



Unity Education Trust

The Governance Statement 2020-2021

Annual Governance Statement for Highgate Infant School

July 2021

Following the review of the Scheme of Delegation by the Trustees of Unity Education Trust, the core responsibilities of Highgate Infant School Local Governing Body (Review Board) are identified as follows:

1. Academic standards
2. Quality of Curriculum and Teaching and Learning
3. Pupil development and behaviour
4. Attendance
5. Community Engagement

This structure has been agreed with consideration as to where oversight responsibilities are best exercised and to ensure clear lines of accountability with no duplication of roles within the Trust.

Governance arrangements

The Highgate Infant School Review Board currently has 6 members comprising of Executive Headteacher, Chair of Review Board (parent governor), 1 staff governor, 2 Co-opted governors, 1 link Trustee from Unity Education Trust. Following the review of Governance capacity, it was agreed that all business and statutory duties are carried out through the Review Board without delegation to sub-committees.

The Review Board meets four times a year and focuses on Teaching and Learning including curriculum offer, academic progress, attendance and behaviour for all pupil groups and impact of the Pupil Premium and PE and Sports. Minutes of meetings include clear actions and evidence of contributions to review, challenge and support from governors.

Governance arrangements will be reviewed for academic year 2021/22 in line with SOD.

See our website also for a list of Governors.

Attendance record of governors

Governors attendance at meetings is recorded on the school's website. All meetings planned in 2020/21 were held either face to face at the beginning of the year or virtual during Covid19 restrictions. No meetings were postponed due to not being "quorate" (the number of governors



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	<p>needed to ensure that legal decisions can be made). See website for details of individual governors’ annual attendance at LGB meetings.</p> <p>Dates for all meetings with key agenda items and School Improvement Development Plan objective presentations are published on the work planner at the beginning of the school year as part of strategic overview of monitoring and accountability set out by Unity Education Trust. These objectives and presentations form an integral part of Governor monitoring throughout the year. In addition, Governors meet throughout the year in line with their nominated responsibility to monitor progress and aid familiarity with both staff and schools and to triangulate data presented at meetings with reality in schools, this work is supported by undertaking ‘deep dive’ reviews into key aspects of the school’s improvement development areas.</p>
<p>The work that we have done in our governing body</p>	<p>The Unity Education Trust Board provides support scrutiny pertaining to finance, personnel, premises and health & safety so allowing the local governing body to concentrate on matters relating to improving academic standards, safeguarding and Pupil Premium / Sports Premium as detailed above.</p> <p>School improvement this year has been informed by the completion of a School Self Review and SIDP (School Improvement and Development Plan) and any key issues continuing from any previous Ofsted action points.</p> <p>Governors have a clear and thorough knowledge of all school improvement work through the termly Headteacher reports to governors, data presentations and through staff presentations on areas of development. Following all reports to meetings there is detailed questioning and challenge from governors. This helps to ensure that Governors are monitoring key school improvement milestones and associated timelines and holding school leaders to account for ensuring all areas of development / OFSTED recommendations are addressed.</p> <p>Governors are invited to join staff CPD activities or training days.</p> <p>The governors have worked with UET Trustees to review governance at all levels and at the end of the academic year transferred into an Academy Review Committee. (ARC)</p> <p>Headteacher reports to ARC included:</p> <ul style="list-style-type: none"> • Curriculum • Attendance • Pupil Performance of all groups • Pupil Premium strategy and impact review 20/21 plans for 21/22



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	<ul style="list-style-type: none">• Sports Premium strategy and impact review 20/21 plans for 21/22 <p>Throughout the year the Review Board have supported Unity Education Trust Trustees and Leaders on key policy reviews in line with our cycle of reviews.</p> <p>The Governors were closely involved in the annual Safeguarding review, including SCR audit, school self -review and compliance checklist and review of policy.</p> <p>As part of our continued monitoring the governors have ensured that they have provided appropriate scrutiny and support and would like to highlight the following areas;</p> <p>The review Board are immensely proud of all that the schools have achieved throughout what has been an extremely turbulent time for our school throughout the COVID19 Pandemic.</p> <p>The schools have successfully run a blended approach to maintaining education for all our children with very robust tracking and monitoring of both academic standards and emotional wellbeing of children and staff.</p> <p>Remote learning and developing ICT practice for engagement with home has become a strength of the school.</p> <p>We remain immensely proud of our staff who through the pandemic demonstrated an unwavering commitment to our children and the school.</p> <p>Leaders strong culture of safeguarding remains at the forefront of all that we do and we pride ourselves on the high level of communication and relationship with our parents/ carers and the local community. Recruitment and retention of governors remains a key issue.</p> <p>Minutes of all Governors meetings include a log of actions and any challenge / questions raised by governors.</p>
Future plans for the governors	<ul style="list-style-type: none">• Increase links between governors and school staff by<ul style="list-style-type: none">▪ Inviting governors to join staff CPD activities and training days.▪ Establish a schedule of staff presentations to the ARC have included:▪ Recruitment of additional Governors to ensure continued effectiveness of Review Board



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	<ul style="list-style-type: none">• Continue to provide support and challenge for the Headteacher and staff in drive to continue school improvement• To review the Monitoring and link governor responsibilities to ensure all statutory areas and school improvement priorities are monitored effectively• To access relevant VNET / Trust / Governor Association support and training for governors• To drive on continued development findings from Ofsted 2013• <p>Raise attainment in reading by:</p> <ul style="list-style-type: none">• providing training to ensure that all staff have the skills to teach pupils how to build sounds into words (phonics)• leaders evaluating the teaching of phonics regularly and advising staff on how they can improve• giving staff opportunities to observe the best practice in this school and further afield ensuring that teachers have the main responsibility for teaching those pupils who find reading difficult. <p>Improve attendance by working more closely with those parents and carers who allow their children to take unnecessary absences.</p>
How you can contact the governing body	<p>We always welcome suggestions, feedback and ideas from parents/ stakeholders – please contact the Chair of Review Board Mr Marien or the Headteacher Mrs Kirby, via the Trust office. You can see the full list of governors; their attendance at meetings; minutes of governing body meetings and more information about what we do, on the Governors’ page of the school website.</p>



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