



Governing Body Annual Report

September 2017 – July 2018

Introduction

Schools are no longer required to produce a Governors' Annual Report, however, at Stopsley high School we believe that it is important that as a governing board we are open and transparent with parents and have therefore decided to publish an annual report that explains about the work of the governing body over the past year. The school website also contains this and other information that parents may find useful.

Contact information

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Governing body membership

Role	Governor	Date term of office ends	Allocated Responsibilities
Parent governors	Kully Smith	02/02/2022	Behaviour Art and Music link
	Caroline Hutchinson	20/11/2020	Teaching & Learning
LA governor	Meryl Dolling	02/02/2022	English link
Co-opted governors	Toni Chivers	02/02/2022	Chair Leadership & Management PE link Training link
	Bernie Dunne	02/02/2022	Vice chair Safeguarding
	Carl Gray	02/02/2022	Support staff link Health & Safety
	Kathleen Marshall	13/09/2018	Pupil Premium SEN
	Fiona McGlone	03/07/2020	Premises
	Shahjahan Goni	10/09/2021	Maths link Outcomes
Staff governor	Omar Ouedraogo	02/02/2022	Staff link
Partnership governors	Roger Kendrick	02/02/2022	Science link
	Kim George	10/09/2021	Finance Governor
Headteacher	Karen Johns		
Clerk to Governing Body	Liz Hogan		

Governor Vacancies

There are currently no vacancies on the Governing Body

Governors attendance at Governing body meetings

Governor	Number of possible meetings	Number of meetings attended	Percentage of meetings attended
Toni Chivers	10	10	100%
Omar Dialla-Ouedraogo	7	7	100%
Meryl Dolling	7	4	57%
Bernie Dunne	10	10	100%
Kim George	7	5	71%
Shahjahan Goni	7	5	71%
Carl Gray	7	6	86%
Caroline Hutchinson	7	7	100%
Roger Kendrick	7	7	100%
Kathleen Marshall	7	6	86%
Fiona McGlone	7	2	29%
Kully Smith	7	5	71%
Karen Johns	10	10	100%

Governance structure

The governing body has the strategic responsibility for the effective management of the school, acting within the framework set by national legislation and with due consideration to the policies of the Local Authority. The governing body meets as a whole board twice a term.

To ensure that we remain strategically focused on the agreed key areas of school improvement and work in an efficient way, certain aspects of our governance responsibilities have been delegated to specific governors.

Monitoring activity

One of the key functions of the governing body is to undertake strategic monitoring activity, the purpose of which is to triangulate information shared with governors by the senior leadership team. The governing board undertake a wide range of monitoring activity including:

- Monitoring visits to school to meet with subject leads and discuss aspects of the school improvement plan
- Governor walkabouts to talk to students
- Book scrutinies
- Pupil surveys
- Staff and parent surveys
- Inviting members of the senior leadership team to governing body meetings to report on key areas

The table below gives an overview of governor monitoring activity during 2017-18

Governor	Date	Department & Reason
Toni Chivers	Weekly/fortnightly mtgs throughout the year	Meetings with Karen Johns to monitor standards and strategically plan.
Kully Smith	20/09/17	Initial meeting with Sara Mitchell to discuss the new Behaviour Policy and the new system regarding positive and negative behaviour points.
Kim George	09/10/2017	Meeting with Liz Burden to monitor budget and seek clarification on any variances. Review any staffing changes and discuss impact on the budget outturn. Review any quotes and tenders, disposal of assets or any other finance related items in advance of FGB mtg.
Kully Smith	19/10/17	Meeting with Sara Mitchell to scrutinise the data for the first term under the new behaviour system before report to full governing body in November.
Bernie Dunne	Spring Term	Meeting with Sharon Jeycock to sign off Single Central record and to ensure Safeguarding files and processes are in order.
Kully Smith	17/11/17	Attendance at music associate meeting as the Art and Music Link Governor which was chaired by the Head of Music where all matters pertaining to the music department are discussed in full.
Kim George	20/11/2017	Meeting with Liz Burden to monitor budget and seek clarification on any variances. Review any staffing changes and discuss impact on the budget outturn. Review any quotes and tenders, disposal of assets or any other finance related items in advance of FGB mtg.
Fiona McGlone	Autumn Term	Remote meeting with Jon Williets and Liz Burden to support them with the wording of a letter to the solicitors regarding the phone mast which resulted in a £20k payment in back rent and interest.
Kathleen Marshall	11/01/2018	Meeting with SENCO, Gill Lasky followed by a meeting with some students to support them in completing an online questionnaire as part of a maths review.

