

## **Annual Governance Statement for the Governing Board of Town End Junior School September 2021**

In accordance with the Government's requirement for all governing boards, the three core strategic functions of Town End Junior School Governing Board 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
3. Overseeing the financial performance of the school and making sure its money is well spent

### **Governance Arrangements**

The Governing Board of Town End Junior School was reconstituted on 10<sup>th</sup> October 2019 and is now made up of:

**LEA Representatives: 1**

**Parents - 4**

**Co-Opted Governors - 3**

**Staff -1**

**Headteacher**

Skills and knowledge required contributing to effective Governance and the success to the school:

1. **Knowledge of the school and local area**
2. **Finance**
3. **Personnel H/R**
4. **Health and Safety**
5. **Information Technology**
6. **Buildings**
7. **Communication**
8. **Leadership and Decision Making**

The Governing Board have a programme of meetings throughout the school year, and a committee structure that focuses on specific areas of governance.

**Date of Meetings set for the academic year 2020/21 – All meetings will be via Microsoft Team Meetings**

<b>FGB Meetings Tuesdays 5.00pm</b>	<b>Resources Meetings</b>	<b>SIC Committee Meetings</b>
22nd September 2020	10 <sup>th</sup> November 2020	24rd November 2020
12 <sup>th</sup> January 2021	2 <sup>nd</sup> March 2021	16 <sup>th</sup> March 2021
	<b>23<sup>rd</sup> March 2021 Budget</b>	
27 <sup>th</sup> April 2021	15 <sup>th</sup> June 2021	29th June 2021
13 <sup>th</sup> July 2021		

**The FGB also held 5 additional meetings:**

23.01.2021

30.03.2021

04.05.2021

06.05.2021

26.05.2021

**Governors Meetings 2021/22 – The Governors have agreed face to face meetings in school**

<b>FGB Meetings Tuesdays 6.00pm</b>
21 <sup>st</sup> September 2021
9 <sup>th</sup> November 2021
25 <sup>th</sup> January 2022
8 <sup>th</sup> March 2022
<b>29<sup>th</sup> March 2022 Budget only</b>
3 <sup>rd</sup> May 2022
12 <sup>th</sup> July 2022

### Attendance of meetings

A record is kept, by the clerk to the governing board, of governors' attendance at meetings. Apologies for absence are presented to meetings for acceptance. Attendance by Governors to all meetings is reviewed annually. All meetings held for the academic year 2020/21 were quorate.

Apologies have been received from Governors not able to attend a meeting and accepted by the FGB or Committee.

### Governor Attendance 2020/21

	<b>FGB (4)</b> <b>22.09.2020</b> <b>12.01.2021</b> <b>27.04.2021</b> <b>13.07.2021</b>	<b>Resources (4)</b> <b>10.11.2020</b> <b>02.03.2021</b> <b>23.03.2021</b> <b>29.06.2021</b>	<b>SIC (3)</b> <b>24.11.2020</b> <b>16.03.2021</b> <b>29.06.2021</b>	<b>Emergency Meetings (5)</b> <b>23.01.2021</b> <b>30.03.2021</b> <b>04.05.2021</b> <b>06.05.2021</b> <b>26.05.2021</b>
Ms Z Farrow	4/4		2/3	4/5
Mrs I Fynn	3/4		2/3	1/5
Mr B Green	4/4	3/4	2/3	5/5
Mrs Sisson-Hargreaves	1/1	3/3		5/5
Mr R Jones	4/4		3/3	4/5
Mr J Knight	4/4	3/4	3/3	5/5
Mrs S Smith	4/4	4/4		5/5
Mr D Smith			3/3	5/5
Mrs W Vardy	3/4	3/4		5/5
Mrs L White	4/4	4/4	3/3	4/5
Mrs L Ward	4/4	4/4	3/3	4/5
<b>Overall possible attendance</b>	<b>95%</b>	<b>88%</b>	<b>88%</b>	<b>85%</b>

