

Welcome to our annual report

Governing boards are not required to produce an annual report; however, at James Calvert Spence College, we believe it is important that, as a governing board, we are open and transparent with our school community and have, therefore, decided to continue to publish an annual report which explains the work of the governing board over the past year.

The school website <https://www.jcsc.co.uk/> also contains this and other information that you may find useful.

Without exception, this past year has been one of the most challenging the education sector has experienced. Like the school which has had to be very flexible and adaptable, as a governing board, we have responded by adapting governance to cover essential business only, to ensure our support has focussed, rightly so, on the school's response to the coronavirus (COVID-19) pandemic, the health and well-being of staff and pupils being paramount.

Our report will share with you details of the essential areas of governance we have focussed on.

Contact information

Chair of governors' name:	Sue Currie
Chair of governors' email address:	governors@jcsc.co.uk
Clerk to governors' name:	Carole Hutchinson
Clerk to governors' email address:	governors@jcsc.co.uk

Governing board membership

Type	Name and Address	Appointment Commences	Appointment Expires
LA	SUE CURRIE	27.6.17	26.6.21
PG	JENNY BEWLEY	29.11.16	28.11.20
PG	STEPHEN SHANKS	29.11.16	28.11.20
CO OP			
CO OP	GRAEME POPAY	2.7.19	1.7.23
CO OP	STEPHEN HARKER	29.11.16	28.11.20
CO OP			
CO OP	ROBERT ARCKLESS	20.3.18	19.3.22

CO OP	JOHN MCDERMOTT	20.3.18	19.3.22
CO OP	MARY MEWETT	20.3.18	19.3.22
CO OP	YVONNE WALKER	5.12.18	4.12.22
CO OP	LYNN STEPHENSON	22.10.19	21.10.23
CO OP			
SG	NEIL RODGERS (HEADTEACHER)	01.1.16	
SG	JANE GREY	5.12.18	4.12.22

Governors' attendance at full governing board meetings

As of March 2020, the governing board – in line with government advice – has met remotely via an online platform. We have maintained all our statutory requirements for meetings of the governing board during this time. Before this date, meetings were held in person.

Meeting	Date	Attendance
Full Governing Body	17/09/2019	S Harris - Chair
		S Currie
		N Rodgers
		R Arckless
		S Harker
		S Shanks
		G Popay
		M Mewett
		J Grey
		J Bewley
		YWalker
Full Governing Body	15/10/2019	S Harris - Chair
		N Rodgers
		R Arckless
		S Harker
		S Shanks
		M Mewett
		J Grey
		J Bewley
		J McDermott
Primary Focus	22/10/2019	Y Walker - Chair
		J Bewley
		S Currie
		N Rodgers

Teaching & Learning	12/11/2019	S Currie - Chair
		M Mewett
		J Grey
		J McDermott
		N Rodgers
Finance, Staffing & Premises	26/11/2019	S Harker - Chair
		N Rodgers
		G Popay
		S Currie
Behaviour, Safeguarding & Inclusion	03/12/2019	S Shanks - Chair
		N Rodgers
		J Bewley
		R Arckless
Full Governing Body	12/12/2019	S Currie - Chair
		N Rodgers
		R Arckless
		S Harker
		S Shanks
		M Mewett
		J Grey
Primary Focus Group	21/01/2020	S Currie - Chair
		J Bewley
		L Stephenson
		N Rodgers
Teaching & Learning	28/01/2020	S Currie - Chair
		M Mewett
		J Grey
		N Rodgers
Behaviour, Safeguarding & Inclusion	04/02/2020	S Shanks - Chair
		J Bewley
		N Rodgers
Finance, Staffing & Premises	11/02/2020	S Harker - Chair
		N Rodgers
		S Currie
Primary Focus Group	10/03/2020	S Currie - Chair
		J Bewley
		L Stephenson
		N Rodgers

