



ANNUAL GOVERNANCE REPORT FOR CALSHOT PRIMARY SCHOOL 2019/2020

OUR VISION

The Governing Body will support and challenge the shared vision of Calshot School through a process of continuous and vigorous monitoring, evaluation and critical reflection.

Our aims are:

- To become an establishment of outstanding practice
- To offer continuous improvement despite fiscal challenges
- To promote and support the well-being of children, staff and parents so that they may excel

GOVERNANCE STRUCTURE

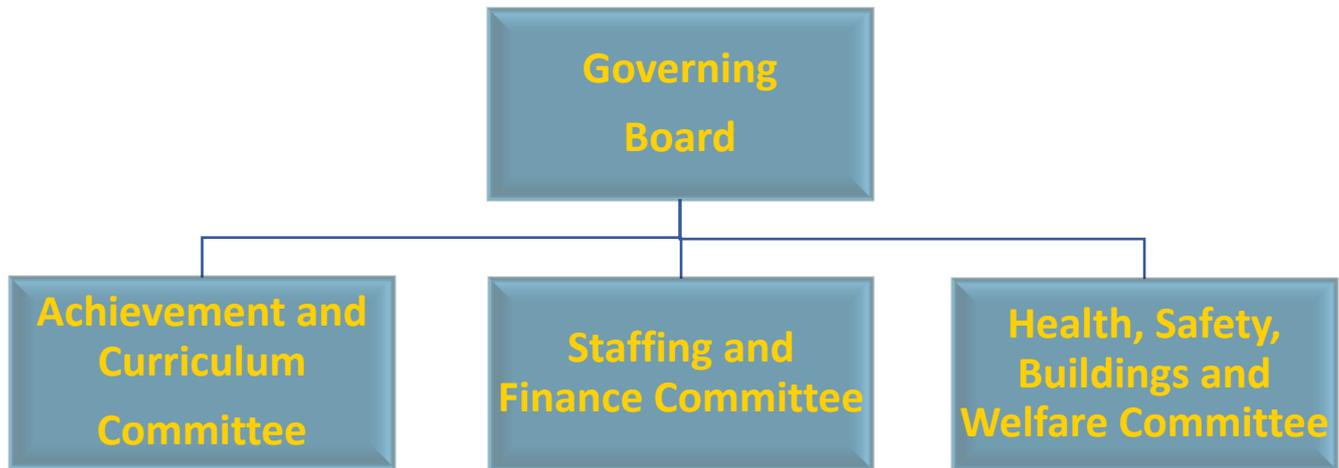
The governing board has the strategic responsibility for the effective management of the school, acting within the framework set by national legislation and with due consideration to the policies of the **Local Authority**. The governing board meets as a whole board twice per term.

The Governing Board of Calshot Primary School is made up of 2 staff governors (including the Headteacher), 2 elected Parent Governors, 1 Local Authority Governor and 5 Co-opted governors. Co-opted governors are appointed by the governing board and are people who, in the opinion of the governing board, have the skills required to contribute to the effective governance and success of the school.

Committees

The governing board has delegated certain aspects of governance responsibilities to committees. This enables us to ensure that we remain strategically focused on the agreed key areas of school development and work in an efficient way. It is decided which governors will join each committee by analysing governors' skills and experiences through a skills audit and assigning committee membership accordingly. Committee membership and the committee structure is reviewed at the beginning of each academic year.

At the start of the academic year we implemented the following committee structure:



Due to the school's current priorities in response to the coronavirus pandemic, governors suspended committee meetings when the school closed to most pupils. When the school closed to most pupils, it was no longer appropriate for the board to monitor the school's development priorities set earlier in the academic year. We have identified essential business that had been delegated to each committee and included this in our full governing board meetings.

As of 2nd April 2020, the governing board - in line with government advice - has met remotely via an online platform. We have maintained all our statutory requirements for meetings of the governing board during this time. Before this date, meetings were held in person.

