



## Annual Governance Statement

September 2023 – August 2024

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### Core functions of the Governing Body

In accordance with the Government's requirement for all governing bodies, the three core functions of All Angels' Federation's Governing Body are:

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

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### Governance Arrangements

The governing body of All Angels' Federation was re-constituted in April 2017 and is made up of:

- 2 elected parent governors, one from each school
- 1 Local Authority governor
- 1 elected staff governor
- 1 headteacher governor
- 1 co-opted governor
- 8 foundation governor
- 1 associate governor

The Full Governing Body (FGB) meets five times a year: twice in the Autumn and Summer terms and once in the Spring term. We also have two committees to consider different aspects of the Federation in detail. The Finance and General Purposes Committee focuses on finance, premises and some personnel matters and meets quarterly. There is also the Policy Committee which meets once a term and ensures that all policies are relevant and up-to-date. These two committees feed into the FGB meetings. All areas of school improvement are addressed by all governors through the FGB meetings. When required, other committees are called to address specific issues that arise in the course of the year. We have a team of governors who bring a wide range of experience, expertise and skills to our governance.

The list of governors is on the schools' websites:

[Governance – All Angels' Primary Federation \(allangelsfederation.org.uk\)](http://allangelsfederation.org.uk)

### **Attendance Records of Governors**

Governors have excellent attendance at meetings. Individuals who cannot attend only do so if there is a genuine reason for absence and always offer apologies for absence.

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### **Vision, Mission Statement and Values**

Our vision has its foundation in scripture which is the foundation of the Christian theology and tradition of the Church of England. Inspired by this vision we continue to work together to ensure that every child is cared for and that individual needs are met in the context of our diverse school communities. As church schools we value that diversity which honours people of all faiths and none. Our vision guides and supports us to ensure that all our children thrive and that their families are supported to help them to be the very best they can be, whatever their level of need. We value the gifts and talents that individuals bring to our Federation community. We seek to explore these whilst espousing the values that pervade everything we do. The supporting text of our vision describes this:

**'At All Angels' we believe that developing an outward facing, aspirational culture will encourage children to aim higher and challenge themselves to be the best they can be. We want to encourage children to demonstrate how they can use their personal gifts to contribute to our community, be enterprising, develop positive relationships, support others, challenge injustice and achieve a sense of self-worth and identity.**

**We believe that it is through hard work and determination that success is achieved, through seizing opportunities that come your way and by developing a growth mindset or sense of resilience, that children can truly start to achieve their potential and create choices in their lives. So, as taught to us through the Parable of the Talents, it is right to take risks, identify opportunity and step out of the comfort zone to see what is possible.'**

For further insight into our vision see:

[Vision & Values – Clover Hill V.A. Infant & Nursery School \(cloverhillschool.co.uk\)](http://cloverhillschool.co.uk)

[Mission and Vision Statements – St. Michael's V.A. Junior School \(stmichaelsjuniorschool.co.uk\)](http://stmichaelsjuniorschool.co.uk)

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### **Governor Training**

It is important that we are fully informed about developments in education and how they affect our schools. To that end governors have attended courses throughout the year. Examples of the kinds of courses that have been attended are:

Annual Certificate in Safeguarding for Governors  
Annual Certificate in Online Safety  
Annual Certificate in Cyber Security  
Annual Certificate in Data Protection and GDPR for Governors and Trustees  
Governor Induction  
Equality, Diversity and Inclusion  
Introduction to Governance in Church Schools and Academies  
New Prevent Guidance  
Ofsted for Governors  
Performance Management

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### **Governor Monitoring**

All governors have responsibility for monitoring aspects of the School Improvement and Development Plan (SIDP)/Change Plan (CP). They work collaboratively with staff who welcome them into school to see what they are doing. All visits are recorded and fed back to staff and kept on record. This process helps to engender positive working relationships between governors and staff and ensures that governors are familiar with the schools' implementation of the SIDP/CP. It also gives opportunities for discussions and questions related to specific aspects of work in school.

Central to life in our schools are the systems that are in place to ensure that Safeguarding, including Child Protection, is compliant with requirements from the Department for Education (DfE). This is given the high priority it deserves and has been monitored rigorously by a governor with this particular remit. Individual governors have monitored the schools' provision for vulnerable groups which include: Special Education Needs and Disability (SEND), Looked After Children and all aspects of Pastoral Care. Others have responsibility for World Views/Religious Education and Collective Worship, Health and Safety, Cyber Security, Online Safety, Finance and Equality, Diversity and Inclusion. Pupil Premium and its use and effectiveness are integral to this provision as is funding for School Sports. Any other additional visits to school are reported on and recorded at FGB meetings.

