



Annual Governance Statement

September 2020 – August 2021

Core functions of the Governing Board

In accordance with the Government's requirement for all governing bodies, the three core functions of All Angels' Federation's Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Executive Leadership to account for the educational performance of the organisation and its pupils and the performance management of its staff;
and
3. Overseeing the financial performance of the organisation and making sure that money is well spent.

Governance Arrangements

The governing body of All Angels' Federation was re-constituted in April 2017 and is made up of:

- 2 elected parent governors, one from each school
- 1 Local Authority governor
- 1 elected staff governor
- 1 headteacher governor
- 1 co-opted governor
- 8 foundation governors

The Full Governing Board (FGB) meets twice termly, and we also have two committees to consider different aspects of the schools in detail. The Finance and General Purposes Committee focuses on finance, premises and some personnel matters and meets quarterly. There is also the Policy Committee which ensures that all policies are relevant and up-to-date. These two committees feed into the FGB (Full Governing Board) meetings. All areas of school improvement are addressed by all governors through the FGB meetings. When required, other committees are called to address specific issues that arise in the course of the year. We have a team of governors who bring a wide range of experience, expertise and skills to our board.

The list of governors is on schools' websites:

<http://www.cloverhillschool.co.uk/>

<http://www.stmichaelsjuniorschool.co.uk>

Attendance Records of Governors

Governors have excellent attendance at meetings. Individuals who cannot attend only do so if there is a genuine reason for absence and always offer apologies for absence.

Vision, Mission Statement and Values

Following the work that was done last year to review our vision we continue to work together to ensure that every child is cared for and that individual needs are met in the context of our diverse school communities. As church schools we value that diversity which honours people of all faiths and none. Our vision guides and supports us to ensure that all our children thrive and that their families are supported to help them to be the very best they can be whatever their level of need. We value the gifts and talents that individuals bring to our Federation community. We seek to explore these whilst espousing the values that pervade everything we do. The supporting text of our vision describes this:

'At All Angels' we believe that developing an outward facing, aspirational culture will encourage children to aim higher and challenge themselves to be the best they can be. We want to encourage children to demonstrate how they can use their personal gifts to contribute to our community, be enterprising, develop positive relationships, support others, challenge injustice and achieve a sense of self-worth and identity.

We believe that it is through hard work and determination that success is achieved, through seizing opportunities that come your way and by developing a growth mindset or sense of resilience, that children can truly start to achieve their potential and create choices in their lives. So, as taught to us through the Parable of the Talents, it is right to take risks, identify opportunity and step out of the comfort zone to see what is possible.'

For further insight into our vision see:

<http://www.stmichaelsjuniorschool.co.uk/our-school/vision-values/>

Governor Training

It is important that we are fully informed about developments in education and how they affect our schools. To that end Governors have attended courses throughout the year. Examples of the kinds of courses that have been attended are:

Academy Status within the Diocese

Class Dojo

GDPR

Governance in Church Schools and Academies (Diocese of Norwich)

Governor Induction

How to Monitor Safeguarding

National Online Safety – Keeping Children Safe Online in Educational
Norfolk Governors' Conference
Norfolk Governor and Trustee Briefing (with the National Governor's Association)
Race Charter Training
Race Equality
Recruiting a Diverse Workforce
Religious Education: Norfolk Agreed Syllabus, SIAMS and Ofsted
Safeguarding Children in Education – the governor's role

Due to COVID restrictions all this training has been done online.

Governor Monitoring

All governors have responsibility for monitoring aspects of the School Improvement and Development Plan (SIDP). They work collaboratively with staff who welcome them into school to see what they are doing. All visits are recorded and fed back to staff and kept on record. This process helps to engender positive working relationships between governors and staff and ensures that governors are familiar with the schools' implementation of the SIDP. It also gives opportunities for discussions and questions related to specific aspects of work in school.