In accordance with the Government's requirement for all governing bodies, the core strategic functions of the Calshot Primary School governing body are:

1. **Ensuring clarity of vision, ethos and strategic direction;**
2. **Holding the headteacher to account for the educational performance of the school and its pupils and the performance management of staff;**
3. **Overseeing the financial performance of the school and making sure its money is well spent;**
4. **Ensuring school follows safeguarding procedures and holds the Head Teacher to account for the welfare of pupils and staff;**

Reports from each committee and link governors have been provided appropriate to the core function they relate to.

1) Ensuring Clarity of Vision, Ethos and Strategic Direction

Full Governing Board - report from the Chair of Governors

This has been another busy year for the governing body, where alongside our regular duties we have been challenged as a result of a global pandemic. During the course of our normal governor duties, we have also managed a recruitment process to put in place a permanent Head Teacher and supported the process of recruiting a permanent Deputy Head Teacher as well as number of other teaching staff appointments. We have had to learn new ways of working and re-prioritise our activities in line with the needs of the school as we have all reacted to the consequences of Covid-19.

Mr Wingrove and Miss Atterbury were both successful in the recruitment processes for Head Teacher and Deputy Head Teacher. We are extremely pleased that they are now in place in permanent positions after they had been recruited in acting positions last year. They continue to rise to every challenge they face and none more so than the last few months reacting to government advice around the Corona Virus. We have been extremely pleased with their quick thinking and planning, often thinking ahead before government and local authority advice was published and working through all possibilities to work in the best interests of the children. We have supported them through this tough period and will continue to support them into the next academic year.

The new governors that were recruited last year have all settled in well and are making valuable contributions to our work. We are pleased to say that following the end of his term as Local Authority Governor, we have been successful in retaining Councillor Jon Hunt on our Governing Body for a further 3 years.

Highlights for the year include:

- Successful recruitment for permanent Head Teacher and permanent Deputy Head
- Continued development and training for governors including taking part in Year of the Governor activities held externally
- Implemented new equality objectives
- The school improvement plan targets were on course to be met (pre-Covid)
- Results in Reading, Writing and Maths are in line or above National figures Pupils continue to make excellent progress across the curriculum - in 2019, 92% of pupils achieved the expected standard in KS2 English grammar, punctuation and spelling test, significantly above the national average and in the highest 20% of schools.
- Parent Questionnaire results continue to be positive

Report from Link Governor for Training - Mrs N Jones

Each governor has an area of responsibility and this year, we have ensured that they tie in closely with the School Development Plan (SDP). This has meant a reorganisation of link governor roles.

It is the responsibility of the Link Governor for Training, to ensure that all governors have had the training needed to fulfil their roles. Governors are committed to their goal of enabling pupils to "aim high" and set a good example by taking their own continuous professional development seriously. Furthermore, the GB benefits from the support of a very experienced and professional Clerk, whose services are highly valued.

Various members of the governing body have undertaken individual training in:

- Governor Induction
- Safeguarding
- Safer Recruitment
- Head Teacher Appraisal

This year has also seen the 'Year of the Governor' run by the Local Authority and several staff have also benefitted in attending workshops provided through this scheme. The annual skills audits have taken place recently and the outcomes of these will be to identify gaps in training for the forthcoming academic year.

2) Holding the Head Teacher to account for the educational performance of the school and its pupils and the performance management of staff

Achievement and Curriculum Committee - report from the Chair, Mrs N Jones

This academic year has been a very different one. While the role of the Achievement and Curriculum Committee is to oversee what the curriculum looks like and to analyse data, it has been from a quite different perspective.

The impact of Covid has meant the school has been closed since March to most children, except for those of key worker and vulnerable children, while the rest of the school began a transition to home learning through BBC Bitesize and home learning tasks set by class teachers. Parents have become teachers and teachers have been forced to learn new digital technologies, often at great speed, in order to still maintain contact with and to do what a teacher inherently wants to do- teach children.

Gradually, school has re-opened to those classes advised by the Government. Staff have been fantastic with their flexibility, teaching year groups some may have never taught

before. The children have been equally fantastic, adapting to a new look of the school and a new way of working.

Governors have ensured that we scrutinise the decisions which have been made and the curriculum the children are following to ensure no child is disadvantaged due to Covid and this is what we will continue to do as the school continues to re-open and operate in a more normal way.