There is a wide range of other ways that governors monitor what is happening in school through the processes that are intrinsic to good governance. These include governing body meetings, committee meetings, school bulletins and Facebook.

Governors also have a responsibility to ensure that they are reviewing their own practice. This is done in different ways, sometimes inviting external facilitators to lead them in their self evaluation or doing an internal review of some aspect of governance. In the course of the year we have reflected on how we are fulfilling our responsibilities through a National Governors Association (NGA) skills review. This resulted in a decision to invest in some further training on Equality, Diversity and Inclusion (EDI) which was done in the summer term.

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### **Full Governor Body (FGB) Meetings**

The FGB meetings took place six times this year, one every half term. Decisions were made that are critical to the effective running of the two schools following

discussions that are informed by current issues in education, the needs of the children and their families and how best to serve our community. Topics covered during the year include:

Assessment/Data  
Attendance  
Behaviour for Learning  
Children's Health and Wellbeing  
Committee Reports and policy ratification  
Curriculum Development  
Equality, Diversity and Inclusion  
Governor monitoring and training  
Health and Safety  
Our schools' vision as Church Schools  
Safeguarding and Child Protection  
School Improvement and Development Plan/Change Plan  
School Inspections  
Special Education Needs and Disability (SEND)  
Staff Health and Wellbeing

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### **Finance and General Purposes Committee**

This committee meets at least four times a year to set budgets, monitor finances and check legal compliance for health and safety. The schools have a federated budget with a finance team across the two schools who work with the headteacher and governors to ensure that Clover Hill and St Michael's are getting value for money, and any staffing decisions are sustainable and keep the schools within budget. Decisions about finance are driven by the needs of children to support their learning and wellbeing in a safe and nurturing environment.

There is a financial report for the year on the schools' websites:

<https://www.allangelsfederation.org.uk/wp-content/uploads/2024/10/Annual-Financial-Statement-2023-24.pdf>

It is the Governors' responsibility to make sure that the Federation's income, the majority of which is public money, is spent to the advantage of the children at the schools and that the Federation endeavours to provide value for money.

For 2023-24 there was uncertainty due to the impending election and unresolved pay negotiations. The contingency allowed for 2024-25 has been exceeded by the new government with a promise to fully fund the pay rises.

Unsurprisingly, Over 80% of All Angels' income is spent on staffing. This percentage is a little more than the average for a primary school, but class numbers are smaller than most similar schools, and the Federation has a low pupil to adult ratio.

During the year we also discussed:

- Cyber Security
- Energy Costs
- Finance Policies
- Future Admissions
- Minibus Replacement
- Gift Aid
- Pupil Premium
- Sports Funding
- Roof repairs in Clover Hill.
- Playground Safety

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### **Policy Committee Meetings**

These meetings take place three times a year – once every term. There is a schedule for policy renewal which ensures that all school policies are reviewed and kept up to date in accordance with legal requirements. They also need to be in line with the particular needs of our two schools. Members of the committee work closely with the Headteacher and policies that need ratification by the full board are submitted at FGB meetings for approval.

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### **Assessment**

There is a framework for in-school assessment that ensures that staff can have a clear picture of each child's learning journey. This enables programmes of work to be in place that ensure the best possible outcomes for individual children throughout the two schools. Governors are kept up to date with full details of the children's progress and attainment based on the in-depth and broad ranging process that is followed across the Federation. This gives the opportunity to question data and follow-up actions that are put in place to ensure that all children have their needs met. The end of year results for 2023 - 2024 are on the schools' websites (see link below)

<https://www.stmichaelsjuniorschool.co.uk/key-info/achievement-tables/>  
<https://www.cloverhillschool.co.uk/key-information/achievement-tables/>

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### **Staff Training**

Staff have engaged in a wide range of ongoing Continuing Professional Development (CPD). It would not be possible to list all the training courses that have been attended. However, the list below indicates the range of topics covered. Under the following headings there are many separate topics which relate to the title:

