



**Annual Governance Statement for Benhall Infants and Pre School 2019-20**

In accordance with the Government’s requirement for all governing bodies, the three core strategic functions of Benhall Infants and Pre School Governing Body are:

1. Setting the strategic direction of the school
2. Holding the Headteacher to account for the educational performance of the school
3. Ensuring financial health, probity and value for money

**Governance arrangements**

In line with government recommendations the Governing Body is made up of:

- the Headteacher
- 1 elected staff governor
- 2 elected Parent Governors
- 1 Local Authority Governor
- 7 Co-opted governors appointed by the governing body who in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school

The full Governing Body meets at least six, and usually seven, times each year. Each meeting is preceded (usually 2 weeks before) by a meeting of the Finance and General Purposes Committee.

The Pay Committee meets annually to discuss and agree Pay and Performance, and whenever else it is required.

The Headteacher’s Performance Management Panel meets twice each year, the first meeting includes an independent consultant to help review and set new targets.

There are committees that can meet if required to consider pupil discipline and staffing matters.

See **Appendix A** for a list of Governors 2019-2020 and their responsibilities.

**Attendance record of governors**

Governors have excellent attendance at meetings and we have never cancelled a meeting because it was not “quorate” (the number of governors needed to ensure that legal decisions can be made).

See **Appendix B** for details of individual governor’s attendance at meetings.

**The work carried out by the Governing Body this year**

The Governing Body is always very thorough in carrying out its strategic responsibilities, in particular focusing on the priorities of the school development plan, which is agreed by the governing body early in Term 1, and monitoring progress data to ensure that the pupils achieve the highest standards they can, made possible by the

	<p>highest quality of teaching and learning, whilst also developing as independent learners.</p> <p>This year the single biggest impact on school was of course the Covid-19 pandemic, which meant that normal school attendance ceased on Friday 20<sup>th</sup> March. After this date, school operated on a very limited basis within the building, for children of critical/key workers, as well as providing a range of support for the majority of children who were at home. Late June/early July saw an expanded opening, with a considerable range of steps in place to ensure safety. This process allowed us to offer more time in school for children in particular need, and a limited amount of time in school for the remainder. This all had to be managed whilst also ensuring the safety of staff.</p> <p>During this entire period, Pre-School and After School Club were not able to operate.</p> <p>Naturally, this process meant that the normal focus of school on development was suspended, meaning that the majority of the SDP will be rolled over into the 2020-21 Plan.</p> <p>For the governing body the impact of this has been a shift to meeting virtually, and suspension of all in-school visits. However, during the entire pandemic process, the Chair of Governors has met with the Head Teacher weekly to monitor provision and other ongoing processes.</p> <p>Nevertheless, the Governing Body remains responsible for Safeguarding and we review the policy for this every year and check that all the latest statutory requirements are in place. We additionally have a focus on pupil premium and sports premium spending, and through the year have continued to focus on these as appropriate. Each of these areas is addressed in every one of our meetings.</p> <p>Another factor has been resignations of a number of governors, some at least impacted by the pressures of the pandemic. During the course of the year, Karen Sutton, David Barnard-Wills and Becky Martin all resigned. We are of course extremely grateful to each of them for the work they have put in to support our School. The pandemic period was not one conducive to finding replacements, so this will be a focus for us in 2020-21, as well as also finding a temporary stand-in to represent staff whilst Rebecca Bilton (or elected staff governor) is on maternity leave.</p> <p>Finally, the single biggest focus for the governing body since later November has been the preparation for the retirement of Wendy Richmond as head teacher, and the search for a new head teacher. The process has been gruelling, and challenging given the timing of the pandemic, meaning we have run two full rounds of applications, with an additional period to seek applications that might have been missed in the early stages of the school closures. These delays meant that the process could not be completed within the school year for the intended change-over date of summer 2020. In light of this, Wendy very generously offered to remain in post - to delay her retirement - until Christmas 2020, which has meant we will have the time to complete the process and find a new head teacher. Hence, as the school year ended, we were still in preparation for the final interview process to take place over the summer break and in the early weeks of Term 1 of 2020-21.</p>
<p><b>The work that we have done on our committees</b></p>	<p>The Finance and General Purposes Committee (F&amp;GP) remains the sole regular sub-committee of the Full Governing Board (FGB). Its focus covers Benhall Infant School and the Extended Provision through Benhall Pre-School and After School Club with</p>

