



Annual Report on the Evaluation of Governor Effectiveness, 2021-22

Background and Context

This annual report provides an evaluation of the Governing Body effectiveness during the period under review.

This report comprises the following sections:

- 1 Overview
- 2 Meetings of the Governing Body
- 3 Remit and achievements of the Governing Body and its committees
- 4 The composition of the Governing Body and its committees, and attendance

1 Overview

The governing body conducts its business to take account of the three roles of the governing bodies as outlined in the Governors' Handbook:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils;
- Overseeing the financial performance of the school and making sure its money is well spent.

The day to day management of the school is the responsibility of the Head teacher and senior leadership team.

The governing body also ensures that the school complies fully with statutory safeguarding procedures. All staff have signed a record to confirm they have read Part 1 of the DfE statutory guidance "Keeping Children Safe in Education". The governing body has familiarised itself with the document and are working with the safeguarding lead in school to complete the annual safeguarding audit.

2 Meetings of the governing body and attendance

The Full Governing Body met on 5 occasions and a slightly revised structure of sub committees was implemented this year to amalgamate the sub committees of Teaching and Learning Committee with Pupil, Partnerships and Support, creating a single sub committee TLPS, which met 3 times during the year. Resources sub committee was unchanged and also met 3 times during the year. All meetings were clerked by a trained professional clerk.

Due to Covid most meetings were online, with the FGB meetings on 9 May and 11 July in person by request of several Governors. Sub Committees continue to be online as this works well, and the Committee will discuss how FGB meetings will take place from September 22 onwards.

Governors have good attendance at meetings overall. Apologies for non-attendance are considered on an individual basis; governors are aware through the code of conduct that non-attendance, which includes apologies not being accepted, will result in the removal of a governor six months from the date of first non-attendance. No Governors were removed as a result of non-attendance during this period.

3 The remit and achievements of the governing body and its committees

Through all activities Governors have supported and monitored the School against the key priorities for 2021-22, which are:

Shire Oak – Key Priorities for 2020-21

- To develop our curriculum so that there is good progression in children’s acquisition of knowledge, skills and understanding as they progress through school.
- To develop these key aspects of mathematical learning for children: understanding, tools, problem-solving, reasoning and attitude.
- To continue to understand and respond to the academic, social, emotional, spiritual and physical needs of children following the period of partial school closure and the impact of the COVID-19 pandemic.
- To continue to work on ensuring current health and safety guidelines are followed in ways that maximise a sense of calm, a broad and balanced curriculum and a feeling of community in and around our school.

Key Achievements during 2021-22

It is important for the Governing body to reflect on its key achievements over the last year.

The period September 2021 until approx. April 2022 following on from a sustained period, continued to be challenging due to the Coronavirus pandemic. During the year the wider situation became increasingly stable as the impact of immunisations caused a downward trend in illness and

serious infections, there were still constraints in place regarding isolation and the guidance changed frequently, especially during the Autumn and Spring terms.

School continues to use considerable resource supporting children who have been adversely affected by the long term associate causes of the pandemic requiring educational and wellbeing support. This will continue to be the case for some time to come. SATS resumed for the first time since 2019.

There has been significant disruption throughout the year as pupils and staff had to isolate at various times throughout the year. The period before Easter was particularly bad with approximately 1/3 of the school community absent as a direct result of a positive covid test.

The Headteacher, leadership and school staff have worked incredibly hard during this period and have responded well to disruption and a rapidly changing situation, always keeping school and pupils needs at the forefront. Governors are very proud of everything that School has done since the start of the pandemic in March 2020 and can see the positive impact that the hard work of school has had on its pupils and the broader community and stakeholders.

Notable achievements evidencing the impact of the Governing Body throughout the academic year include;

- **Assessing children's educational requirements** in a stable school environment – the newly amalgamated TLPS committee has supported the work of the School throughout 2021 and 2022, providing rigour to ensure that high standards of teaching and assessment have remained in place despite a lack of benchmarking and assessment, as well as disruption to teaching;
- **Monitoring financial position** – Resources Committee apply regular rigour and challenge to ensure that the budget and resources are managed appropriately, ensuring that priorities are resourced and that the deficit action plan remains on course to correct within the year. This has been addressed and will continue to be monitored through Resources Committee;
- **Monitoring Safeguarding** – Charlie Stobbart, with responsibility for Child Protection and Safeguarding brings a wealth of expertise to the role and has spent a significant amount of time in school reviewing frameworks and processes. Governors were already confident that School has effective processes in place for Safeguarding, but it is beneficial to have such a specialist level of rigour and expertise in this very important role;
- **Church support from St Michaels** – one of the very sad consequences of the pandemic was the reduction in contact with those outside School, including visits to and from the Church. It has been fantastic to utilise those links again this academic year and the appointment of Rev Angela Birkin to St Michaels has provided a great opportunity to do things in a different way, bringing the religious story to life through the eyes of the children through worship, story telling and play. It is a great benefit to have Rev Birkin on the Governing Body and the church and ethos of the Cristian faith is very much at the heart of the School community;
- **Supporting staff** – the Chair of Governors supported Staff with email thank you's at regular points. A staff survey was completed in May 2022 and Governors are working with the Headteacher on an action plan which will be monitored over the next 12 months;
- **Committee Structure** – the T&L Committee was amalgamated with the PPP Committee, which has removed duplication in agenda items and ensured that Governors with the right skillset are involved in the work;

Statement from the Chairs of each sub-Committee on their work during the academic year 2021-22:

Dick Killington, Chair of Teaching Learning Partnerships and Support Committee (TLPS)

The TLPS Committee has met three times (virtually) in 2021/22. Each meeting has had a very full agenda and I would like to thank all members for their expertise and input during the lengthy meetings.