Pupil Premium Link Governor - Mr S Barlow

The Pupil Premium link governor is responsible for reporting back to the full governing board on how well the school can account for the provision for pupils eligible for the Pupil Premium grant.

Some key aspects of this include:

- Understanding and communicating what the Pupil Premium grant is, who it is for, and what schools are expected to achieve.
- Knowing what systems are in place in the school for evaluating the impact of pupil premium
- Knowing the impact of funding on outcomes for children, so that academic progress is accelerated, standards of behaviour and emotional wellbeing are high and there are no gaps in attendance.
- Being able to challenge the school on headline data for this group.
- Ensuring that the school website is compliant with statutory requirements and gives parents a meaningful summary of how funding is used and the difference it is making.

In my first year in the role I have focused on establishing an understanding of the Pupil Premium context of Calshot Primary School. In order to do this, I have met with the Headteacher and looked at the way in which Pupil Premium students are tracked and monitored within the school, including through use of the progress tracker document. I have also sought to understand Pupil Premium trends at Calshot Primary School since 2016/17 where numbers of Pupil Premium students have declined until 2019/20 which has seen a significant increase. This led to discussions around the use and impact of Pupil Premium funding including the potential consequences of a reduction in numbers when the current Year 5/6 cohorts leave.

Finally, I have gained an awareness of the Pupil Premium Strategy document and report on the school website.

Going forwards it is my intention to build on the knowledge and understanding I have gained during this year to more effectively interrogate school data and hold school leaders to account for the performance of Pupil Premium students.

English Link Governor - Miss H Patel

Since becoming Link Governor for English, I've met with Mrs Myatt twice to understand how the English curriculum is taught and to support and challenge the English lead. I obtained an overview of my role and responsibilities and it was great to see how passionate Mrs Myatt is about English; she is proactive with her professional development. Mrs Myatt conducts regular scrutinies and benchmarking, lesson plans are observed, and assessments generally mirror the National Curriculum. Mrs Myatt explained Nelson Writing to me - a whole-school programme designed to help all children develop a confident, legible and personal handwriting style and meet higher curriculum expectations and she provided me with examples of pupils' workbooks.

Further meetings have not been possible due to the impact of Covid-19. I look forward to resuming meetings with Mrs Myatt in the new academic year to understand better the data around English and find out how I can continue to support and challenge the delivery of English at Calshot.

Mathematics Link Governor Role - Mrs R Johal

The purpose of these meetings is to develop links as a maths link governor with the school's maths lead, termly meetings are held to discuss and evidence the implementation of the Maths curriculum. Understanding my role as a maths link governor is imperative in order to question, support and challenge the maths lead. During the meeting we reviewed:

The implementation of Times Table Rock Stars (TTRS) - A fun and challenging programme designed to help pupils master their times tables. We discussed the advantage of TTRS as it highlights areas of improvement once results are analysed, this can also be set as homework and incentives are adapted to keep the momentum going such as tournaments between classes or boys v girls. Certificates and badges also rewarded for best class etc. I have been given the opportunity of obtaining access to TTRS!

Book scrutinies- these are carried out by the maths lead, which were overall very positive. The autumn assessment papers were still waiting on analysis when we met, so the maths lead can review any trends they may have developed.

Maths interviews -12 children were interviewed with a range of abilities who were asked about their feeling towards Maths. Predominately the results were positive.

At Calshot we are incredibly lucky to have a passionate maths lead that has lots of ideas in implementing Maths of a high standard across the school.

History/Geography Link Governor - Mrs A Shergill

Since becoming the link governor for History/Geography, I met with Mr Wingrove to discuss Target 1 of the School Improvement Plan which is to review and improve the foundation curriculum with a focus on developing skills and maintaining progress in history and geography. It was encouraging to hear that rather than relying on an external provider, considerable time had been taken to develop a bespoke approach to this that will fit within Calshot School.

I also interviewed some children and during the interviews I noticed that all the children felt safe at the school, enjoyed their time, and felt well supported in their learning. Some of the younger children were not always aware of what they were learning in history or geography but could tell me about the subject when questioned in a different way. The pupils I spoke with were very engaged and all seemed very bright. They spoke positively about their future aspirations.