#### **Annual Certificates for Primary Schools in the following:**

Fire Safety  
Health and Safety for Staff  
Online Safety

Safeguarding  
Safer Recruitment  
Prevent Duty

**Further Courses:**

Award for Food Hygiene and a wide range of Food Safety and Allergy awareness  
Bame Coaching and Mentoring  
Building Blocks for Communication  
Developing English as an Additional Language (EAL) Provision  
Domestic Abuse, Children and Young People  
Equity Inclusion and Organisational Diversity  
A wide range of Finance training  
Maths Hub  
A wide range of Read, Write Inc training  
RSHE Skills and Strategies  
A wide range of Safeguarding training  
Special Educational Needs and Disability (SEND)  
Statutory National Curriculum Tests Briefings  
Step on Training  
Understanding and Supporting Pupils with Pathological Demand Avoidance

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**Statutory Inspections of Anglican and Methodist Schools (SIAMS)**

In the past year our two schools have received excellent SIAMS reports. They outline the outstanding provision that characterises the Federation. See reports below which can also be found on the Federation website.

[SIAMS-report-St-Michaels-Church-of-England-VA-Junior-School-Norwich-121146-250923.pdf \(stmichaelsjuniorschool.co.uk\)](https://stmichaelsjuniorschool.co.uk/SIAMS-report-St-Michaels-Church-of-England-VA-Junior-School-Norwich-121146-250923.pdf)

[SIAMS-report-Clover-Hill-2024.pdf \(cloverhillschool.co.uk\)](https://cloverhillschool.co.uk/SIAMS-report-Clover-Hill-2024.pdf)

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**Engaging with Parents and Carers**

Discussions to ensure that the schools are communicating effectively with families take place at FGB meetings. This has continued to be a key part of our work this year with very positive results. Parents/carers have given very positive feedback through Tapestry, Class Dojo and Facebook.

Feedback has indicated that the majority of parents are very positive about all aspects of school life in both schools and would recommend the schools to others. Any responses that indicate otherwise are analysed so that appropriate action can be taken to ensure that these voices are heard. You can find the results of these questionnaires on the schools' websites:

[Parent Feedback – St. Michael's V.A. Junior School \(stmichaelsjuniorschool.co.uk\)](https://stmichaelsjuniorschool.co.uk/Parent-Feedback-St-Michael's-V.A.-Junior-School)

[Parent Feedback – Clover Hill V.A. Infant & Nursery School \(cloverhillschool.co.uk\)](https://cloverhillschool.co.uk/Parent-Feedback-Clover-Hill-V.A.-Infant-&-Nursery-School)

We monitor all the approaches that have been put in place to support families so that we are aware of a wide range of ways in which they can access support in the two schools.

**See below the wide range of ways in which All Angels' Federation engages with stakeholders:**

1. Regular Communication
  - Weekly bulletins - Weekly bulletins from both schools highlight events, news items, achievements and signpost to other organisations where appropriate.
  - Websites and Facebook. We aim to keep our websites user friendly and mobile friendly and post items of interest and achievement on our Facebook page regularly.
  - Parent-Teacher consultations and drop-ins take place each term but parents are encouraged to contact the school for appointments whenever needed.
  - Online platforms – Tapestry and Class Dojo are portals that each parent and carer is asked to download and is our main method of sharing information about learning, child specific communication between teacher and parent and whole school posting of letters and bulletins.
  - Emails and text messaging are used in both schools as a means of communicating with parents and carers.
2. Advisory Committees and Councils
  - Parent-Teacher Association (PTA) – we have relaunched our PTA and have a small number of parents/carers who are willing to support and promote our events and fundraising.
  - School Governors are representatives of the local community, parents, the Church and staff.
  - Pupil Councils – both schools have School Councils which give the children a voice about what happens in the school.
3. Surveys and feedback mechanisms
  - Surveys – both schools send out parent surveys to gather feedback on the school as a whole or specific issues. The school values these responses and puts in place suggestions or amends practice.
  - Open meetings – we hold open meetings e.g. gathering thoughts about the end of the day busyness and parking issues. Stakeholders can ask questions, raise concerns and be instrumental in finding solutions.
4. Collaborative events and activities.
  - Parent workshops and information sessions – the schools offer opportunities for parents/carers to support their children's learning at home, such as RWI, maths, support with SATs.
  - Community engagement events like school fayres, open mornings, parents/carers to lunch, family picnics.
  - Volunteering opportunities. We encourage community members to volunteer and this year we are pleased to have 7 volunteers across the two schools.
5. Partnerships with external organisations
  - Higher Education – we are pleased to welcome student placements on a regular basis and support the University and City College students with their studies.