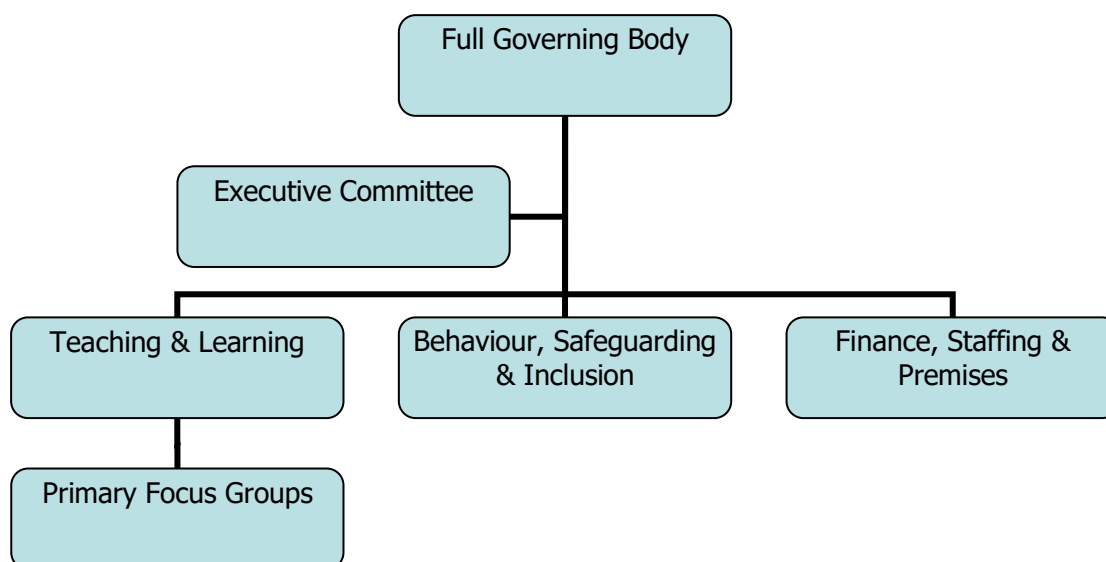
Virtual Executive Committee	29/04/2020	S Currie - Chair
		R Arckless
		S Harker
		N Rodgers
Virtual Executive Committee	29/05/2020	S Currie - Chair
		R Arckless
		S Harker
		N Rodgers
Virtual Executive Committee	08/07/2020	S Currie - Chair
		R Arckless
		S Harker
		S Shanks
		N Rodgers

Governance structure

The governing board 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 board meets as a whole board once per term.

Committees

The governing board has delegated certain aspects of governance responsibilities to committees. This enables us to ensure that we remain strategically focused on the agreed key areas of school development and work in an efficient way. It is decided which governors will join each committee by analysing governors' skills and experiences through a skills audit and assigning committee membership accordingly. Committee membership and the committee structure is reviewed at the beginning of each academic year. At the start of the academic year we implemented the following committee structure:



Governor vacancies

We currently have vacancies for 2 co-opted governors.

We will also be running an election in November for two parent governors.

Governor activity

Due to the school's current priorities in response to the coronavirus pandemic, governors suspended committee meetings when the school closed to most pupils. It was no longer appropriate for the board to monitor the school's development priorities set earlier in the academic year. We identified essential business that had been delegated to each committee and included this in our virtual executive committee meetings.

The governing board will review the committee structure and membership again in the Autumn term and this will be available to view on the school website.

Monitoring activity

One of the key functions of the governing board 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, in usual circumstances, undertakes a wide range of monitoring activity, including:

- Monitoring visits within school to meet with subject leads and discuss aspects of the school development plan;
- Learning walks with leaders to see the school in action;
- Pupil surveys;
- Staff and parent surveys;
- Inviting members of the senior leadership team to the governing board and committee meetings to report on key areas.

Since adapting governance in response to the coronavirus pandemic, the governing board has focussed their monitoring to within meetings of the executive committee. The priority areas and the focus were:

- The school's response to the coronavirus pandemic and wider reopening of the school;
- Evaluating the schools risk assessments of each site to ensure staff and pupils are as safe as possible in school;
- Safeguarding;
- Pupil and staff wellbeing;
- Health and safety;
- Finance;
- Essential policy ratification.

Engagement with parents and the community

Listening to the views of parents and the community is also an important aspect of the work of the governing board. We have heard the views and opinions of parents during the coronavirus pandemic. Governors see the results of all the parental surveys the school carries out and this is now more systematic and regular.