Head Teacher Performance Management Committee - Mr Dharmesh Rajput

Mr Wingrove has met or exceeded the targets set at his performance management. New targets have been set and Mr Wingrove was thanked for all his hard work and commitment. He has led the school well during his year as Acting Head Teacher and we're very pleased to have been able to appoint him as permanent Head Teacher, giving him the opportunity to think ahead and develop a long term plan for the school.

The committee is made up of Mr Barlow, Mrs Jones and Mr Rajput. Mr Barlow took the relevant training before joining to make sure that this committee was robust.

3) OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL AND MAKING SURE ITS MONEY IS WELL SPENT

Staffing and Finance committee - report from the Chair, Cllr J Hunt

The Staffing and Finance Committee keeps the wheels turning at the school, making sure that money is well spent and overseeing staffing decisions. The committee meets regularly and reviews budgets, staffing and spending and asks appropriate questions. Our task is getting harder as school budgets get tighter and we regularly review where savings can be made. The school maintains reserves and maintains a prudent approach to spending - and that will help us to avoid problems in the near future. With this in mind, we continue to work with the Senior Leadership Team to review all expenditure and make sure spending is appropriate and necessary. The key issue remains about planning for the future.

4) Ensure school follows safeguarding procedures and holds the Head Teacher to account for the welfare of pupils and staff

Health, Safety, Buildings and Welfare committee - report from Mrs Johal, Chair of the Committee

The Health & Safety, Buildings and Welfare committee meet once every term and ensure the safety and welfare of all pupils and adults at the school. The committee plays a vital role in the management of health and safety, making sure that monitoring procedures are in place for health and safety, and complies with legislation. The committee reviews the quality of the school environment and equipment through a termly Health and Safety Audit. A walk around the school is conducted on a termly basis by the deputy Head Teacher and the School Premises Manager. The results from the audit are reported back to the committee. The committee ensure that the school is fully compliant with the General Data Protection Regulations (GDPR) and are provided with regular updates. The Health & Safety, Buildings and Welfare committee, works in close partnership with the Head Teacher - to promote a sensible approach to health and safety, making use of competent health and safety advice when required. The committee is responsible for monitoring the mental health and well-being of the staff and children. Due to COVID-19 all off site visit such as Woodlands and Think Tank, have been cancelled this year. Government, Department of Education and Birmingham City Council guidance has been implemented to enable the safe opening of the school for staff and children. Parents have been updated with Coronavirus in a separate tab on the school website.

Link governor for Safeguarding Report - Mrs A Seraton

As a newly nominated Safeguarding Link governor, it has been my responsibility to ensure that I attend the relevant training to support me in carrying out this new role. I have the responsibility of liaising with the Head Teacher and the Designated Safeguarding Lead (DSL) to ensure that the school is following the correct procedures and that their safeguarding arrangements are productive and in line with governmental safeguarding legislation. I attend regular meetings with the Head Teacher/DSL to gain an update on safeguarding matters, if any, at the school and add any findings to a report to be shared with the Full Governing Body.

During this unprecedented period of Covid 19, it is important that the safeguarding of children, parents/carers and staff remains paramount and has been a priority. The Pandemic is an ever-changing situation and I have been carefully monitoring it, whilst keeping in weekly contact via telephone with the Head Teacher/DSL, to monitor the schools safeguarding arrangements throughout the Pandemic and to ensure that NHS and Governmental recommendations are followed to maintain a safe environment. Collaborative working has taken place to ensure that the high safeguarding standards of the school continues.

Special Educational Needs and/or Disabilities (SEND) Link Governor - Mr D Rajput

The governing body is committed to ensuring that the needs of all pupils are met in the most appropriate way. As the nominated governor for SEND it is my responsibility to liaise with the SEND Co-ordinator and to act as a link to ensure the governing body is well informed about all issues relating to SEND. Through discussions with the SEND co-ordinator and Headteacher it has been possible to gain information regarding current policy and procedures and to monitor the approach for identifying and responding to SEND.