## **What the Governing Board achieved that will make a difference to the children in this school:**

- Link governors appointed to monitor the curriculum and development
- Link Governors met with Curriculum coordinators to monitor SIP priorities and report back to FGB
- H&S audit undertaken to maintain safety and wellbeing
- Website audit undertaken to maintain accountability
- Safety and wellbeing of pupils and staff maintained
- Skills audit undertaken to show progression and needs of the FGB to support the school
- Governor communication improved to make decisions to the benefit of children
- Approved the food addition to support the community.
- Approval of the budget
- Review of the 3-year budget plan in the Annex 1 as outlined in the Derbyshire Finance Scheme
- Review of the Headteacher's report to monitor progress
- Consideration of the attendance of pupils and staff to support teaching and learning
- Consideration of governors' attendance to support governance of the school
- Review of decisions and recommendations of committees
- Consideration of governors' terms of office to maintain continuity
- Acknowledging the achievements gained by pupils through staff commitment.
- Laptop purchases approved to support learning for all
- Phone system reviewed to support safeguarding and communication and to determine best value and value for money
- Consideration to the building to promote a pleasant working environment
- Plans for the underspend to maintain and develop the curriculum
- Policies and procedures in place for a return to school following lockdown
- GDPR training undertaken and procedures in place
- GDPR practices and policies reviewed and monitored
- Underspend from 2020/21 reviewed and carried forward to support pupils
- The provision to support teaching and learning has been reviewed
- Review of GDPR, H&S and DCC policies and procedures to be legally compliant
- Budget review to maintain staffing to deliver the curriculum
- Review of extended services to support the needs of pupils and parents
- Review of the premises to maintain a good working environment for all
- Trips approved to support wellbeing
- Monitoring progress reviews including Maths and English
- Equality and accessibility reviews
- Review of achievement and impact of pupil premium, sports funding and catch up funding and progress of children throughout the pandemic.
- Supported staff development

### **Governors visits into school for 2020/21:**

Due to Covid-19 restrictions no visits were made in school all communication was undertaken by telephone or by Teams meetings

Mrs Hargreaves	November 2020	Governor induction with Mrs Ward and Mr Knight (Teams)
Mr Green	October 2020	Health and Safety Audit
Mr Jones	October 2020	Website Audit (remote)
Ms Farrow & Mr Knight	November 2020	Maths lead discussion
Mr Jones	17 <sup>th</sup> and 23 <sup>rd</sup> November 2020	Safeguarding Audit
Mr Green	December 2020	Headteacher performance management
Mrs Fynn	December 2020	Headteacher performance management
Mr Jones	December 2020	Safeguarding Audit
Mr Knight – fortnightly		Headteacher/Chair/Clerk updates
Mrs Fynn	December 2021	SEN&D
Mrs Smith	January 2021	Reading

### **Strategic Planning for the future**

#### **Governors' SIP priorities for 2020/21:**

- To improve outcomes in reading
- To embed teaching and learning strategies of reasoning skills in maths
- To continue to develop the resilience and growth mindset work
- To ensure that all pupils including the most vulnerable demonstrate good behaviours and attitudes to learning as expected by staff
- Improve the involvement and wellbeing sales for pupils to ensure all make good progress in lessons
- To raise the profile of Art
- To develop Middle Leaders
- To develop the role of Town End SLT

## Governor Training 2019/20

16.10.19	Mrs Vardy Mr Green	Governor Strategic Briefing
04.12.19	Mrs Fynn	Leading your Governing Board
04.12.19	Mrs Vardy Mrs Smith Mr Green Mr Jones	Finance – cluster event at Town End
16.03.2020	Mr Green Mrs Vardy	Governor Strategic Briefing

## Governor Training 2020/21 – All training has been undertaken virtually

20.07.2020	Mrs Fynn	Information Governance
10.11.2020	Ms Farrow	Monitoring and Evaluation
07.12.2020	Ms Farrow	Finance
27.01.2021 03.02.2021	Mr Smith	Induction for New Governors
25.01.2021	Mr Knight	Finance
22.02.2021	BG, JK, SS, RJ, ESH	GDPR
04.03.2021	Mr Knight	Monitoring and Evaluation
05.05.2021	Mrs Fynn/Ms Farrow/Mr Green	GDPR
22.06.2021	Safeguarding	Sarah Smith Zoe Farrow

### How to contact your Governors:

F.A.O. the Chair of Governors  
Town End Junior School  
Alfreton Road  
Tibshelf  
Derbyshire  
DE55 5PB

01773782306

Information about the school's governing board is available on the governors' page of the school's website giving the name the Chair of Governors and contact email address.

## **Town End Junior School Governing Board 2020/21– membership**

<b>Governor</b>	<b>Category</b>	<b>Term of office expiry date</b>
Ms Z Farrow	LEA	09.11.2023
Mr J Knight	Parent	01.09.2022
Mrs S Smith	Parent	20.09.2022
Mrs Sisson-Hargreaves	Parent	15.10.2024
Mr R Jones	Parent	22.11.2022
Mr B Green	Co-Opted	19.09.2022
Mrs I Fynn	Co-Opted	01.09.2022
Mrs W Vardy	Co-Opted	15.06.2023
Mr D Smith	Staff	31.08.2024