

GOVERNORS' IMPACT STATEMENT 2021-22

Structure of the Governing Body

Our full governing body (**FGB**) sits across two schools and to provide the best coverage of our core responsibilities we operate via committees. Currently these are: Curriculum & Attainment, Finance & Premises, Human Resources, Pay and Pupil Welfare & Community. The FGB and each of the Committees (except Pay) meets once each half term or as required.

This year we have operated 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). This was a reduction in number (of co-opted governors) compared to last year and is a sign that we are working with improved efficiency.

Link Governors are appointed via formal Role Descriptor to provide a focussed link with the Schools on key areas of responsibility including SEND and Safeguarding. 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. Changes to link governors for this year are highlighted below.

Full lists of Governors, their roles, 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 an appointed Clerk to Governors who attends FGB meetings.

2021-22

- An amended Instrument of Government (constitution) of each School was approved by Wandsworth to reflect the reduction in overall number of governors. The Schools also signed a Collaboration Agreement to formally recognise the full extent of collaboration that occurs at a governance level.
- New Link Governors appointments this year are for Environmental Sustainability, Health & Safety, Financial Benchmarking, EYFS. Vulnerable Pupils was refocused onto Pupils entitled to PPG. In the absence of live data in 2021, a data link governor was not required and responsibility for training was assumed by the Chair. The new appointments this year reflect areas where governors expect to focus priorities in 2022-23.
- We have published biographies of the Governors on the [Website](#).
- This year we moved our governor administration onto Governor Hub which has improved efficiency.
- We signed up to the Clerking service level agreement provided by Wandsworth local authority in January. Our new Clerk to Governors is Al Damon.
- We conducted a self-evaluation of our governance with associated training in January. We further completed a Skills, Pastoral, Training and Diversity survey in spring. Both surveys will inform recruitment of governors in the next few months to ensure our governance needs are effectively met.

- 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*

These are the three core responsibilities of Governors. The ethos and aims (vision) of the Schools are published on the [Website](#), as well as the strategic priorities. The ethos and aims are embedded in the culture and practice of the Schools at all levels. Each school's strategic plan for the academic year is discussed and agreed at FGB level in the preceding summer with identified priorities then filtering into the current and projected work of each of the Committees, as well as determining the most effective monitoring visits and activities. Evidence of the Governors' impact via each of the Committees is set out further below.

Governors use meetings to hold the headteacher to account. These have clear agendas with relevant standing items and minutes are recorded. The headteacher reports in writing 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](#).

2021-22

- Governors instigated a project to refresh the ethos and vision for the Schools in early spring. One of the first steps was consultation with parents/carers via the annual survey to identify elements of ethos and vision that resonate with them. Our current ethos and aims continue to be relevant but we determined that the following was needed:
 - The ethos needed an overarching statement which could be easily remembered but broad enough to capture all of the elements that make up Honeywell's ethos and culture.
 - The aims (vision) needed to be expanded to include a series of specific, measurable targets for the schools to achieve over 3-5 years that are relevant to their ongoing success.

The ethos statement has been approved by Governors in July and the next step is to publish this in early autumn and explore it together with the underpinning evidence with staff, pupils and parents/carers. At the same time Governors will move forward with the vision work, with a view to consulting further with stakeholders in due course.

- As previously communicated, in June, the Governors ran a focussed strategy day for each school. This was a thorough review of current and future strategy. Draft Strategic Plans (2022-23) will be refined, shared with staff for their input, and approved by Governors in autumn 1.
- To improve efficiency Governors introduced a focussed policy review meeting this year. This will occur annually in the autumn to determine policy actions for the year.

Curriculum and Achievement (C&A)

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 monitoring of data, visits to the Schools to understand how specific initiatives are having an impact, regular core subject updates from school leaders and reviewing how specialised funding is being spent. C&A also discusses how the Schools assess their pupils, and in particular wherever gaps have been identified. Governors review evidence from the Wandsworth Link Adviser's visits in order to support the Schools in identifying priorities and making positive changes for the pupils and staff in their teaching and learning experience. C&A also keeps abreast of staffing arrangements in so far as it impacts teaching and learning.

C&A committee 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 computing.

The SEND Link Governor, Sarah Hall, has been in her role for many years and her experience is highly valued by C&A and FGB. She liaises closely with the Inclusion Leads/SENCOs of both schools; 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.

Each year the Schools publish strategy statements and spending reports for Disadvantaged Pupils funding. These are on the [Website](#) and reviewed by C&A. The Schools are eligible to receive annual Sports Premium grants from the Government. Information about this is on the [Website](#). C&A monitor the publication of a report on how funding has been spent as well as projected plans.