Central to life in our schools are the systems that are in place to ensure that Safeguarding is compliant with requirements from the DfE. This is given the high priority it deserves and has been monitored rigorously by a governor with this particular remit. Individual governors have monitored the schools' provision for vulnerable groups which include: Special Education Needs and Disability (SEND), Looked After Children and all aspects of Pastoral Care. Others have responsibility for Religious Education and Collective Worship, Health and Safety, Finance and Inclusion. Pupil Premium and its use and effectiveness are integral to this provision as is funding for School Sports. Any other additional visits to school are reported on and recorded at FGB meetings.

Monitoring took place remotely due to COVID restrictions with a priority given to key areas that were highlighted by the Local Authority (LA) as central to the health safety and wellbeing of children, families and all members of the school community. It was not possible to do a Deep Dive Day in school in the spring term. This was replaced by governors meeting staff teams through Zoom to explore the wellbeing issues linked to remote learning and all the associated challenges. Reports were written and discussed and feedback given to staff.

Our two schools continued to stay open for the children of key workers and for vulnerable children during periods of lockdown. Very detailed and specific arrangements were made for continuing children's learning remotely and through the provision of learning packs. Families were able to keep in touch with their children's learning through Tapestry, Class Dojo and Facebook. All children were invited back to school as soon as this became possible at different times in the course of the year with safety procedures followed in great detail at all times.

The Risk Assessment, which was a requirement for all schools following government guidance, was drawn up by Mrs McCarney. This ensured that all the recommended measures were taken to ensure that all children and staff were safe whether they

were in school or at home. Governors scrutinised the Risk Assessment which was constantly under review and updated in accordance with changes made to government guidance. Full Governor Board meetings were held remotely and provided a forum for in-depth discussion of all the implications for schools during periods of lockdown.

At the heart of all the work that was done during this time was the detailed attention given to Safeguarding. Government Safeguarding Guidance continued to be updated and every nuance of change was reflected in the revision of the Safeguarding Policy and procedures. Governors were kept fully up to date with all the recommendations and were involved in the process of review and change at every point. There were very detailed arrangements for keeping in touch with families ensuring that no family was neglected. The support that was available from the Local Authority (LA) was called upon when necessary and all the required procedures followed to ensure that all needs were being met by the school and beyond. A review of procedures and actions for children with Special Educational Needs and Disabilities (SEND) was carried out and reported back to all governors.

Through our ongoing communication with our two schools, governors we were kept informed of the responses of children, families and staff as they all worked together to engage with the arrangements that were in place to continue their learning under unprecedented conditions and restrictions. The level of collaboration and support was valued by all, with very positive feedback shared by all groups. This support went beyond the programmes for learning to include co-operation with community initiatives to help to make food available to families.

Governors issued two newsletters to families throughout this time. They can be accessed by following the links below:

<http://www.stmichaelsjuniorschool.co.uk/governors/governors-newsletters/>
<http://www.cloverhillschool.co.uk/category/news/governors-news/governors-newsletters/>

Finance and General Purposes Committee

This committee meets at least four times a year to set budgets, monitor finances and check legal compliance for health and safety. The schools have a federated budget with a finance team across the two schools who work with the headteacher and governors to ensure that Clover Hill and St Michael's are getting value for money, and any staffing decisions are sustainable and keep the schools within budget. Decisions about finance are driven by what children need to support their learning in a safe and nurturing environment.

During the academic year 2020-21 the committee continued to use video conferencing and email to perform their financial monitoring. The three-year Budget for 2021-24 was set in this manner with the help of NCC School's Finance. All deadlines for submission were met in good time. Monthly monitoring documents are made available for Governors online.

Key areas that have been worked on this year by this committee are:

Covid-19 H&S monitoring

At the forefront, as children returned to in-school learning, has been health and safety and the policies to cover the return from the Winter lockdown. The Covid-19 risk assessment has continued to be updated regularly and each change has been ratified and overseen by the Governing Body. The Headteacher and Senior Management team at All Angels' have had the safety of the children and staff as their priority all through the pandemic and were encouraged by the help and support of parents and the community. Revisions to the Covid-19 H&S policy continued in line with any changes to government policy and local restrictions.

