



learning, caring, preparing

DONNINGTON WOOD INFANT SCHOOL & NURSERY GOVERNORS' ANNUAL REPORT 2020-2021

Introduction

The Governing Board of Donnington Wood Infant School & Nursery consists of a group of people who have a range of skills and experience. 'Governing Boards are key to the effective accountability of the school and ensuring children and young people reach their potential'. (NGA 2020).

Essential Information

Headteacher:	Mrs C Boddy
Chair of Governors:	Mrs C Coltman
School Website:	http://www.donningtonwoodinfants.co.uk/
Postal Address:	Baldwin Webb Avenue, Donnington, Telford TF2 8EP
Email Address:	a2041@taw.org.uk
Telephone:	01952 386640

The Governing Board

The governing board exists to make sure that the school runs effectively. It is a strategic role, and the governing board performance manages the headteacher, who runs the school on a day-to-day basis. The core functions of governance are:

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

During the academic year, the Governing Board recruited and welcomed three new governors: Ms N Hatton (Parent Governor), Mrs K Tomlinson (Co-opted Governor) and Mrs Brothwood (Co-opted Governor)

Membership of the Governing Board:

Type of Governor	Name	Office Ends
Co-opted	Mrs C T Coltman	11.09.23
Co-opted	Mr J Jones	14.10.24
Co-opted	Mrs K Tomlinson	01.11.24
Co-opted	Mrs J Brothwood	19.04.25
Headteacher	Mrs C Boddy	
Local Authority	Mr J E Lavery	
Parent	Ms N Hatton	09.11.24
Staff	Mrs A J Hannington	14.01.23
School Clerk	Mrs D Bentley	
LA Clerk	Mrs C Mason-Morris	

The school has the following committees. Governors were appointed to committees at the full governing body meeting on 21 November 2019.

Finance & Personnel Committee	Headteacher Mrs C Coltman Mr J Jones Mr J Lavery Mrs K Tomlinson Mrs J Brothwood (from April 2021)
Safeguarding & Premises Committee	Headteacher Mrs C Coltman Mrs A Hannington M N Hatton Mrs K Tomlinson
Teaching & Learning	Headteacher Mrs A Hannington Ms N Hatton Mr J Jones Mr J Lavery Mrs J Brothwood (from April 2021)
First Committee (Complaints)	Chair or Vice Chair 2 governors
Second Committee (Appeals)	Chair or Vice Chair 2 governors

During the academic year 2020/2021 committees met on the following dates:

SLT and Full Governing Body	10.09.20, 14.01.21 and 29.04.21
Full Governing Body	19.11.20, 18.03.21 and 17.06.21
Teaching & Learning Committee	12.11.20, 11.03.21 and 24.06.21
Finance & Personnel Committee	05.10.20, 10.12.20, 25.02.21, 25.03.21 and 09.07.21
Safeguarding & Premises	24.09.20, 28.01.21 and 27.05.21

Link and Special Interest Governors

Governors were appointed as Link and Special Interest Governors at the full governing body meeting on 19 November 2020.

Subject Area	Appointed Governor
Safeguarding	Mrs C Coltman
Pupil Premium	Mrs K Tomlinson
SEN	Mr J Jones
Attendance	Mr J Lavery and Mrs J Brothwood (April 2021)
Literacy (including Phonics)	Ms N Hatton
Maths	Mrs C Coltman and Mrs A Hannington
EYFS	Mrs C Coltman and Mr J Lavery
Curriculum	Mr J Jones

Setting the Strategic Vision of the School

During the academic year, despite the pandemic, governors have met virtually using Microsoft Teams for full governing body meetings, committee meetings and visits to the school. During the summer term there were some face to face visits with governors observing the school's Covid protocols.

Throughout the year governors have ensured their statutory powers and duties have been met. Governors have ensured that policies and procedures and risk assessments are reviewed and are fit for purpose. The PHSE including Relationships and Health Education Policy was reviewed and governors agreed to a parent consultation.

The school website has also been audited and evaluated to ensure it meets its statutory requirements.

The new curriculum introduced in September 2019 has been constantly reviewed by senior and middle leaders and governors. Governors are able to see from meeting with SLT, middle leaders, teachers, looking in books and talking to pupils that children are knowing more and remembering more. Governors have contributed to the school's vision statement. The school's core values of 'learning, caring, preparing' are at the heart of children's learning. This has been evident to those governors who have carried out monitoring visits to the school either face to face or virtually.