Kim George	22/01/2018	Meeting with Liz Burden to monitor budget and seek clarification on any variances. Review any staffing changes and discuss impact on the budget outturn. Review any quotes and tenders, disposal of assets or any other finance related items in advance of FGB mtg.
Caroline Hutchinson	Spring Term	T&L meeting with Martin Atkinson and Paula Ramsay to devise student tracker sheet linked to skills expected to develop for the different paths of each topic. Also to create a self-assessment sheet for students.
Roger Kendrick	Spring Term	Meeting with Louise Lissaman to discuss progress in Science.
Bernie Dunne	7/03/18	Careers meeting with Eva Huggins to review attendance and briefing for apprenticeships and discuss destinations of students. Review policies and practice.
Shahjahan Goni	28/03/18	Meeting with Wendy Otway to Review Year 11 Maths and data forecasts after analysis.
Kully Smith	25/04/18	Meeting with Sara Mitchell to discuss the previous term's data and report on cultural trends and headlines.
Kim George	21/05/2018	Meeting with Liz Burden to monitor budget and seek clarification on any variances. Review any staffing changes and discuss impact on the budget outturn. Review any quotes and tenders, disposal of assets or any other finance related items in advance of FGB mtg.
Kully Smith	Summer Term	Meeting with Sara Mitchell to carry out spot checks following the Ofsted visit.
Fiona McGlone	03/05/2018	On behalf of the governing Body, attended a School Liaison Meeting with Liz Burden, the ESFA and Interserve to challenge them on the unresolved issues associated with the school building.
Caroline Hutchinson	May 18	T&L meeting with Martin Atkinson and Paula Ramsay to look at the implementation of assessment schemes within Departments.
Kully Smith	12/06/18	Attendance at music associate meeting as the Art and Music Link Governor which was chaired by the Head of Music where all matters pertaining to the music department are discussed in full.
Fiona McGlone	10/07/2018	Meeting with Liz Burden to discuss and review all

		outstanding issues associated with the building since the move and the Interserve Facility Management relationship. Fiona gave advice on how to move these forward and supported with the creation of an action plan which has now been implemented.
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Student voice

Listening to the views of the students who attend Stopsley High School is an important aspect of the work of the governing board.

Below is a summary of how the governing body have engaged with students to hear their views and opinions **during 2017/18** and the impact of that activity.

Governor	Date	Department & Reason
Shahjahan Goni	14/06/18	Governor Walkabout/Student Interviews with Yr 7 & 8 Maths Students focusing on quality of T&L, use of assessment, marking and behaviour.
Kathleen Marshall	14/06/18	Governor Walkabout/Student Interviews with Yr 7 Maths Students focusing on quality of T&L, use of assessment, marking and behaviour.
Toni Chivers	14/06/18	Governor Walkabout/Student Interviews with Yr 10 Science Students focusing on quality of T&L, use of assessment, marking and behaviour.
Meryl Dolling	14/06/18	Governor Walkabout/Student Interviews with History Students focusing on quality of T&L, use of assessment, marking and behaviour.
Meryl Dolling	15/06/18	Governor Walkabout/Student Interviews with Yr 7 & 8 Geography Students focusing on quality of T&L, use of assessment, marking and behaviour.

Engagement with parents and the community

Listening to the views of parents and Stopsley High School community is also an important aspect of the work of the governing board.

Below is a summary of how the governing body have engaged with parents and the community to hear their views and opinions during 2017/18 and the impact of that activity.

Governor	Date	Department & Reason
Kathleen Marshall	Autumn Term	Parent Voice with Sara Mitchell

	2017	
Toni Chivers	15/03/18	Year 9 Parents Evening
Caroline Hutchinson	28/03/18	Year 8 Parents Evening
Shahjahan Goni	28/03/18	To review teacher/parent engagement at Year 8 Open Evening.
Kully Smith	22/04/18	Parent Voice meeting with Sara Mitchell.
Toni Chivers	Summer Term	Parent Voice meeting with Sara Mitchell.
Toni Chivers	28/06/18	Parent voice meeting with Sara Mitchell.
Meryl Dolling	28/06/18	Judging First Give Competition at school.

Governor training

The governing body take their responsibility to stay up to date seriously and place high importance on this. The table overleaf shows all of the various training and professional development the governing body have undertaken during 2017/18.