IT Infrastructure for Online Learning

A major improvement to internet access in both schools was approved by Governors in the Summer Term, and work on this should get underway in the Autumn Term of next year. Governors, the Headteacher and staff in both schools have been acutely aware that using online resources requires good internet access and the hardware to connect to websites. There has been some inter-school communication through zoom including inter-school quizzes and Into Opera.

Communication channels between school and parents/carers are well established through parent mail, parent pay, Class Dojo and Tapestry.

Staffing

Investment in school personnel is always key to ensuring that children's needs are met at every level. The schools have significant expertise in Special Educational Needs and Disability (SEND), pastoral care, mental health and well-being, behaviour support, as well as teachers and support staff who can provide an engaging learning programme.

Staff Development and Training

The Federation is dedicated to staff development and training. There have been opportunities this year to give some useful experience in school leadership and other specific roles in both schools to senior members of the teaching staff due to maternity leave.

Sources of Funding

Apart from the budget which is allocated to the Federation from the Local Authority, the Headteacher and other staff are constantly looking to augment the schools' budget with grants from educational charities and other organisations who help educational establishments. Catch-up funding from Government is being used to support the children who need it most with individual attention from a dedicated member of staff.

Support from parents/carers

The work that parents do to support the Federation is very much appreciated. They have helped to generate income that is invested in the children. Due to Covid 19 restrictions there has been no opportunity for school trips and outings this year.

Wood of Hope

A donation of sapling trees from the Woodland Trust and some larger specimen trees bought by the schools were transformed into the Wood of Hope. The idea was to

literally and figuratively give the children a hand in forming a long-term project with a view to the future which also has a positive environmental impact. The trees will help to transform the playing fields of both schools to give some much-needed shade.

School's Financial Value Standard (SFVS)

Through close collaboration between the Chair of the Finance Committee, the Headteacher, the Schools' Finance Officer and other members of the Finance Committee the end of year finances for both schools have met the standards set by external auditors.

Admission arrangements

This has been discussed throughout the year and the admission arrangements can be seen on the schools' websites.

Future Developments

The strategic future of both schools is discussed in Governor meetings within the wider context of school future provision in West Norwich. This is to ensure that both schools can provide quality service to extra pupils due to any future expansion of housing in the Bowthorpe area. They will continue to engage in the Education debate to ensure that schools are heard by those who are making the crucial decisions that affect all our children and their futures.

School Improvement Committee (SIC)/FGB Meetings

The work of the SIC was incorporated in FGB meetings. This was because the key focus for SIC meetings was the analysis of data from SATS and other formal assessments. The lack of data due to the suspension of SATS made it more appropriate for all governors to discuss how the Federation would ensure that all children's progress was being monitored in an effective way.

There is a framework for in-school assessment that ensures that staff can have a clear picture of each child's learning journey. This enables programmes of work to be in place that ensure the best possible outcomes for individual children throughout the two schools.

The following areas were also discussed at FGB meetings taking into account the specific needs of the children during a year which has been disrupted due to the ongoing pandemic.

Safeguarding

Children's Health and Wellbeing

Staff Health and Wellbeing

Curriculum Development

Special Education Needs and Disability (SEND)

Behaviour for Learning

Attendance

Into Opera

The Wood of Hope – four hundred trees, supplied by the Woodland Trust, were planted by the children across the Federation.

Equality and Diversity

The Federation has worked closely with Fig Tree International to ensure that everything is in place to gain the RACE Chartermark. Governors have been a part of this process of training and commitment.

Staff Training

Staff have engaged in a wide range of ongoing Continuing Professional Development (CPD). It would not be possible to list all the training courses that have been attended. However, the list below indicates the range of topics covered. Under the following headings there are many separate topics which relate to the title:

Behaviour

Driving at Work

Educational Visits

English including English as an Additional Language (EAL)

Family Support

First Aid

Leadership

Maths

Mental Health

Multi-agency Reflective Supervision

Newly Qualified Teacher Tutoring

Online Safety

Positive Handling for Schools

Religious Education

Safeguarding for all staff and Designated Lead Professionals

School Administration

Science

Statutory Inspection of Anglican and Methodist Schools

Site Management

Special Education Needs and Disability (SEND)

Engaging with Parents and Carers

Discussions to ensure that the schools are communicating effectively with families take place at Full Governor Board meetings. This has continued to be a key part of our work this year with very positive results. Parents/carers have given very positive feedback through Tapestry, Class Dojo and Facebook.

