

JOINT GOVERNING BODY
HONEYWELL INFANT AND JUNIOR SCHOOLS

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 have five separate sub-committees:

Curriculum
Finance & Premises
Human Resources
Pay
Pupil Welfare & Community

The FGB and each of the Committees meets once each half term (with the exception of Pay which meets twice per year only).

We have 23 Governors; 12 for each school made up of 1 Headteacher, 1 Staff-elected, 2 Parent-elected, 1 Local Authority, 2 Partnership, 5 Co-opted (the Chair of Governors is co-opted for both schools).

Link Governors are appointed from within the FGB to provide an express link with the Schools on key areas of responsibility including SEND and Safeguarding.

Full lists of Governors, their statutory information, committee membership and attendance records are published on the [Website](#).

The FGB has an appointed Clerk to Governors who attends and minutes FGB and Finance & Premises meetings and otherwise provides valuable advice and support to the Governors.

2020-21

- In accordance with the Schools' Covid safety protocols, meetings continued in full on Zoom for this year. Curriculum Committee did not meet in spring 1 because of the lockdown. Due to its significance, remote learning was instead reviewed and monitored at FGB level during that half term.
- New Link Governors appointed this year are for Data, Vulnerable Pupils, Training, Equality & Diversity and Foundation Subjects. Their enhanced knowledge of their area benefits the FGB as well as ensuring there is always someone asking the right questions. They collate and share information, and conduct focussed visits.
- The Governors adopted a Code of Conduct (published on the [Website](#)), updated their Committees' Terms of Reference and adopted Link Governor Role Descriptors.

- For increased accessibility, Governors published school email addresses for all Chairs on the **Website**. All Governors commuted across to using school email addresses for GDPR compliance.
- FGB approved a Protocol for Governor Visits.

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. Each School's vision and ethos as well as its strategic priorities are published on the **Website** and are embedded in the work of the FGB and its Committees and Link Governors. Each School's Improvement Plan (SIP) for the academic year is discussed and agreed at FGB level 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.

2020-21

- FGB discussion around the SIPs for 2021-22 was brought forward to summer 2 to increase feedback from Committees and Link Governors prior to the Schools developing these for approval in autumn 1.
- Standing items added to the FGB meeting agendas include written Committee reports, Link Governor updates (where applicable), EYFS update and communication.
- A comprehensive update of policies has been initiated by Committees with publication on the **Website** where applicable. All policies are kept in the Schools' secure zone to ensure correct usage by staff and governors.
- In response to the Pandemic, Governors regularly reviewed the Schools' risk assessments together with school leaders. Keeping the Schools open and their pupils and staff safe was an overarching priority during this 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.

The SEND Link Governor has been in her role for many years and her experience is highly valued by C&A and FGB. She asks questions, receives regular updates from SENDCOs and conducts termly visits to monitor strategy, use of funding, staff wellbeing and pupil progress and wellbeing. She provides written reports to FGB each half term.

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.

2020-21

- At the start of autumn, the Schools had planned significant focus to be on Covid catch up and the Ofsted framework and development of the Curriculum. SLT reported to C&A on progress made on Intent and Implementation.
- Covid catch-up plans were published (on the [Website](#)) with chosen strategies suited to each School. These plans have been updated by the Schools throughout the year and reviewed by Governors. Schemes such as the Government's tutoring programme have been seen in action via learning walks by the SEND and Vulnerable Pupils Links.
- A Covid Inclusion Plan for Vulnerable and SEND Pupils has been reviewed by Governors.
- In light of the ongoing pandemic, focus shifted to enhanced development of the remote learning offer together with the Covid catch up. Work on the Ofsted framework was temporarily put on hold.
- C&A reviewed the Remote Learning Policy; conducted learning walks in autumn 2 to understand the new platforms chosen (Google classroom for Infants and Seesaw for Juniors), to see the Policy in action and gather staff and pupil voice. This work was timely in view of the surprise lockdown in January 2021. C&A monitored remote learning throughout spring 1 including scrutiny of the decision to have recorded teacher sessions and encouragement of live wellbeing interaction sessions. FGB reviewed each School's Remote Learning Self-Evaluation in spring 1.
- A staff-elected governor joined C&A who is the EYFS leader. Her regular updates to C&A and FGB provide valuable insight.
- Four out of five of the new Link Governors appointed this year are members of C&A. The Pandemic and lockdowns have interrupted their work to a degree, but still they have undertaken training and developed their roles.

- C&A has identified a plan for monitoring development of Foundation Subjects during 2021-22 which will include visits into school to meet subject leaders and pupils.
- In the absence of external data for 2019-20 and 2020-21, the Schools have concentrated on internal generated data showing pupil attainment and progress through the year based on regular assessments and pupil progress meetings. C&A have scrutinised this data against targets set.