Governor	Training or CPD undertaken
Kully Smith	Guidance on Exclusions GDPR Training
Shah Goni	New Governors Introductory Briefing Guidance on Exclusions Ofsted Update Briefing GDPR Training Online Safety for Schools
Toni Chivers	Ofsted Update Briefing GDPR Training
Kathleen Marshall	The Role of the SEND Governor GDPR Training
Roger Kendrick	Autumn Term – Governors Forum GDPR Training
Omar Diallo-Ouedraogo	GDPR Training
Carl Gray	Setting and Monitoring the School Budget GDPR Training
Caroline Hutchinson	GDPR Training
Liz Hogan	Briefing for Governing Body Clerks

Bernie Dunne	Safeguarding GDPR Training
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School Improvement Priorities 2017-18

The following progress was made against the key priorities identified by the school and governing body in the 17-18 academic year School Improvement Plan.

Priority Area	17-18 Progress
<p>Priority 1: Leadership and Management</p> <ul style="list-style-type: none"> Embed the monitoring of the quality of teaching and learning. Improve Communication with all Stakeholders Curriculum reviewed and adapted for maximum impact on student outcomes. Embed monitoring and quality of assessment data Develop SLT to become a High Performing Team 	<ul style="list-style-type: none"> Monitoring systems have changed throughout the year. Term one monitoring was completed by SLT during supporting learning schedule. Post ofsted, HODs have been empowered to monitor own department. New pro forma being trialled currently to improve clarity of monitoring and tighten priorities. Student and Parent Voice fully established and proactive Community Voice is developing Weekly newsletter launched summer 2 Next steps working with GD on marketing to cover all stakeholders KS4 Curriculum review completed - options system reviewed to steer choices. Completed a review of assessment data subject reports which were QA'd by SLT. KS3 assessment review completed that has informed Sept 18 next steps. SLT completed a 360 review of a High Performing Team and engaged in a programme of coaching within the SLT to develop their leadership skills
<p>Priority 2: Teaching, Learning and Assessment.</p> <ul style="list-style-type: none"> To continue to improve quality of teaching and learning To embed the new assessment system To embed a robust Performance Management Programme that is 	<ul style="list-style-type: none"> Engagement in lessons has improved from 2016/17 and was no longer a priority after term 1. Challenge is improving but is still an area for development. Assessment system successfully implemented in KS3 & KS4. All staff given a teaching and learning target for PM. This has been monitored through learning walks, book

<p>monitored by SLT and Middle Leaders</p>	<p>looks and lesson observations. HODs have observed all team members and have reported monitoring of dept during scheduled link meetings.</p>
<p>Priority 3: Student Development, Behaviour and Welfare.</p> <ul style="list-style-type: none"> • Embed the Pastoral Team monitoring of Attendance, Behaviour and Intervention • To implement the Pivotal Programme to improve Behaviour Management. • To introduce Pixl Edge • To ensure Child Protection remains a key priority area • Embed the form time curriculum 	<ul style="list-style-type: none"> • Systems in place to monitor, intervene and support at all levels • Fortnightly line managers meetings established where behaviour, achievement and attendance are regularly reviewed and next steps planned. Half termly benchmark reports from each house illustrate impact is good. • Behaviour and Reward system in place • Governors benchmark and monitoring reports show improvement over the year at all levels • PIXL Trial completed but not extended. • Safeguarding Audit completed with link Governor. • SCR checked termly by link Governor. • Staff have completed level 1 training face to face and also online. • Staff joining mid-year have had 1 :1 training with lead. • Curriculum embedded. 85% engagement with the 'basics' as illustrated in SIG 1 and SIG 2.
<p>Priority 4: Student Outcomes</p> <ul style="list-style-type: none"> • Improve achievement in Mathematics • Address subject areas where the 2017 GCSE results well below forecast and target these are Science D&T and Geography • Maintain a focus on reducing the gap between disadvantaged students and the rest of the cohort. 	<ul style="list-style-type: none"> • Rollout of KS4 into year 9 complete • Y10 and Y11 rhythm of year established and applied. • KS3 Maths is still an area of concern. • Awaiting results in Year 11 - forecasts show improvement. • Accelerate programme continued with a focus on 3 key strands - fresh start spelling, fresh start reading, catch up numeracy. • Significant proportion of each cohort is PP. Outcomes remain good as illustrated through the governor's benchmark reports.