Whilst things have not returned to normal yet (i.e. pre-Covid) several members have been in school for discussions with teachers and pupils. Teachers have attended meetings to report and answer questions, which has been very helpful.

With regard to their monitoring of Teaching and Learning the Committee has been assured that Shire Oak:-

- a) Teaches a broad curriculum, including cultural education.
- b) Has suitable moderated internal assessment procedures and appropriate intervention for pupils who need extra help.
- c) Has an excellent Early Years policy.
- d) Has reviewed phonics teaching in line with government policies and made recommendations for phonics teaching from September 2022.
- e) Is constantly reviewing its quality of teaching (which is solidly good across the school).
- f) Has all Teaching and Learning policies in place which are displayed on the web page.

With regard to their monitoring of pupil support the Committee has been assured that Shire Oak:-

- a) Has appropriate safeguarding procedures in place and that a safeguarding compliance return has been completed as well as all actions on the ARM.
- b) Has completed a SEND report.
- c) Has in place procedures which create a safe, calm, orderly and positive environment in the school with impact on pupils' behaviour and attitude, i.e. creating an environment in which pupils feel safe and where bullying, discrimination, and peer on peer abuse are not accepted and are dealt with quickly, consistently and effectively if of whenever they occur.
- d) When possible acts on comments made in the pupil survey.
- e) Has appropriate equality and inclusion policies in place.
- f) Uses its pupil premium income appropriately.
- g) Has appropriate measures in place to produce reports for parents and for parent interaction.
- h) Has all pupil and parent support policies in place which are displayed on the school web page.

The TLPSC is assured that high standards in Teaching and Learning and pupil support have been maintained during the Covid-19 pandemic and the post-pandemic circumstances that face all schools and we thank the senior leadership team and all teaching staff for their dedication to the pupils of Shire Oak.

Antonia Nicholls, Chair of Resources Committee

Resources Committee has focussed on the Budget and deficit action plan, which School has worked hard to remedy within the year. We have monitored the changing situation regarding Health and Safety measures due to the pandemic, as well as more generally. Maintenance of the premises and buildings continues to be a focus. Staff wellbeing continues to be important. Issues raised through the recent staff survey undertaken in May 2022 will be monitored and reviewed over the course of the next academic year.

Governing Board Priorities for 2022-23

- Governors will continue to support and constructively challenge the School to ensure that its activities are robust and meet the objectives of School, as outlined in the School Development Plan, and its stakeholders;
- Governors will continue to monitor teaching, learning, pupil support and partnerships to ensure that they are effective and meet the strategic and educational needs of the school community. In particular in 2022-23 we will be able to access benchmarking data in order to review and assess school progress;
- Governors will continue to monitor School finances, the premises, health and safety and staff wellbeing;
- Governors will continue to monitor academic, social, emotional, spiritual and physical needs of the children;
- Governors will monitor and support School on the achievement of a number of School priority projects, including the Headingley Children Centre building and school bringing the out of school provision in house.

5 The composition of the governing body and its committees, and attendance

The school's Governors are drawn from different groups associated with the school including staff, parents, the church, the local community and from Leeds City Council. The Governors have a wide range of skills and experience to be able to fulfil their roles to support the Head Teacher and school staff. A recent Skills Audit undertaken on the Governors identified no significant skills gaps.

There are currently no vacancies on the governing body.

The current constitution of the Shire Oak Governing Body is:

- Headteacher (Jane Astrid Devane)
- 1 Local Authority (LA) governor, recommended by the LA and approved by the governing body (Cllr Neil Walshaw)

- 4 parent governors, formally elected through a ballot of parents unless the election is uncontested (Anna Swinburn, Kate Wright, Charlie Stobbart, Amy Dunmall)
- 4 co-opted governors, nominated and appointed by the governing body (Dick Killington, Sally Dyster, Ann Dudzinski, Antonia Nicholls)
- 1 staff governor, formally elected by staff employed at school (Bianca Woodruff)
- 2 foundation governors, appointed by the foundation (Jan Kramer, Angela Birkin)
- 1 Associate member (Marcelle Maver, Deputy Head), appointed by the governing body and can vote in committee meetings.

The governing body operates with the following committees:

Resources committee - responsible for staffing including the appointment and role of the SENCO, equality and diversity, finance, property management, health and safety and nutritional standards.