As explained in the Impact Statement (2020-21) the focus last year had necessarily had to shift to remote learning and Covid catch up. This meant that curriculum development work in the context of the new Ofsted framework had been put on hold. This work recommenced in earnest in September 2021.

2021-22

- In support of a key priority for this year, C&A Governors conducted several visits into school to discuss curriculum design in the foundation subjects with the subject leaders, and further to discuss implementation.
- Governors supported the schools in their successful implementation of the statutory RSHE requirements, approving the policy and monitoring consultations.
- Government funding for Covid catch-up was significantly reduced compared to last year. Nevertheless, the schools kept their focus on closing the gaps and helping pupils to make accelerated progress via a range of schemes such as school-led tutoring, which Governors monitored.

- Governors viewed curriculum maps and progression skills maps, as well as action plans for subjects. Governors also attended a staff meeting in the Infant School to understand how subject leader reports were to be produced.
- C&A and the link governor for pupils entitled to PPG monitored implementation of the PPG strategy and met to discuss progress.
- Throughout the year Governors tracked internal data showing pupil attainment/progress, which was moderated and set against targets. This culminated in the first public end of Key Stage SATS since 2019. Comparative data is still being compiled for Wandsworth, but Honeywell has demonstrated a very strong performance against the national picture.

SEND Link Governor

- The Inclusion Leads/SENCOs have been able to seek support from a 'critical friend' in the Link Governor when faced with more complex issues this year.
- The Link Governor has reviewed all applications received by the school for places for children with an EHCP.
- She has developed a relationship with, and made herself available to, parents through attending school functions such as the SEND coffee mornings.
- 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.

Finance and Premises (F&P)

This Committee has responsibility for finance, health & safety and premises. Governors liaise closely with the School Business Manager, who manages implementation of action plans for GDPR, Health & Safety, Fire and Schools Financial Value Standard (SFVS). Governors conduct budget monitoring termly. They liaise with the PTFA, whose financial support offered to the Schools is valued.

F&P Governors comprise some of the members of the Pay Committee which provides separate scrutiny of pay after recommendations from the HR Committee following staff performance management.

2021-22

- After careful scrutiny by F&P members, the Schools submitted three-year balanced budgets to the local authority. This was an achievement because the year has been incredibly challenging.
- Governors have supported getting the capital project works at Honeywell House underway.
- Introduced financial benchmarking to help us shape future budgets more efficiently and identify possible savings.
- Engaged in the development of a future sustainable policy for the schools.

Environmental Sustainability Link Governor

- The appointment of Sarah Richardson as link governor demonstrates the Governors' commitment to leading strategic change. She has oversight of school policies on environmental sustainability with the objective of embedding sustainability as a core value in school life.
- Work has begun to audit existing practice and in meeting the senior leadership teams to explore options for increasing our environmental awareness and activity across the 4C's of Culture, Community, Campus and Curriculum.
- Environmental Sustainability will form an important part of the updated Ethos and Vision Statements and will feature in both schools' strategic plans for next year

Human Resources (HR)

This Committee has oversight of staff structure, attendance, performance and wellbeing. Each year the Governors adopt the HR suite of policies from Wandsworth LA. HR Governors conduct Headteacher annual and half-year performance management reviews in conjunction with the Wandsworth link adviser. They also review the teachers' appraisals process to ensure consistency and accountability for performance. They make recommendations to the Pay Committee.

Governors sit on Panels for the recruitment of Headteachers, Deputies and other senior staff. HR works with the Schools to implement the annual parent/carer survey, reviews the results and follows up on actions arising. HR handles governor recruitment and has oversight of the administration of the FGB, including the register of business interests and contact details. All staff are offered exit interviews by the schools and if requested, this can be with an HR Governor.

Governors conduct a comprehensive staff wellbeing survey and provide feedback and monitor actions taken by the schools as a result.

2021-22

- The performance management appraisal process has been extended to support staff this year, which whilst not compulsory, we decided was fundamental to ensure that all staff had time dedicated to set objectives in line with their own career aspirations, link these to the strategic plans for the schools and to ensure there was the right CPD in place to support them in achieving their objectives.

- The performance management cycle timing has been tightened this year so that is aligned with the strategic planning of the school so that objectives set in the strategy are distilled down to the team at the earliest opportunity. It also ensures that feedback from the previous year is completed closer to the end of the year making it more effective.
- Parental survey results fed into each school's Strategy day - ensuring all themes were captured / discussed ahead of setting next year's strategy.
- The annual staff survey results are also being shared with the staff team differently this year - where actions are agreed collaboratively and fed into the Strategic plan.
- Every HR meeting has standing agenda items such as staff wellbeing but this year we have added to these items to recognise the need to be open and continue to review items such as diversity and succession planning.