<ul style="list-style-type: none"> Continued focus on gender issues within subjects 	<ul style="list-style-type: none"> Tracking and assessment systems clearly identify gender gaps for leaders at all levels. Line management meetings challenge the data.
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School Improvement Priorities 2018-19

The following priorities have been identified by the school and governing body for 2018-19:

Priority 1: Improve the quality of teaching, learning and assessment, for all pupil groups, including for the most able and for pupils who have special educational needs (SEN) and/or disabilities.	
What will we see and how will we know?	Proposed Monitoring Activity
<ul style="list-style-type: none"> Monitoring shows significant improvement in the quality of work in books which show that the whole school presentation policy is being followed across the school All books show that the whole school marking policy is being followed with success criteria used for marking and students respond to feedback through Directed Improvement and Reflection Time (DIRT.) Students know how to improve their work and the level of work expected. All departments have a collaborative planning timetable in place which results in staff supporting each other through high quality lesson planning addressing challenge and misconceptions in SOW. This is seen in lessons where there is appropriate challenge using the challenge toolkit. All departments use the 3B4Me policy to ensure that students build resilience when stuck and develop independent learning. This is monitored by checking students understanding of 3B4me during ML/SLT calendared learning walks. SLT and HOD will follow a calendared monitoring schedule to ensure that standards are being met and where there is underperformance this is supported for improvement 	<ul style="list-style-type: none"> Review of presentation policy Governor monitoring visits Evidence gathered from learning walks Attendance at parent voice meetings Evidence gathered from work scrutiny Governor T&L monitoring visit to discuss with SLT lead Evidence gained from student interviews Attendance at pupil voice meetings Report to Governors from SLT lead Lesson Observation Feedback from external consultants/LA School improvement partner Evidence gathered from learning walks Evidence gathered from student interviews. Report to Governors Evidence gathered from learning walks Evidence gathered from student interviews. Report to Governors Monitoring meetings with HODS to discuss

<ul style="list-style-type: none"> • Targets set to at least FFT 20 for KS3 and Yr 10 and FFT 50-20 for Yr 11 and shared with staff, parents and governors. 	<ul style="list-style-type: none"> • Reports to governors • Link governor to meet with SLT lead to discuss and review setting of targets
<ul style="list-style-type: none"> • Aspects of the Compton Model of raising standards in English and Maths is rolled out across the school. 	<ul style="list-style-type: none"> • Monitoring meetings with HODs • Report to Governors
<p>Priority 2: Improve the quality of leadership of teaching and learning and pastoral care, through a focus on developing the culture of learning.</p>	
<p>What will we see and how will we know?</p>	<p>Proposed Monitoring Activity</p>
<ul style="list-style-type: none"> • There is an ethos that supports a school learning community with an emphasis of high expectations of teaching and learning from both staff and students, where students are challenged in their learning in order to make better progress. There is improved student engagement in challenging lessons. • Behaviour in lessons ensures that students can make progress in their learning. Students are rewarded for effort and adopting a positive learning attitude, e.g. using the 3B4me, presentation policy and having a Growth Mindset. This is monitored by checking the levels of low level disruption and achievement points and supporting staff using the behaviour policy and CPD sessions lead by SLT and buddying staff in coaching pairs. • Staff have high expectations in lessons with a controlled start and end to lessons. This are monitored during calendared learning walks by ML and SLT • Middle leaders (HOD and HL) follow the strategic calendar to ensure that there is consistency in the messages shared across the school and in meetings. Minutes are used to monitor this during fortnightly SLT link meetings 	<ul style="list-style-type: none"> • Report to Governors • Evidence gathered from learning walks • Evidence gathered from student interviews. • Attendance at parent voice meetings • Report to Governors • Evidence gathered from learning walks • Evidence gathered from student interviews. • Attendance at parent voice meetings • Link governor to meet with SLT lead to discuss and review behaviour • Report to Governors • Evidence gathered from learning walks • Monitoring visits with HODs • Report to Governors • Review of minutes

Governing Body Priority areas for 2018-19

To support the school and to continue to drive improvement through our strategic work, the governing body have identified the following additional areas to be focused on in 2018-19.

Priority Area	Link to school Improvement plan	Proposed monitoring activity
Standards in underperforming subjects	Priority 1	<ul style="list-style-type: none"> • Link Governor visits with HODs • Work scrutinies • Student interviews • Governor reports • Interrogation of tracking data • HODs invited to present at FGB mtgs
Improving the culture of the school	Priority 2	<ul style="list-style-type: none"> • Parent and student surveys • Attendance at Parent voice meetings • Attendance at key school events • Link Governor visits with SLT lead • Governor reports /updates on marketing strategy • Learning walks • Students interviews
Increase leadership capacity at Stopsley High School.	Priority 2	<ul style="list-style-type: none"> • Reports to Governors • Review of staffing structure • Strategic development meetings to review progress against SIP priorities

Governors expenses

Governors are entitled to claim for any expenses they incur as a direct result of their governance role as per our governor's expenses policy. In the interest of transparency, the table below includes details of all expenses claimed by governors during 2017/18.

Amount claimed	Reason for the claim
No governors have claimed any expenses this academic year.	