

HALL GREEN SCHOOL

Governance Statement 2024-2025

Annual Governance Statement for the Governing Body of Hall Green School September 2024

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of Hall Green School Governing Body 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.**

Long term aims:

1. Develop a wide variety of high quality, inclusive academic, personal, and social opportunities to enable all pupils to achieve their full potential, developing **ambition** in their choices when they leave school.
2. Ensure those with barriers to success, whether due to internal or external factors, are provided with the support needed to be successful and achieve **excellence**.
3. Develop a Hall Green identity and feeling of belonging through developing pupils' sense of individual and collective **responsibility**.
4. Develop a culture focused upon positive pupil and staff wellbeing, encouraging **compassion** for all.

Key priorities 2024-25:

- **COMPASSION:** Improve social skills to ensure respect for all.
- **AMBITION:** Improve outcomes for disadvantaged & SEND pupils.
- **RESPONSIBILITY:** Launch and embed the new pastoral structure.
- **EXCELLENCE:** Ensure teaching & learning is of a consistently high standard in all lessons.

The school's values are:

Compassion

- *We demonstrate kindness, empathy, and respect for all*
- *We help those in need of support, being charitable and generous to others*
- *We have due regard for other people's feelings, wishes, and rights*

Ambition

- *We enable pupils to have a positive vision for their future*
- *We work hard with a determination to succeed*
- *We work to develop self-belief and create a growth mind-set*

Responsibility

- *We understand the importance of being responsible for our actions*

- *We aim to be responsible in the decisions we take*
- *We encourage pupils to take up positions of responsibility*

Excellence

- *We strive for academic and personal excellence*
- *We lead through being positive role models for others*
- *We engage fully in opportunities for growth and development*

<p>Governance arrangements</p>	<p>As an academy, Hall Green School established the structure of its governing body in the Memorandum and Articles of Association submitted to Companies House on 23 December 2011. There are three members of the Academy Trust.</p> <p>The current governing body is made up of 2 parent Trustees, 8 community Trustees, 2 staff Trustees, and the Headteacher.</p> <p>The governing body is made up of people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school.</p> <p>The full Governing Body meets six times over the course of an academic year.</p> <p>We also have a number of committees to consider different aspects of the school in detail. These committees scrutinise the work of the senior team and then report back to full Trustees’ meetings. At HGS we have three standing sub-committees: the first is the Finance, General Purposes, Audit, & Risk Committee (FGPAR), which focuses on finance, premises, health and safety, staffing and personnel matters, and internal controls, risk management, and use of external auditors. Pay and performance of staff is reviewed in the autumn and spring terms by the Pay Committee who make recommendations to the FGPAR Committee. We also have the Pastoral and Curriculum Committee, which attends to teaching and learning, behaviour and attendance and safeguarding.</p> <p>See Appendix A for a list of Trustees.</p>
<p>Attendance record of Trustees</p>	<p>Over the previous year the Governing Body has had good attendance at meetings and a meeting has never been cancelled because it was not “quorate”.</p> <p>See Appendix B for details of individual Trustees’ attendance at meetings.</p>
<p>The work that we have done on our committees and in the governing body</p>	<p>An annual review of skills and training needs is completed by Trustees to ensure the governing body is fully prepared for effective governance.</p> <p>Trustees monitor the performance of the school through a variety of methods. Primarily, this quality assurance is completed through reports to the committees from the Senior Leadership Team which are then scrutinised and discussed during the meetings. The Trustees also received the statutory reports from the school on SEN provision, equality information, and pupil premium. In addition, link Trustees make visits to school and discuss with the relevant Senior Leader the aspects specific to their link Trustee role. In the academic year 2023/24 we had 4 link Trustee roles. Furthermore, Trustees receive external monitoring and quality assurance reports for various aspects of school. The last academic year included a safeguarding review and two internal scrutinies focused upon Finance and HR procedures, and Risk & website compliance.</p> <p>Health and Safety reports were presented to the FGPAR Committee.</p>

	<p>Trustees have monitored the spending and impact of additional funding due to the pandemic.</p> <p>Trustees also kept up to date with the changing national landscape on school structures and have continued the exploratory work on becoming/joining a multi-academy trust. The Governing Body took the decision to form a MAT with two local, highly successful schools and the application has been approved by the DfE. If all remains on track, the school will form the MAT with the other two schools from January 2025.</p> <p>Trustees take a full part in the strategic direction of the school, by contributing to the development of the SDP, and reviewing progress made against the objectives set.</p> <p>Trustees scrutinised and approved new or updated policy documents, ensuring the school meets its statutory duties.</p> <p>Trustees carried out close monitoring of the budget through FGPAR Committee; Trustees provided their full support to produce a balanced budget for 2024-2025. The Pay committee met on two occasions to moderate pay decisions following performance management, before making recommendations to the FGPAR Committee.</p> <p>Trustees have been proactive in keeping up to date through the year via a variety of ways; courses, relevant reading, and attending meetings and webinars.</p>
<p>Future plans for the Trustees</p>	<p>Hall Green is a successful and popular school and recognises being outward facing, collaborative, and reflective are key components of continued improvement. Currently, as a stand-alone academy, Hall Green School continues to improve and thrive although the governing body recognise the need to avoid complacency. A full internal review of the current Articles of Association and structure of the Governing Body was carried out in Spring 2021 following the arrival of a new Headteacher, with guidance from Browne Jacobson. The work towards forming a MAT will clearly change the current structures and systems and so time and resource is being invested in the new models.</p> <p>The school is on track to meet the proposed Government requirement for all schools to be part of a multi-academy trust by 2030 as outlined in the recent White Paper.</p> <p>See attached grid in Appendix C.</p>
<p>How you can contact the governing body</p>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Trustees or Clerk via the school office or through the Headteacher’s PA, Mrs Paula Elliott through email (p.elliott@hallgreen.bham.sch.uk). You can see the full list of Trustees on the Governance page of the school website.</p>