An annual questionnaire has been completed by parents/carers. Feedback has indicated that the majority of parents are very positive about all aspects of school life in both schools and would recommend the schools to others. Any responses that indicate otherwise are analysed so that appropriate action can be taken to ensure that these voices are heard. You can find the results of these questionnaires on the schools' websites:

<http://www.cloverhillschool.co.uk/our-school/parent-feedback/>

<http://www.stmichaelsjuniorschool.co.uk/parents-carers/parent-feedback/>

We monitor all the approaches that have been put in place to support families so that we are aware of a wide range of ways in which families can access support in the two schools.

A governor newsletter is a regular feature on our schools' websites. It is our intention for this to continue and to have a newsletter every term.

We have continued to analyse in greater detail what research says about parental engagement in education. This work will continue throughout the coming year to ensure that we have a deeper understanding of how we can continue to relate effectively with our families.

The Wider School Community

As church schools there are strong links with the community through Bowthorpe Church which is represented on our board by two governors who are members of the Church Council. Rev Mark Elvin leads assemblies in both schools throughout the year and the children benefit from visits to the church at key times in the year. The Bowthorpe News, published by the church is a key source of communication with the community. The Federation is also linked into Connecting Bowthorpe, an initiative set up to ensure that the community is well served. At St Michael's, Pastor Paddy Venner also provides life coaching and motivation courses.

We are very closely linked to the Diocese of Norwich and together we support the schools' development through training, strategic planning and rigorous assessment of what we do through inspection. The values that underpin our work as a whole school community are supported through these links with the local church and diocese. We are a diverse community where everyone is valued and where all faiths and none are respected in the context of our Christian ethos. High quality Religious Education (RE) is a core part of the schools' curriculum and both schools have achieved the RE Gold Quality Mark. This is supported through other areas of the curriculum such as Relationship, Sex and Health Education (RSHE)/Personal Social and Health Education (PSHE) and through the Social, Moral, Spiritual and Cultural (SMSC) thread that runs through everything that is done in both schools, paying attention to the growth of the whole child. As governors we are committed to supporting the school leadership team to prepare the children for life in modern Britain, upholding British Values and preparing children for life in a diverse world.

Norwich is one of the ten cities across England that have had access to additional funding over the past five years to support the development of higher aspirations for our children and their families. Our schools are part of the Norwich Opportunity Area (NOA) and they have continued to benefit from the funding available for additional training and support. Mrs McCarney and her team have linked into the NOA initiative, researched what was available, applied for and received relevant funding.

Future Plans

In the coming year we will continue to work closely with the Headteacher and the Senior Management Team to realise the vision for our Federation. Following the ongoing challenges of COVID-19 we will all work together to ensure that we come to

understand the needs that have arisen for our children and their families during this time. We will be ambitious in our aspirations and fully committed to creating a safe, healthy and stimulating environment for our school community. We look forward to engaging with new initiatives linked to the curriculum and the broad and enriching opportunities that will be available to our children and their families. We warmly welcome new members of staff who will be part of our schools' highly committed team. We will recruit new governors to fill vacancies if and when they arise. We will be open to new possibilities for engaging with our families and wider community. Over the years, strong foundations have been laid. We will build on these foundations to continue to achieve excellence in all that we do.

Finally, we would like to thank everyone who has been part of the successful developments of the past year and everyone who has actively and positively engaged in facing the unprecedented challenges that our schools faced through the ongoing demands of COVID-19. We are fortunate to be school governors in such a thriving and supportive community.

How you can contact the governing body

We welcome suggestions, feedback and ideas from parents/carers. You can contact the Chair of Governors through the school office. Other information about governors can be seen on the governors' section of the schools' websites.

Rosemary Games
Chair of Governors
All Angels' Federation
Bowthorpe