Pupil Welfare & Community (PW&C)

This Committee's Chair 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.

2020-21

- Throughout the year PW&C had renewed focus on both school's wellbeing surveys to gather pupil voice. One outcome of this is the introduction of Wellbeing Ambassadors next term into the Junior School.
- PW&C reviewed results of the staff safeguarding survey. This gave an overview of staff knowledge and helped establish which areas need more training and focus.
- Governors reviewed the Equalities Information and Objectives statement and with both schools produced a comprehensive **Equalities Action Plan**, which can be found on the [Website](#).
- PW&C has overseen extensive monitoring of attendance figures at each committee meeting. The Attendance Policy will be reviewed in the next academic year to reflect new government guidance and parents will be notified when it is available. The schools have also contracted the services of an education welfare officer (EWO) which should help to improve attendance rates and reduce unauthorised absence.

- Online Safety has been a focus for PW&C and will continue into next year. Junior School parent and carer workshops were delivered in the summer term focusing on online safety and bullying and school assemblies have delivered explicit teaching to the children.
- PW&C has continuously tracked the number of children registered at Honeywell and those arriving and leaving during the year to gain an understanding of the fluidity of movement.

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.

The fact of our visits is recorded centrally. Certain types of visit also generate monitoring reports. 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.

2021-22: 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. To aid training Governors have an annual subscription to National Governors Association e-learning modules.

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.

Highlights:

2021-22

- Governors have engaged in a consistent programme of whole FGB training this year focussed on relevant areas: stakeholder engagement, effective governance review (including self-evaluation), Government White Paper implications, understanding Ofsted requirements of governance and Child-on-Child abuse.

Full Governing Body
Honeywell Infant and Junior Schools
19th July 2022

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	Report
06/10/21	Learning Visit	Pupil welfare during morning entry procedures	Both	Sarah Hall	Monitoring Report
06/10/21	Monitoring Visit	SEND	Junior	Sarah Hall	Monitoring Report
13/10/21	Monitoring Visit	Safeguarding	Both	Lucy Taffs with SBM	Action Plan updates
19/10/21	Monitoring Visit	SEND	Infant	Sarah Hall	Y/Dropbox
09/11/21	Monitoring Visit	Single Central Record	Both	Lucy Taffs	N/A
09/11/21	M&L Visit	Question Subject Leaders (x3) on Intent, development and planned Implementation of Curriculum Maps	Infant	Katie Price Emma Healey	C&A Minutes
17/11/21	Monitoring Visit	Equality and Diversity policy review and pupil voice	Junior	Tim Carlton Jones	Monitoring Report
18/11/21	M&L Visit	Access to curriculum for learners with SEND	Junior	Sarah Hall	Y/Dropbox
18/11/21	M&L Visit	Question Subject Leaders (x2) on Intent, development and planned Implementation of Curriculum Maps	Infant	Tim Carlton Jones Emma Healey	C&A Minutes
23/11/21	M&L Visit	Question Subject Leaders (x3) on Intent, development and planned Implementation of Curriculum Maps	Infant	Katie Price Tim Carlton Jones	C&A Minutes
24/11/21	Stakeholder Engagement	SEND Information Coffee Morning	Both	Sarah Hall with LA Local Offer team rep	SEND report to FGB
25/11/21	Learning Visit	Teaching of new Phonics scheme (Year 1)	Infant	Emma Healey	N/A

25/11/21	M&L Visit	Access to curriculum for learners with SEND	Junior	Sarah Hall	Y/Dropbox
29/11/21	M&L Visit	Question Subject Leaders (x5) on Intent, development and planned Implementation of Curriculum Maps	Junior	Emma Healey Tim Carlton Jones	C&A Report to FGB
30/11/21	Wellbeing Visit	Early Years Nursery. To understand some of the particular issues facing EYFS post pandemic	Infant	Emma Healey	N/A
30/11/21	M&L Visit	Question Subject Leaders (x3) on Intent, development and planned Implementation of Curriculum Maps	Junior	Tim Carlton Jones	C&A Report to FGB
01/12/21	M&L Visit	Question Subject Leaders (x6) on Intent, development and planned Implementation of Curriculum Maps	Junior	Alice Prosser Emma Healey	C&A Report to FGB
08/12/21	Performance Management	Headteachers' annual performance management review	Both	Rebecca Horgan Mark Ampleford Emma Healey with School Link Adviser	Y/ Confidential
12/01/22	H&S Walk	Health & Safety premises walk and meeting	Both	Sarah Schutte with SBM	Monitoring Report
12/01/22	Development Visit	DofE Financial Benchmarking resources	Both	Sarah Schutte with SBM	Monitoring Report
29/1/22	Monitoring Visit	Staff well-being update	Both	Mark Ampleford Rebecca Horgan	N/A
31/1/22	Development Visit	Honeywell House meeting Zoom with Rene L from WBC	Both	Sarah Schutte with SBM	n/a report to VP by email to take fwd to HT
18/1/22	Monitoring Visit	Meeting with School LA Link Adviser	Infant	Emma Healey	Verbal to Govs
9/2/22	Development Visit	Environmental Sustainability - campus meeting with SBM	Both	Sarah Richardson	Monitoring Report

