

Annual Governance Statement for the Governing Body of Collingwood Primary School September 2018

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of the Collingwood Primary School Governing Body continue to be:

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.

Governance arrangements:

The Governing Body of Collingwood Primary School was re-constituted in 2018 and is now made up of 2 staff governors (including the Headteacher), 2 elected Parent Governors, 1 Local Authority Governor, 2 Partnership Governors and 4 Co-opted governors making a total of 11. Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school: on our Governing Body one of the Co-opted governors is a retired Headteacher, one is a staff member and the remaining two are members of the local community with experience in finance and counselling.

The full Governing Body meets at least once each term, and we also have a number of committees to consider different aspects of the school in detail. At Collingwood Primary we have a Finance and Resources Committee, which focuses on finance, premises and some personnel matters; a Curriculum Committee which focuses on learning and teaching, and a Pay and Performance Committee. We also have committees that meet if required to consider pupil discipline and staffing matters.

Attendance record of governors:

Governors have excellent attendance at meetings and in the past year we have not had to cancel any meeting because it is not "quorate", (i.e. the number of governors needed to ensure that legal decisions can be made). See our school website for details of individual governors' attendance at meetings throughout the previous academic year.

The work that we have done on our committees and in the governing body:

The Governing Body has had another busy year, continuing to focus on school development priorities since our successful Ofsted in April 2016 when the school was judged as “Good”.

We frequently review and discuss the School Development Plan, Curriculum Policies, assessment practices and Safeguarding procedures in the light of national change and have allocated specific Governors to each section of the School Development Plan to ensure that critical support and challenge is given to achieving continued improvement in progress and results.

An analysis of the 2017 SATS results identified that although attainment was below national expectations in some areas, the progress children had made was more meaningful and was at acceptable levels, allowing Collingwood to meet the floor standards required. Teaching staff reported to Governors the areas they had identified as requiring focus over the year - functions of sentences and punctuation in particular as well as the ongoing development of mathematical competence.

We follow the White Rose Scheme for teaching Maths Mastery. The maths Subject Lead presented an analysis of the 2017 SATs results to Governors and identified strengths and points for development from which school priorities were agreed. As a Governing Body we approved the new Maths Mastery Statement which can be found on www.collingwoodschool.net.

‘In the Moment Feedback Marking’ was introduced across the school from January. This has had a huge impact on the progress pupils make within lessons and the frequency of quality feedback. Our Peer to Peer Review in June 2018 confirmed that children are confident in talking about their learning, progress and next steps as a result of this initiative.

Subject Leaders and Senior Staff shared reports and presentations with Curriculum Committee Governors throughout the year, highlighting the positive impact of our continued Partnership with N.A.H.T. Aspire.

The Finance and Resources Committee looks at the maintenance and development of the school premises, and makes decisions about how the school should use the budget. In the last year the Governing Body have been responsible for providing new cookers for the kitchen, support for funding of the Cosy Cabin, and the provision of new computers. A significant part of the finance function has now been brought in-house which has achieved better purchasing results and improved cashflow.

Our Health and Safety Governor, carries out termly checks of the premises with Mr Caton, the school’s site manager and other staff members. The governors proposed that an element of the school maintenance budget be delegated to Chris Caton, to enable him to take action to address health and safety related and other maintenance issues more speedily. This proposal has been taken up and ensures the welfare of children, staff and visitors to the school is safeguarded. To ensure that resources are effectively managed and appropriately spent, reporting controls have been introduced.

Our Governors are well aware of safeguarding and we have a nominated Governor for Safeguarding (Miss Hargreaves) who gives a termly report to the governors about any safeguarding matters.

Our Governors actively sought the views of parents by conducting surveys during our Termly Learning Conferences in the Autumn Term. The points raised and our actions taken in response were communicated to parents in our monthly newsletter.

Early in the summer term, the Resources Committee approved the 2018/19 budget plan for the school: We are pleased to report that the school can continue to afford separate single aged classes in the next academic year as well as employing a full time Deputy/SENCO (special educational needs co-ordinator) and will be welcoming an additional class teacher in September 2018. The school provides free school meals for children in reception and years 1 and 2 in line with all other Primary schools, we run our own school kitchen in order to ensure that food is of high quality, freshly prepared and in line with National Food Standards. A governor spent a morning in the kitchen helping to prepare a school meal and reported on this at a Governor meeting.