Members:

Antonia Nicholls (Chair)
 Sally Dyster
 Ann Dudzinski
 Kate Wright
 Jane Astrid Devane
 Marcelle Maver

Teaching, Learning, Pupil and Support committee (TLPS) - responsible for monitoring teaching and learning and curriculum provision, target setting, standards and achievement, SEN, behaviour, safeguarding, attendance, children’s spiritual moral social and cultural development, children, parent and staff voice, extra-curricular activities, cluster and other partnerships.

Members:

Dick Killington (Chair)
 Kate Wright (Deputy Chair)
 Charlie Stobbart
 Jan Kramer
 Anna Swinburn
 Amy Dunmall
 Cllr Neil Walshaw
 Bianca Woodruff
 Jane Astrid Devane
 Marcelle Maver

Advisory Board for the Horforth, Headingley and Ireland Wood Children's Centre

Members:

Jane Astrid Devane

Kate Wright

Cllr Neil Walshaw

Antonia Nicholls

Four members of Broadgate Primary School to include;, Headteacher, the Chair of Governors and representative stakeholders.

Four members of Ireland Wood Primary School to include Headteacher, the Chair of Governors.

Manager of the Children's Centre.

Governors with specific monitoring duties

- Looked After Children – Charlie Stobbart
- Child Protection and Safeguarding – Charlie Stobbart
- Complaints – Antonia Nicholls
- Training – Antonia Nicholls
- Health and Safety – Antonia Nicholls, working with support from Sally Dyster
- EYFS – Dick Killington

Headingley/Kirkstall Partnership

- Ann Dudzinski was delegated with making decisions on behalf of the governing board.

Current and recent (in the last 12 months) governors and business/other interests declared are provided in the table below. Governors and associate members, if appointed, are reminded that they should declare any changes as and when they occur.

| Name of governor | Category of governor and committees served | Date appointed and term of office | Relevant business/personal interests | Any other educational establishments governed | Relationships with the school staff including spouses, partners and relatives |
|-------------------------|---|--|---|--|--|
| Rev Angela Birkin | Foundation | 15/02.21 – 14/2/25 | | | |
| Ann Dudzinski | Co-opted | 16/3/20 – 15/03/24 | | | |

| | | | | | |
|------------------|--------------------------------|---------------------|--|--|--|
| Sally Dyster | Co-opted | 24/11/14 – 22/11/22 | | | |
| Amy Dunmall | Parent | 21/11/21 – 23/11/25 | | | |
| Dick Killington | Co-opted | 15/07/15 – 14/07/23 | | | |
| Jan Kramer | Foundation | 26/11/18 – 25/11/22 | | | |
| Antonia Nicholls | Co-opted | 19/9/18 – 16/9/22 | | | |
| Charlie Stobart | Parent | 22/10/19 – 21/10/23 | | | |
| Anna Swinburn | Parent | 7/9/15- 21/10/23 | | | |
| Neil Walshaw | Local Authority representative | 3/11/15- 2/11/23 | | | |
| Bianca Woodruff | Staff | 21/9/20- 20/9/24 | | | |
| Kate Wright | Parent | 22/10/19 – 21/10/23 | | | |

The following is an attendance record for individual governors at meetings of the full governing body and committees.

Shire Oak CE Primary School Governing Body

Attendance List: 2021/2022

Y - in attendance

N - not in attendance and no apologies received/accepted

A - apologies received and accepted

X - not in post/not a member

| | FGB 20/09/21 | Resources 19/10/2 | TLPS 9/11/21 | FGB 28/11/21 | FGB 7/02/22 | Resources 25/01/22 | TLPS 8/2/22 | Resources 3/5/22 | FGB 9/5/22 | TLPS 7/6/22 | FGB 11/7/22 |
|--------------------|-----------------|----------------------|-----------------|--------------------|----------------|-----------------------|----------------|---------------------|---------------|----------------|----------------|
| Jane Astrid Devane | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| Rev Angela Birkin | √ | - | √ | √ | √ | - | A | - | √ | A | A |
| Ann Dudzinski | √ | √ | - | √ | √ | √ | - | A | √ | - | √ |
| Amy Dunmall | - | - | - | √ First meeting | √ | - | √ | - | √ | √ | A |
| Sally Dyster | A | √ | - | √ | √ | √ | - | √ | √ | - | A |
| Julia Kelly | A resigned | | | | | | | | | | |
| Dick Killington | A | - | √ | √ | √ | - | √ | - | A | √ | A |
| Jan Kramer | √ | - | X | √ | √ | - | A | -- | A | A | A |
| Antonia Nicholls | √ | √ | √ | √ | √ | √ | √ | √ | √ | A | √ |
| Charlie Stobbart | √ | - | √ | √ | √ | - | √ | - | √ | √ | √ |

| | | | | | | | | | | | |
|-----------------|---|---|---|---|---|---|---|---|---|---|---|
| Anna Swinburn | √ | - | √ | √ | √ | - | √ | - | √ | √ | √ |
| Neil Walshaw | √ | - | - | √ | √ | - | - | - | X | - | A |
| Bianca Woodruff | √ | - | √ | √ | √ | - | √ | - | √ | √ | A |
| Kate Wright | √ | √ | - | √ | √ | √ | - | A | √ | - | √ |