- School work experience – we welcome work experience students (in particular from year 10) as they complete their work experience. We have links with 3 high schools on a regular basis.
  - Lettings to local groups. The schools are hired out to local organisations such as a Church Group, Holiday Clubs and football groups.
6. Pupil focused engagement
- Extra-Curricular involvement: As well as offering a range of extra-curricular activities after school and at lunchtimes, St Michael’s also runs a youth group (Active Club) which also accepts year 7 pupils. Pupils also have the opportunity to engage in sports teams, competitions and tournaments.
7. Inclusive engagement
- Cultural inclusivity – our schools have representation from a range of different countries and cultures. The pupils are encouraged to share their culture and heritage throughout the year and devise activities and events through which to do this.
  - Special needs support – our links with a local special school enable young people from the school to visit and take part in tailored activities in our mainstream school.

### **Governor Newsletter**

A governor newsletter is a regular feature on our schools’ websites. It is our intention for this to continue and to have a newsletter twice yearly.

[Governance – All Angels’ Primary Federation \(allangelsfederation.org.uk\)](http://allangelsfederation.org.uk)

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### **Our Local Community – Links to the Diocese of Norwich**

As church schools there are strong links with the community through Bowthorpe Church which is represented on our governing body by a governor who is a member of the Church Council. Rev Mark Elvin leads assemblies in both schools throughout the year and the children benefit from visits to the church at key times in the year. The Bowthorpe News, published by the church, is a key source of communication with the community. The Federation is also linked into Connecting Bowthorpe, an initiative set up to ensure that the community is well served.

We are very closely linked to the Diocese of Norwich and together we support the Federation’s development through training, strategic planning and rigorous assessment of what we do through inspection. The values that underpin our work as a whole school community are supported through these links with the local church and diocese. We are a diverse community where everyone is valued and where all faiths and none are respected in the context of our Christian ethos. High quality Religious Education (RE)/World Views is a core part of the schools’ curriculum. This is supported through other areas of the curriculum such as Relationship, Sex and Health Education (RSHE)/Personal Social and Health Education (PSHE) and through the Social, Moral, Spiritual and Cultural (SMSC) thread that runs through everything that is done in both schools, paying attention to the growth of the whole child. The Federation has taken a very strong lead in developing and promoting Equality,



Diversity and Inclusion in the Diocese of Norwich and in Norfolk schools. As governors we are committed to supporting the school leadership team to prepare the children for life in modern Britain, upholding British Values and preparing children for life in a diverse world.

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### **National Investment Area**

Norwich is one of the ten cities across England that have access to additional funding through the National Investment Area (NIA), a government initiative supporting schools in areas of high deprivation. Through this our schools benefit from the funding available for additional training and support. Mrs McCarney and her team are conscientious and committed participants in this initiative. The work that is being done is research based and supported by specialists in the areas that require a particular focus. Children's writing has been selected as an area that can benefit from this support.

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### **Future Plans**

In the coming year we will continue to work closely with the Headteacher and the Senior Management Team to realise the vision for our Federation. We will all work together to ensure that we understand the needs of our children, their families and the community. We will be ambitious in our aspirations and fully committed to creating a safe, healthy and stimulating environment across the Federation. We warmly welcome new members of staff who will be part of our schools' highly committed teams. We will recruit new governors to fill vacancies if and when they arise. We will be open to new possibilities for engaging with our families and wider community. Over the years, strong foundations have been laid. We will build on these foundations to continue to achieve excellence in all that we do.

Finally, we would like to thank everyone who has been part of the successful developments of the past year and everyone who has actively and positively engaged in this journey. We are fortunate to be school governors in such a thriving and supportive community.

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### **How you can contact the governing body**

We welcome suggestions, feedback and ideas from parents/carers. You can contact the Chair of Governors through the school office. Other information about governors can be seen on the governors' section of the schools' websites.

[Governance – All Angels' Primary Federation \(allangelsfederation.org.uk\)](http://allangelsfederation.org.uk)

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Rosemary Games  
Chair of Governors  
All Angels' Federation  
Bowthorpe