

Annual Governance Statement for the Governing Body of Collingwood Primary School September 2019

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 appropriately 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 5 Co-opted governors making a total of 12. 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 serving Headteacher, one is a staff member and the remaining three 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. At each non-Finance Committee meeting a brief update on the income and expenditure against the budget is presented. This is in line with current legislation.

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”, and in readiness for the next Ofsted which can be expected within the next academic year

We frequently review and discuss the School Development Plan, Curriculum Policies, assessment practices, Safeguarding procedures and our own effectiveness 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.

Following the results for SATS tests in May 2018 Governors supported the school management in their resolve to use more regular formal testing from year 3 onwards. They were asked to focus progress of vulnerable groups when making visits to the school. Individual Governors were assigned to focus on the objectives laid out in the School Development plan within specific areas. Reading and Phonics. Spelling, Writing, Maths, Pupil Premium,

During 2018/19 Governors were aware that Ofsted would spotlight judgements on attainment in reading and in a school’s achievements in delivering a wider curriculum. Monitoring reading across the school and the impact of the introduction of a new programme focusing on whole class teaching in upper KS2 was an ongoing throughout the year.

Governors also discussed the school plan of action to address weakest areas across the school and how to identify and monitor gaps in knowledge and understanding and how best to identify these with regard to specific groups.

We follow the White Rose Scheme for teaching Maths Mastery. During the past academic year the Governors continued to support a member of the Senior Leadership Team in her successful application to train as a Maths Mastery Specialist. From September 2019 the school will participate in a 2 year research project which will significantly benefit all pupils and improve quality of teaching.

‘In the Moment Feedback Marking’ was introduced across the school from January 2018 . This has had a huge impact on the progress pupils make within lessons and the frequency of quality feedback. Our Peer to Peer Review programme continues with colleagues from our partnership schools and confirms 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 and recommendations about how the school should use the budget. The school suffered a loss, through theft, of the majority of lead from the roof. Whilst this was covered by insurance we have seen a subsequent increase in premiums.

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 Mr 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. A 5-year plan for routine maintenance and repairs has been prepared by the relevant governor. This prioritises the work to be undertaken within the constraints of the budget.

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 and liaises regularly with the Headteacher on any open matters.

Staff workload, another key priority in the new Ofsted framework led Governors to consider monitoring staff wellbeing by using a survey to investigate the current situation. The outcome of these findings will provide a focus for Governors to look for ways to support all staff in the future.

The governors were invited to the “2 Johns Internet Safety Session” for staff, parents and Governors in September 2018. All staff and the Governor for Safeguarding attended Safeguarding Training during the last academic year and this will continue this year.

Early in the summer term, the Resources Committee approved the 2019/20 budget plan for the school. This year it has proved necessary for the school to have one mixed age class in the next academic year.

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 continues to spend time in the kitchen helping to prepare a school meal for Mothers’ Day and the Christmas lunch and serving in the dining room. This is reported at - Governor meetings.

The Chair of the Curriculum Committee has worked with the managers of the 7 to 7 club to address the issues around bad debts and to devise a new policy to ensure that the Club stays viable.

Governors contributed their time in supporting a number of school events - Christmas fayres, school plays and funding raising events organised by the PTA whose support the governors would like to acknowledge.

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 and this is reviewed at least annually and reported on at governor meetings.

The Governors felt that they should be more visible to parents and attended a regular or afternoon tea to make themselves known and answer any questions about their role. This led to the appointment of two new governors. Additionally the governors were present at the Open Evening but there was little engagement from the parents.

This year we have reviewed and approved a number of key policies, the most important of which were:

- Behaviour and Anti-Bullying;
- Safeguarding and Child Protection
- Complaints; and
- Attendance.

Future plans for the governors Sept 2019-July 2020:

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.

Priorities for the school this year

1 Progress

- to increase the number of pupils reaching their end of year targets in reading, writing, phonics and maths;
- to increase the percentage of pupils reaching age related expectation at KS1;
- to increase the percentage of pupils with SEN attending age related expectations in writing, grammar, punctuation and spelling by KS2;

2 Other

- to continue to redesign our curriculum in partnership with our secondary school (WdF) colleagues;
- to participate in the NFER national Reception baseline assessment national pilot scheme.

Priorities for governors this year

1. To review staff workload, pay and wellbeing.
2. To continue to challenge leaders on quality of education, effective deployment of staff and resources, including finance.
3. To monitor the progress made by teaching staff in fulfilling their priorities for the year.

Collingwood Primary School Governing Body Membership July 2019

Name	Category	Office Expiry Date (4 year term)	Position/ Responsibility
Miss Janet Hargreaves	Co-opted	18/09/19	VC of Governors , Chair of Finance & Resources, Safeguarding, Data Protection Officer
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
Mrs Ann Minister	Associate member	14/09/21	Deputy Headteacher
Mrs Amanda Buckland-Garnett	Headteacher	Ex-Officio	Headteacher
Mr Peter Yates	Partnership	12/07/22	Vice-Chair of Finance & Resources, Health & Safety
Miss Sarnia Noble	Co-opted	12/07/22	
Mrs Harriet Phelps-Knights	Co-opted	12/07/22	Pupil Premium SLIP
Mrs Alison Winter	Parent	13/09/22	
Mrs Sue Outhwaite	Co-opted	28/03/23	
Mrs Kelly Perry	Co-opted	11/07/23	
Mrs Sally Scullion	Parent	11/07/23	
Mrs Pam Langmead	Clerk		Clerk