Hall Green Academy Governing Body

Trustee	Category	Term of office start date	Term of office expiry date	Committees	Link role	Additional roles
Mrs Fiona Dennis-Stephens	Member	Appointed 11/02/2019	n/a	n/a	n/a	
Mrs Manjit Shellis	Co-opted Trustee & Member Vice Chair of Trustees	Appointed 20/03/2024	19/03/2028	P&C	Closing gaps & Pupil Premium	Headteacher appraisal
Miss K Slater	Headteacher	Appointed 01/01/2021	n/a	P&C, F&GP	Training & Skills	
Mrs Z Ziebeck	Staff Trustee	Appointed 11/07/2022	10/07/2026	P&C		
Mr Greg Scott-Cook	Co-opted Trustee & Member Chair of Trustees	Elected 27/09/2023	26/09/2027	F&GP	Training & Skills	
Mr S Nazran	Staff Trustee	Elected 09/12/2020	08/12/2024	P&C		
Mrs Aalia Akram	Parent Trustee	Elected 14/07/2021	13/07/2025	P&C	Safeguarding & Wellbeing	
Mr Mahboob Hussain	Co-opted Trustee	Appointed 19/05/2021	18/05/2025	F&GP	Careers	Headteacher appraisal
Ms Isobel Simmons	Co-opted Trustee	Appointed 28/09/2022	27/09/2026	PC (Chair)		Pay Committee
Mr Vinod Patel	Co-opted Trustee	Appointed 08/02/2023	07/02/2027	F&GP (Chair)		Pay Committee
Dr Ajmal Hussain	Parent Trustee	Appointed 12/10/2023	11/10/2027	F&GP		
Mr Ismail Mohammed	Co-opted Trustee	Appointed 24/04/2024	23/04/2028	TBC		
Miss Amarleen Phull	Co-opted Trustee	TBC	TBC			
Roles needed					SEND Careers Education, Information, Advice & Guidance (CEIAG) Safeguarding Training & Skills	Headteacher appraisal x2 Pay committee (Nov) Pay committee (Mar) Panels: Exclusions, complaints, disciplinary
Resignations during the last academic year						

Fiona Dennis-Stephens	Community Trustee		20/3/24			
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Contact details via the Clerk to the Governing Body: Miss Katie Hedges Email: Katie.hedges@sips.co.uk

Hall Green School Trustees' Attendance Record for 2023-2024

Trustee	Full Governing Body	Finance & General Purposes	Pastoral & Curriculum
Total number of meetings	6	6	4
Miss Karen Slater (Headteacher)	6/6	5/5	4/4
Mrs Manjit Shellis	6/6	2/2	4/4
Mrs Zubina Ziebeck	6/6	x	3/4
Mr Greg Scott-Cook	6/6	5/5	x
Mr Satnam Nazran	3/6	x	2/4
Mr Mahboob Hussain	3/6	3/5	x
Mrs Aalia Akram	1/6	x	x
Ms Isobel Simmons	6/6	x	4/4
Mr Vinod Patel	6/6	5/5	x
Mr Ismail Mohammed	1/2	x	x
Dr Ajmal Hussain	2/5	0/4	x
Mrs Fiona Dennis-Stephens	3/4	x	2/2