10/2/22	Stakeholder Engagement & Learning visit	Pupil voice in English/reading with Reception and Year 1 with English subject leader. Understanding pupil voice strategy	Infant	Emma Healey	Monitoring Report
15/2/22	Monitoring Visit	Visiting a Junior School staff meeting	Junior	Mark Ampleford	N/A
22/02/22	Monitoring Visit	Understanding PPG strategy, scrutiny of the PPG/RPG Report	Junior	Katie Price Emma Healey	KP to report to FGB
23/02/22	Development Visit	Equality and Diversity objective setting	Junior	Tim Carlton Jones	N/A
25/02/22	Development Visit	Environmental Sustainability - meeting with catering manager	Both	Sarah Richardson	Monitoring Report
2/3/22	Monitoring Visit	Equality and Diversity objective setting and pupil voice	Infant	Tim Carlton Jones	Monitoring Report
11/3/22	M&L Visit	Meeting Foundation Subject Leaders (6 subjects) for Q&A on Implementation of Maps, outcome of pupil voice and classroom observations	Junior	Nathalie Jackson Emma Healey	C&A Report to FGB
16/3/22	Learning Walk	Science Curriculum	Infant	Sarah Richardson Basak Odemis Emma Healey	Monitoring Report tbc
23/3/22	Development Visit	Environmental Sustainability - meeting with Heads	Both	Sarah Richardson	Monitoring Report
11/5/22	Learning Visit	Attended Infant Staff Meeting to discuss Curriculum and Subject Leader Reports	Infant	Alice Prosser Emma Healey	N/A
19/5/22	Monitoring Visit	Observed recruitment / interview process to ensure Safer Recruitment procedures are being observed.	Junior	Rebecca Horgan	Monitoring Report
20/5/22	Stakeholder Engagement	Attended Phase 3 and Phase 4 School Council meeting - focus at present on gaining RRS accreditation again next academic year	Junior	Lucy Taffs	N/A

25/5/22	Monitoring Visit	Financial Benchmarking	Both	Sarah Schutte with SBM	Monitoring Report
25/5/22	Monitoring Visit	Health & Safety premises meeting (Part 1)	Both	Sarah Schutte with SBM	Monitoring Report
10/6/22	Support Visit	Working group support at meeting for capital project works	Both	Sarah Schutte with SBM	Email
13/6/22	Monitoring Visit	Meeting with Natasha Ojo to discuss PPG pupil progress and school led tutoring delivery. Observation of writing intervention in small groups and Lightening Squad reading intervention.	Junior	Katie Price	Monitoring Report tbc
27/6/22	STRATEGY DAY	Review of current Strategic Plan, SWOT analysis, survey results to set objectives for 2022-23 with Headteachers	Infant	Rebecca Horgan, Sarah Hall, Katie Price, Sarah Richardson, Nathalie Jackson, Tim Carlton-Jones, Emma Healey	Outcome fed into draft Strategic Plan 2022-23 at FGB
22/6/22	Stakeholder Engagement	SEND Information Coffee Morning	Both	Sarah Hall with LA Local Offer team rep	N/A
24/6/22	Monitoring Visit	Health & Safety premises walk and meeting (Part 2)	Both	Sarah Schutte with SBM	Monitoring Report

27/6/22	STRATEGY DAY	Review of current Strategic Plan, SWOT, survey results to set objectives for 2022-23 with Headteacher and Deputy	Junior	Rebecca Horgan, Lucy Taffs, Katie Price, Sarah Richardson, Nathalie Jackson, Sarah Schutte, Emma Healey	Outcome fed into draft Strategic Plan 2022-23 at FGB
6/7/22	Survey meeting	Review of staff survey results with Headteacher and discussion on next steps	Junior	Rebecca Horgan and Emma Healey	Summary of results and actions to staff from Governors
6/7/22	Survey meeting	Review of staff survey results with Headteachers and discussion on next steps	Infant	Rebecca Horgan and Emma Healey	Summary of results and actions to staff from Governors
07/07/22	Monitoring Visit	Single Central Record	Both	Lucy Taffs	N/A