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 routinely scrutinise the Schools' budgets.

Financial support offered by the PTFA via the purchase of resources and equipment is very important to the Schools and is ongoing.

F&P Governors are all members of the Pay Committee which was set up in 2019-20 to provide separate scrutiny of pay after recommendations from the HR Committee following appraisals.

2020-21

- 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.
- The permanent School Business Manager appointed in January 2021 has been a great asset to the Schools and to the work of the Governors.
- Governors have offered support to the Schools' in their recent capital projects application to Wandsworth.
- A Governor assisted the Junior School to recover monies from a cancelled Year 6 school journey (in the previous year) owing to the Pandemic.

Human Resources (HR)

This Committee has oversight of staff structure, attendance, performance and wellbeing. Its members conduct Headteacher annual performance management appraisals in conjunction with the Wandsworth link adviser. They also review the outcomes from the teachers' appraisals process.

Governors sit on Panels for the recruitment of Headteachers, Deputies and other senior staff.

HR works with the Schools to implement the annual parent/carers 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.

HR Governors liaise with the Pay Committee to make recommendations for staff pay following appraisals.

2020-21

- HR introduced a comprehensive staff wellbeing survey, which will be conducted annually in the spring term moving forward. For this year, the survey took place in the summer because of the lockdown and instead spring term telephone pulse checks were carried out by Governors in view of the challenges to staff wellbeing. Actions arising from the survey results will be followed up in autumn 2021.
- This year HR resolved to move all HR policies across to the Wandsworth suite of policies. This has improved efficiency and provides a consistent layer of administration and advice between the local authority and the Schools.
- A high-level review of contractual arrangements for staff has been undertaken by HR to ensure all contracts are correctly issued and that payroll implementation matches.
- Governors introduced a half-year performance review of the Headteachers.
- A revision of the teacher appraisal process has been instigated by HR to ensure greater consistency and accountability for performance and targets moving forward, it being acknowledged that this academic year required special treatment owing to the Pandemic.
- HR has instigated the introduction of a performance management process for support staff, which will foster inclusivity and career progression. This will be fully implemented in 2021-22.
- Governors introduced exit interviews for staff leaving the Schools, themselves conducting those interviews for senior leaders or on request.
- During this year, Governors have sat on Panels to appoint:
 - Deputy Headteachers for both Infant and Junior Schools and
 - the School Business Manager
- Governors have managed the process leading to the appointment of joint Headteachers (part time) in the Infant School commencing in September 2021.
- Governors conducted an exit interview for acting joint Deputy Headteacher (Junior School).

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.

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

- PW&C worked on the Remote Learning policies introduced this year.
- During the lockdown PW&C monitored the numbers of critical worker and vulnerable children in the Schools and received wellbeing updates about children at home.
- PW&C instigated a pupil voice wellbeing survey carried out by the Schools this year. The lockdown delayed the process but it was completed in the summer and follow up action will be monitored by PW&C in autumn 2021.
- Governors introduced a Statement of Behaviour Principles which is on the [Website](#).
- PW&C was a main forum for discussions around class mixing in the Junior School 2021-22 onwards. The rationale and process was reviewed, and appropriate support and challenge was given to the Headteacher in the subsequent implementation. Additional support and challenge was given at FGB level.

Monitoring Visits

Monitoring visits are used to enhance our knowledge of the Schools. We explore progress being made, school priorities being implemented, policies in action and monitor wellbeing.

We keep appropriate records of our visits.

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.

2020-21

Visits were kept to the minimum given the situation with Covid-19. Nevertheless, the following visits were deemed essential and were carried out with all due safety precautions including social distancing and the wearing of masks:

- Learning walks Junior and Infant Schools to see the Remote Learning policies in action during autumn 2.
- Learning walks (Junior and Infant) SEND and Vulnerable Pupil Links to monitor Covid catch up in summer 1.
- Pupil Welfare learning walk (Junior) in summer 1 to understand pupils' wellbeing and see strategies in place for addressing any concerns.
- PSHE learning walks (Junior and Infant) in summer.

Training

Keeping up to date with the latest developments and advice on effective governance is an important responsibility. Training is undertaken whenever possible.

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.

2020-21

- FGB have subscribed to NGA e-learning modules as a new ongoing method of training with a whole range of topics covered.
- Chair of Governors completed 9 hours' governor leadership course in September/October 2020.
- Two HR Governors completed training on Headteacher performance management appraisals.
- Three Governors have completed training on the Ofsted Framework facilitated by the schools' Wandsworth link adviser; all Governors will complete similar/enhanced training in the autumn.

Joint Governing Body

Honeywell Infant and Junior Schools

22nd July 2021