Governors contributed their time in supporting a number of school events - Summer and Christmas fayres, school plays and funding raising events organised by the PTA.

A governor (Miss Hargreaves) was appointed as Data Protection Officer in line with new GDPR legislation. Extensive work has been undertaken to ensure Collingwood is compliant with the new legislation.

The governors carried out a critical self review of their roles and how these are perceived by others. The school welcomes outside verification of the effectiveness of the work and self-evaluation and participated in a two-day Peer-to-Peer Review in June and a one day SEN Review in July 2018. The views of Governors, parents and pupils were sought. The final reports will inform future school development priorities for the academic year 2018-2019. The Headteacher and Deputy have carried out Peer to Peer Reviews at our Partnership Schools in the town.

This year we have reviewed and approved a number of key policies.

Future plans for the governors Sept 2018-July 2019:

The purpose of this paper is to ensure the school governing body has a robust review method in place to assure themselves, and others, that the board is effective.

“Building an effective team”

A board of governors to have the relevant and diverse areas of knowledge to provide supportive and critical support to the school. Governors to ensure there is a planned cycle of continuous professional development including appropriate induction for all new governors (all new governors will be expected to attend basic training on taking up their appointment). New governors will initially be paired with a more experienced governor to provide any support needed. Additionally, a handbook has been produced to guide new governors through the role and where to look for further support.

The governing body was restructured during the year and three new governors were recruited with diverse and relevant skills.

“Strategic Leadership”

Governors to work in partnership with staff, developing strategies to further engage with parents throughout their life at the school, building on the outstanding relationships fostered in the Foundation Stage. (Collaborative working).

Governors to contribute to strengthening the effectiveness of the school strategic vision. (Setting direction).

Governors to apply robust and open thinking for creative and innovative improvement throughout the school. (Effective strategic decision making).

Governors to ensure targets set are explicitly measurable and review progress toward agreed targets.

To become an outstanding school:

1. Governors to monitor the induction and Continuing Professional Development of teaching staff to assure themselves it is relevant, effective and having a positive impact on pupil outcomes.
2. Governors to monitor the impact of teachers with teaching leadership in mathematics and English in identifying groups with lower achievements than others and improving teaching and learning.
3. Governors to engage directly with pupils to improve their confidence in explaining their progress and examples of good work.

How you can contact the governing body:

We always welcome suggestions, feedback and ideas from parents...please contact the Chair of Governors, Mr Renton, via the school office. If you would like to pass on your feedback directly to governors you can email govkrenton@collingwood.essex.sch.uk and your comments will be included on the appropriate Governors' meeting agenda for governors to consider.

Collingwood Primary School Governing Body Membership Sept 2018

Name	Category	Office Expiry Date (4 year term)	Position/Responsibility
Mrs Sue Outhwaite	Co-opted	24/06/19	English Lead, Curriculum, Teacher
Miss Janet Hargreaves	Co-opted	18/09/19	Vice-Chair Chair of Finance & Resources, DPO, Safeguarding
Ms Margaret Harrison	Authority	20/11/19	Chair of Curriculum/Pupil Matters Equality/SEND
Mr Kevin Renton	Partnership	18/03/20	Chair of Governors & Vice-Chair of Curriculum Complaints
Mrs Sophie Hammond	Staff	02/09/20	SCITT, Teacher
Mr John Miller	Parent	13/07/21	Health and Safety
Mrs Ann Minister	Associate	18/09/21	Deputy Headteacher/ SENCO/ Assessment
Mrs Sarnia Noble	Co-opted	12/07/22	
Mr Peter Yates	Partnership	12/07/22	
Mrs Harriet Phelps-Knights	Co-opted	12/07/22	
Mrs Alison Winter	Parent	13/09/22	
Mrs Amanda Buckland-Garnett	Headteacher	Ex-Officio	Headteacher
Mrs Pam Langmead	Clerk		Clerk