It has also been possible to gain an overview of the training that the staff are receiving which ensures that pupils receive effective support within the school and from outside agencies if required. As a new link governor, it was useful to see the processes involved for SEND and the complications that can arise with funding.

During the period that Covid-19 has affected the school, I have continued to have discussions with Mr Wingrove to make sure that SEND needs were being met where appropriate.

Attendance Link Governor - Miss Y Joyce

As link attendance I was meeting with Ms Atterbury once a term to discuss attendance within school. Ms Atterbury had been on attendance training in January and found the training really helpful and insightful. She has put into practice some of the guidance which has made keeping track of pupil's attendance easier to work with. Each child who has a below average attendance record has a folder, Ms Atterbury then records all actions that have been taken and if attendance has not improved, she has records which can be then sent to relevant authorities to pursue.

Letters and phone calls are being made and sent out to pupils with under 96% attendance. Ms Atterbury has mentioned that even though contact is trying to be made some parents can be quite rude towards staff and similar attitudes are met with letters.

During the winter months, attendance has been low as children have been off with different illnesses. If there are children who are genuinely ill then letters do not need to be sent home and the absence is unavoidable.

Some pupils have been arriving late and missing first registration which can affect attendance, Ms Atterbury is working with families on trying to get children into school on time.

During the first two terms 21 pupils have left Calshot and 13 have joined the school, 3 pupils have been removed from the CME register.

Pupils with 100% attendance are still entered into a raffle draw where they can win a bike.

Attendance Report from 4/9/19 - 20/12/19:

- Absence 4.1%
- Pupil premium absence 6.9%
- Persistent absence (90%-):8.9%

Community Link Governor - Councillor J Hunt

The school continues to have good links with the community and Ms Atterbury has secured a relationship with Tesco's who deliver food to the school twice a week to support a new foodbank available in the school reception. Parents have also been contributing to this. Ms Atterbury has also started a uniform service with lost items and donations from parents being available for other parents to take with a small donation. All items of clothing are washed and dried on the school premises. The school has also been involved in a community project with the 3Bs Neighbourhood Planning Forum and with Turnberry Park. Guests have come into the school, for example the PDSA talked about looking after wildlife and pets. Children have been involved in litter picks and visits to Queslett Nature Reserve. The School has been part of a network community group set up by Asda who meet regularly to discuss ways to help and support each other.

Governing board priority areas for 2020/2021

The governing board's priorities for the year ahead remain focused on the safety and wellbeing of all school staff and pupils. We will continue to focus on essential areas of governance and support school leaders as the coronavirus situation evolves. Our immediate areas of priority are as follows:

Priority focus	Reason for this focus	Intended impact
Continue to support the school in terms of the impact of COVID-19	This is an ongoing situation and we need to continue to monitor school plans in line with government and local authority advice for the safety and welfare of the children, staff and parents.	The school will operate safely and ensure minimal disruption to children's learning and development.
<p>Monitor and support the school improvement plan which will focus on:</p> <ol style="list-style-type: none"> 1. SEND provision 2. Early Reading 3. Relationship and Health Education 	<p>We have an increasing number of pupils who are arriving in school with SEND needs.</p> <p>All pupils need to develop a love for reading and have quality texts that match their needs, available to them from an early age.</p> <p>A new statutory priority for all schools to embed a new relationship education program, which meets the needs of children in society today.</p>	<p>Teachers will be even better at meeting the needs of a greater range of SEND pupils who require specialist teaching strategies.</p> <p>Early readers to have suitable texts that are engaging and use decodable words that build upon skills required to access reading for the first time.</p> <p>A new curriculum focus that will underpin Calshot values to prepare our pupils for life outside and beyond primary school.</p>
Ongoing Governor Training	Develop the skills that required for the Governing Body to perform effectively.	Formal training plan created and implemented that leads to effective governance.
Succession Planning to futureproof the Governing Body	To make sure that when required we are able to put the right people into the right roles on the governing body.	The Governing Body will always be quorate and have the right mix of skills to be effective.
Raising the profile of governance with stakeholders	To raise the profile of school governance and ensure that stakeholders understand what is being done.	There will be a shared understanding and appreciation of the work of the governing body.