, SWOT, survey results to set objectives for 2023-24 with Headteacher and Deputy	Junior	Rebecca Horgan, Lucy Taffs, Alice Prosser, Emma Healey, Sarah Richardson, Nathalie Jackson
19/06/23	Monitoring Visit	periodical Health and Safety LINK Governor visit, observations and report	Both	Sarah Schutte
26/06/23	Monitoring Visit	Meeting to review Junior staff wellbeing survey and agree next steps with Headteacher	Junior	Rebecca Horgan
26/06/23	Monitoring Visit	Meeting with SBM and Zenergi re energy procurement	Both	Sarah Richardson

28/06/23	Monitoring Visit	Meeting to review Infant staff wellbeing survey and agree next steps with Heads	Infant	Rebecca Horgan
29/06/23	Monitoring Visit	Meeting with MFL subject leader, action plan for Sept 2023	Junior	Nathalie Jackson
05/07/23	Monitoring Visit	End of year meetings with Inclusion Managers	Both	Sarah Hall
06/07/23	Stakeholder Engagement	Attendance at Reception 2023-24 Parents/Carers' welcome meeting	Infant	Sarah Hall
06/07/23	Monitoring Visit	Environmental Sustainability Committee Meeting 2	Both	Sarah Richardson
12/07/23	Monitoring Visit	Meeting with LA Financial Advisory, SBM & Heads to discuss new service offering	Both	Rebecca Horgan, Emma Healey
13/07/23	Monitoring Visit	Single Central Record - handover to TCJ	Both	Lucy Taffs, Tim Carlton Jones