The Link Governor for SEN has met with the SENCo to work through the SEN Review. He has provided governors with an overview of the current SEN provision and the school's action plan.

Two governors and the attached adviser were involved in the annual appraisal of the Headteacher's performance, and this was measured against agreed targets. New targets were set for the academic year 2020/21.

An online wellbeing survey for all staff was made available to gather data on workload, emotional mental health and wellbeing. The anonymised data will be shared with staff and governors.

Holding the Headteacher to account for the school's educational performance

Governors have received regular attendance and behaviour updates through full governing body meetings and committees and have been able to question and challenge the Headteacher.

During the first lockdown the remote learning summary document was shared with governors. During lockdowns governors received regular feedback regarding remote learning.

There have been opportunities for governors to question and challenge the Headteacher on the impact of pupil premium funding, sports funding, and catch-up/recovery funding.

The Chair of Governors has been actively involved in joining Local Authority (LA) and the Senior Leadership Team (SLT) monitoring and review meetings throughout the academic year.

During the summer term governors have observed 'deep dives' in Maths, Reading and Phonics, Writing, Science and SEND carried out by the Attached Adviser. One governor also met with the Attached Adviser and teaching staff to review curriculum plans. A selection of pupils' books was reviewed by teaching staff and pupils progress was discussed following their return to school after the second lockdown. There have also been opportunities for governors to meet with subject leaders for English as an Additional Language (EAL) and Computing with the Attached Adviser. This

was an opportunity for subject leaders to share where they are and reflect on their next steps. This enabled governors to ask questions.

There was an opportunity for a governor to meet with pupils to seek their views about school and this has enabled governors to have first-hand experience of pupil voice.

The Chair has continued to work in partnership with the Headteacher thereby developing a professional relationship through regular meetings which provided support, challenge and encouragement.

An Ofsted monitoring visit was carried out on 4 March 2021 and the Chair and Vice Chair of Governors met with the Lead Inspector. A further Ofsted monitoring visit was carried out on 24 June 2021. The Chair and two Co-opted Governors met with the Lead Inspector.

Ensuring Financial Resources are well spent

The Finance & Personnel Committee have carried out budget monitoring for 2020/21 which demonstrates spending choices made in line with school priorities. This has included strategic and reflective budget planning for spending in relation to the Pupil Premium Grant, the School Sports Premium, catch-up/recovering funding.

Governors have explored 'best value' in relation to Magic Breakfast and lease on a new photocopier.

Governors have also reviewed the Headteacher's delegated financial powers in accordance with the Telford & Wrekin's Scheme for Financing Schools. There has also been an evaluation of the Schools Financial Value Standard (SFVS) which has been completed by governors and submitted to the LA.

Governors have been updated regarding staffing changes and have been able to ensure spending choices were in line with the school's priorities.

Governors approved spending for resources for home learning during lockdown and IT equipment.

Safeguarding

Governors have monitored the Child Protection and Safeguarding Policy and risk assessments related to Covid-19. There have been opportunities to monitor safeguarding/vulnerable children and ask challenging questions. Safeguarding and vulnerable groups is an agenda item for discussion at all full governing body meetings and committee meetings.

Governors have monitored the safeguarding training of staff to ensure training is up to date. Governors are aware that staff will have read 'Keeping Children Safe in Education'.

Governors have had the opportunity to attend a number of safeguarding training courses such as Managing the Statutory Safeguarding and Welfare Requirements of the Early Years Foundation Stage and Raising Awareness of Children Protection & Safeguarding training. The governor responsible for safeguarding has attended the Designated Safeguarding Leads' and Safeguarding Termly updates with the Headteacher.

The Section 175/157 audit was carried out and checked by the governor responsible for safeguarding through the sampling of evidence.

Governors have been informed at each full governing body meeting and committee meetings on how the school is tracking those children who have not returned to school. This has allowed governors to ask challenging questions.

Safer recruitment guidelines were followed for interviews for a teaching post which involved the Chair. All those on the interview panel had received accredited safer recruitment training. The Chair has also monitored the Single Central Register (SCR).

Governors have ensured that the school site is safe and secure, particularly in relation to the entrance skylights and replacement windows.

November 2021