Governance Work Plan for 2024-25

	Governing Body	F&GP	Audit & Risk	P&C	Pay Committee
Autumn 1	<ul style="list-style-type: none"> Declaration of interests Elect Chair and Vice Chairs Review committee structure and Terms of Reference Governing Body work and training plan Review link Trustee responsibilities & plan visits GB review of itself, visits & plan training for coming year Succession planning & new Trustees Organise HT Appraisal Exam Report Agree policy strategy Policy updates Safeguarding updates – KCSIE SEF 2021-22 & SDP 2022-23 SEND information 	<ul style="list-style-type: none"> Policy updates: the updated finance manual, Business Continuity plan. <p>Standing Items</p> <ul style="list-style-type: none"> Accounting officer letter & ESFA updates Budget monitoring Receive premises and capital spend updates Personnel updates, including progress of newly appointed staff Report on PM process for teachers Health & Safety/Accident & near miss update Land and Buildings Collection Tool 	<ul style="list-style-type: none"> Internal scrutiny plan Risk register 		
Autumn 2	<p>Annual General Meeting Agree audited accounts Appoint auditors Review of governance</p> <p>Trustees' Meeting New ASP if available Pupil Premium Governing Body review and reflection</p> <p>Standing Items</p> <ul style="list-style-type: none"> Governance admin <ul style="list-style-type: none"> Pecuniary interests Feedback on Trustee 	<ul style="list-style-type: none"> Teachers' performance management and pay decisions Review end of year cost centre summary Policy updates: Risk assessment review; Data protection & Freedom of Information; lettings; LGPS Employer discretions <p>Standing Items</p> <ul style="list-style-type: none"> Accounting officer letter & ESFA updates Budget monitoring <ul style="list-style-type: none"> Cash flow report Ledger balance 	<ul style="list-style-type: none"> Feltons presentation of audited accounts Review auditor's plan for coming year Recommendation on the reappointment or retendering of the external auditor and remuneration (need timeline) 	<ul style="list-style-type: none"> Review of Teaching & learning report 2021/22 and plan for 2022/23 SEND report <p>Standing Items</p> <ul style="list-style-type: none"> Current performance data Behaviour update (incl summer term) Safeguarding update (incl summer term) Attendance update (incl summer term) Policies approval 	<ul style="list-style-type: none"> Review pay recommendations for teaching staff

	<ul style="list-style-type: none"> training <ul style="list-style-type: none"> ○ Progress with Trustees' action plan for the year • Reports from sub-committees • Reports from Trustee visits to school • Statutory policy updates: Equality Policy and Objectives, Admissions 2023 <ul style="list-style-type: none"> • HT report • Annual Data Protection report 	<ul style="list-style-type: none"> ○ Cost centre report ○ Internal control report ○ Review virements • Receive premises and capital spend updates • Personnel updates, including progress of newly appointed staff • Report on PM process for teachers • Health & Safety/Accident & near miss update • Draft Trustees report 			
Spring 1	<p>Standing Items</p> <ul style="list-style-type: none"> • Governance admin <ul style="list-style-type: none"> ○ Pecuniary interests ○ Feedback on Trustee training ○ Progress with Trustees' action plan for the year • Reports from sub-committees • Reports from Trustee visits to school • Policy updates HT report 	<ul style="list-style-type: none"> • School resource management self-assessment tool • Support Staff's performance management and pay decisions <p>Standing Items</p> <ul style="list-style-type: none"> • Accounting officer letter • Budget monitoring • Receive premises and capital spend updates • Personnel updates • Health & Safety/Accident & near miss update 		<ul style="list-style-type: none"> • Pupil voice feedback • PSHE & British values update • Teaching and learning report <p>Standing Items</p> <ul style="list-style-type: none"> • Current performance data • Behaviour update (incl summer term) • Safeguarding update (incl summer term) • Attendance update (incl summer term) • Policies approval 	<ul style="list-style-type: none"> • Review pay recommendations for support staff
Spring 2	<ul style="list-style-type: none"> • Admissions next year <p>Standing Items</p> <ul style="list-style-type: none"> • Governance admin <ul style="list-style-type: none"> ○ Pecuniary interests ○ Feedback on Trustee training ○ Progress with Trustees' action plan for the year • Reports from sub-committees • Reports from Trustee visits to school • Statutory policy updates 	<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • Extra-curricular and leadership report (pupils attend) <p>Standing Items</p> <ul style="list-style-type: none"> • Current performance data • Behaviour update (incl summer term) • Safeguarding update (incl summer term) • Attendance update (incl summer term) • Policies approval 	

	<ul style="list-style-type: none"> HT report 				
Summer 1		<ul style="list-style-type: none"> Draft budget <p>Standing Items</p> <ul style="list-style-type: none"> Accounting officer letter Budget monitoring <ul style="list-style-type: none"> Cash flow report Ledger balance Cost centre report Internal control report Review virements Receive premises and capital spend updates Personnel updates Health & Safety/Accident & near miss update CC8 	<ul style="list-style-type: none"> Internal scrutiny plan Internal scrutiny review updates Data Protection Officer report 		
Summer 2	<ul style="list-style-type: none"> Approval of Budget Review of SDP Approval of SDP Calendar for 2022-23 <p>Standing Items</p> <ul style="list-style-type: none"> Governance admin <ul style="list-style-type: none"> Pecuniary interests Feedback on Trustee training Progress with Trustees' action plan for the year Reports from sub-committees Reports from Trustee visits to school Statutory policy updates Section 175 Safeguarding audit 	<ul style="list-style-type: none"> Agree budget <p>Standing Items</p> <ul style="list-style-type: none"> Accounting officer letter Budget monitoring Receive premises and capital spend updates Personnel updates Health & Safety/Accident & near miss update 		<ul style="list-style-type: none"> Teaching and learning report <p>Standing Items</p> <ul style="list-style-type: none"> Current performance data Behaviour update (incl summer term) Safeguarding update (incl summer term) Attendance update (incl summer term) Policies approval 	