	<p>regard to finance, personnel and building issues. This committee feeds back to the FGB. The F&amp;GP committee meets 2-3 weeks prior to the FGB meeting to facilitate communication of matters between the two bodies.</p> <p><b>Finance and General Purposes Committee:</b> The Finance and General Purposes Committee Chair meets with the Headteacher and the school's Finance Officer on a monthly basis to review the budget and the outcomes are fed back to the full committee. There are also meetings with the School's Finance Officer. The committee completes and submits to County the annual Schools Financial Value Standard (SFVS) report. It engages in benchmarking against statistical neighbours and this provides a positive view of the way the school is managed financially. The Committee remains aware of the necessity for prudence at a time of tightened school budgets. However, the focus is always on how to best manage the school's resources so as to be able to offer the best education we can to all of the pupils at the school in a way that offers most support to the staff of the school. At times this presents challenges, but the committee, through its chair especially, has throughout the year sought to balance this prudence with appropriate spending to support the school's Vision.</p>
<p><b>Future plans for the governors.</b></p>	<p>2020-21 will mark a significant year of change for Benhall. As Wendy leaves and our new head teacher starts, and with Rebecca on maternity leave during this period. However, with the process in place to appoint a new head teacher, and with the necessary staffing elements in place, including new posts to support SEND and Family Engagement, we remain in a good place. Naturally, these changes will require the governing board to maintain its usual levels of focus and involvement. As such, it will be crucial that we find replacements to fill the 5 vacancies we ended the year with (3 co-opted and 2 elected parent governors). We remain optimistic that this year of change will lead to future years of stability, and we desperately hope that the resilience and flexibility that was demanded by the pandemic this year will never need to be shown to quite the same extent again.</p>
<p><b>How you can contact the governing body</b></p>	<p>We always welcome suggestions, feedback and ideas from parents, grandparents, carers, neighbours and anyone else with an interest. Please contact the Chair of Governors via the school office or by email: <a href="mailto:chair@benhall.gloucs.sch.uk">chair@benhall.gloucs.sch.uk</a></p>

## Appendix A Governor Roles and Responsibilities 2019-20

Governor	SDP & Policy Area	SDP Link	Committees & Panels	Roles
Chris Hale Parent Governor (Co-opted governor from 06.07.2020)	- Leadership & Management	- British Values - Pre-School - Governor vacancies	- F&GP - Staff Dismissal Committee	- Sports Premium - Parents' Evenings
Karen Sutton Co-opted Governor (Resigned 09.03.2020)	- Personal Development / Behaviour	- Pupil Premium - SEN - Sports Premium	- Staff Dismissal Appeal Committee - Pupil Discipline Committee - Pay Committee	- SEND/Children in Care/Pupil Premium
Pat Palmer <i>Co-Vice Chair</i> Co-opted Governor (LA Governor from 06.07.2020)	- Outcomes	- Curriculum: KS1 and its implementation - Writing - NQTs - Music	- F&GP - Staff Dismissal Appeal Committee - Pupil Discipline Committee - HT Performance Review	- Health & Safety - Curriculum Governor
Toby Lewis Co-opted Governor	- Outcomes	- Mental Health	- F&GP (Chair) - Pay Committee	- GDPR
Judith Price Co-opted Governor	- Leadership & Management	- Curriculum: Learning environment - Reading	- Staff Dismissal Committee	- Curriculum
David Barnard-Wills Parent Governor (Resigned 06.07.2020)	- Personal Development / Behaviour	- Writing	- Staff Dismissal Appeal Committee	
Becky Martin LA Governor (Resigned 04.05.2020)	- Teaching & Learning	- Behaviour & Attitudes - Attendance & vulnerable groups - School Rules	- Pupil Discipline Committee - Staff Dismissal Committee	- Safeguarding & LAC - Pupil Voice - New Gov Induction
Dave Filipović-Carter <i>Chair</i> Co-opted Governor	- Teaching & Learning	- Reading	- F&GP - HT Performance Review	- Named Governor - New Gov Induction
Rebecca Bilton Staff Governor	-	-	-	- Governor Visits - Gov Commitments
Wendy Richmond Head Teacher	-	-	- F&GP - Pay Committee	
Vacancy Co-opted Governor				
Vacancy Co-opted Governor				
Julie Evans Clerk				

**Appendix B      Governors' Attendance 2019-2020**

	FGB – 30 <sup>th</sup> September	FGB – 14 October	FGB - 18 <sup>th</sup> November	FGB - 3 February	Extraordinary FGB 6 February – non staff	Extraordinary FGB 11 February – for non staff	Extraordinary FGB 11 February – for non staff	FGB – 11 May	Extraordinary FGB 22 May – for non staff	FGB – 6 July		F&GP – 16 September	F&GP – 14 October	F&GP – 4 November	F&GP – 20 January	F&GP – 9 MArch	F&GP – 4 May	F&GP – 22 June
David Barnard-Wills	✓	✓	X	✓	✓	✓	X	X	X									
Rebecca Bilton	X	X	✓	✓				✓		✓								
Dave Filipović-Carter	✓	✓	✓	X	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Chris Hale	✓	✓	X	✓	✓	✓	✓	✓	X	✓		✓	X	X	✓	✓	X	X
Toby Lewis	✓	✓	✓	✓	✓	✓	✓	✓	✓	X		✓	✓	✓	✓	✓	✓	✓
Becky Martin	✓	✓	✓	X	X	X	X											
Pat Palmer	✓	✓	✓	✓	✓	X	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Judith Price	X	✓	✓	✓	✓	✓	✓	X	✓	X								
Stacey Rees	✓																	
Wendy Richmond	✓	✓	✓	✓				✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Karen Sutton	✓	✓	✓	X	✓	✓	X											