Pupil and staff voice

The governors receive feedback from staff and pupils' surveys senior leaders carry out. This is now more systematic. Governors take opportunities to talk to pupils when in school and to staff when carrying out visits.

Governor training

The governing board takes its responsibility to stay up-to-date seriously and places high importance on this. The school is a member of the National Governor Association (NGA) which provides all governors with excellent training modules online. The Chair of Governors is completing NGA training. The clerk is also undertaking NGA training. The Chair attends local authority briefings when possible. New governors undertake induction training. Each governor is responsible for ensuring they stay up to date with current thinking by undertaking relevant training.

Governing board development areas for 2020/21

The governing board usually undertakes a self-review of its own performance once a year. This year we have chosen to reflect on and review governance during the coronavirus pandemic.

Following a self-review of the governing board's performance during the coronavirus pandemic, we will examine and identify what the board did well and what we could have done better.

Focus of governors prior to Covid 19

The governing body had several key foci prior to lockdown and staff and governors met to discuss them. Governors were meeting with subject leaders, visiting school, looking at books and meeting as committees. We focused on the identified areas in the school development plan and were beginning to look at the ONE vision plan.

Governing board priority areas for 2020/21

The governing board's priorities for the year ahead remain focused on the safety and wellbeing of all school staff and pupils. We will continue to focus on the following essential areas of governance and support school leaders as the coronavirus situation evolves:

- Safeguarding
- Pupils' health and well being
- Staff health and well being

The school is embarking on a major recovery plan following the Covid 19 outbreak and will share this in due course.

Our immediate areas of priority for governors working with senior leaders are as follows:

Priority focus	Reason for this focus	Intended impact
Continuing to ensure attainment and achievement in KS2 are as high as possible	KS2 attainment has been low over several years and needs to improve	Increased outcomes at Key stage 2 both in progress and attainment
Continue to ensure outcomes at KS3/4/5 continue to improve	Three year improving trend now in place which needs to continue to improve further	KS3/4/5 continue to improve
Ensure progress and attainment of disadvantaged pupils continues to improve	As a school we have prioritised the attainment and progress of disadvantaged pupils as a priority for improvement.	Catch up happens for disadvantaged pupils
Continue to improve teaching and learning across the school	There are excellent pockets of teaching across the school/staff are undertaking a major new training initiative	Teaching and learning continue to improve, and pupil outcomes rise.
Monitor and evaluate the impact of the ONE vision plan and support /finance	The school is participating in the DFE ONE vision project. This includes funding and support. The governors will be reviewing the impact of this during the year	Teaching and learning continue to improve, and pupil outcomes rise.

Monitor closely the school's financial effectiveness	The school receiving additional funding this year from the DFE. We also need to ensure all aspects of the budget are best value	Best value is ensured, and school resources lead to increased outcomes in pupil achievement
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I would like to thank all the governors for their continued support and challenge over the year.

The governors would like to say a big thank you to the whole school community for all they have done over the last year and particularly during these last few difficult months. It really shows how, in difficult times, how a great school community pulls together and helps each other.

Pupils have been fantastic adapting to online learning, coming into school safely and taking their learning forward. It has been a hard year for those pupils whose SAT tests and examinations have been cancelled. I know the school hopes to ensure that leavers' events will still take place (even it is later in the year) and that pupils receive the grades they deserve.

Staff have been incredible with all the online support and in class learning they have provided pupils at home. I know they have monitored the uptake and checked when pupils were having problems and provided different ways of learning where needed.

Parents have done a great job becoming teachers for such a long period of time. I'm sure you have learnt more about your child's education than you knew before. Hopefully, you have been updated by the school on a regular basis too.

The facilities team and senior leaders have done an amazing job getting the premises ready for our pupils' safe return.

I've heard staff have cooked meals and taken gifts to care homes, been out in the minibus delivering art packs and books, made visors for local businesses and many other interesting things.

Finally, I'd like to wish you all a very happy and safe summer holiday and look forward to hearing more about the school's fantastic work in September.

Sue Currie
Chair of Governors