

# **Annual Governance Statement for the Board of Governors of Cookridge Holy Trinity Church of England (VA) Primary school**

**2015/2016**

In accordance with the Governments' requirements for all governing bodies, the 3 core strategic functions of the Board of Governors are:

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

## **Our Governing Body**

The board of governors at Cookridge Holy Trinity is made up of the Headteacher, 1 staff governor, 9 foundation governors, 1 local authority governor and 3 parent governors. The Foundation governors are appointed by the Parish Council of Cookridge Holy Trinity church. The Parish Priest at Cookridge Holy Trinity Church is appointed, ex- officio, but is counted as one of our 9 foundation governors.

The full governing body meet 4 times a year with a 5<sup>th</sup> meeting booked in at the end of each academic year to meet and liaise with the whole staff. We have 4 committees, which meet once every half term or more when there are urgent matters to be discussed. These committees are:

- Resources: finance and staffing
- Teaching and Learning: monitors standards of teaching and pupil performance and progress
- Pupil Support: monitors provision for groups such as Special Educational needs as well as monitoring work done with our more able pupils
- Built Environment: focus on premises, health and safety and the development of our school environment

## **Attendance**

There has been good attendance of meetings this year, more details of which can be found on our governor page of the school website. We have not had to cancel any meetings due to poor attendance in the 2015/2016 academic year.

## **Review of work carried out this year**

Following on from our Ofsted inspection in March 2015, we have continued to ensure that the whole school are working towards our next goal, to be judged as an outstanding primary school. In each of the committees we have questioned and challenged the Headteacher and the Senior Leadership Team to ensure that all aspects of school life are being evaluated continuously, thus optimizing the educational performance and progress of all the children in school. We have received clear information from our Headteacher and the Senior Leadership Team regarding the progress of children and the standards of teaching. The school development plan and the school evaluation have been regularly reviewed and, at times, challenged by the governing body. In addition, 2 foundation governors have met with the subject leader in Religious Education (RE) to discuss and question, more specifically, teaching and learning within this subject and relating this to our RE development plan.

## **Resources Committee**

- An annual budget was set for the financial year, from April to March the following year, and forecasts were produced for the 3 subsequent years. This was scrutinized by the committee to ensure that funds were utilized to ensure fulfillment of the objectives of the School Development Plan. The great majority of expenditure is staff related but the committee is mindful of the need to reserve sufficient revenue to support capital projects.

Note: Final approval of the budget is a matter for the full Governing Body. The budget must balance or produce a small surplus. The expenditure and income are monitored against the agreed annual budget on a monthly basis.

- A similar budgetary process has been followed for the Before and After School Club.
- Pupil premium and Sports premium expenditure are monitored.
- The committee has benchmarked financial performance against similar schools. Best value reviews have been regularly undertaken.
- Financial Standards and committee member competencies have been monitored and certified and will continue to be monitored and certified annually.
- Members of the Committee served as required on selection panels for all appointments made within the school.
- The committee has also acted as the Pay Committee which has met to consider the salary proposals for teaching staff members proposed by the Head Teacher. This has been informed by an agreed Pay Policy adopted annually by the full Governing Body. In addition the Headteacher's salary has been reviewed following an external performance review and feedback to a panel of 3 foundation governors.

## **Teaching and Learning Committee**

We have used the suggested termly agendas as provided by Governor Support Services.

- Term 1 – target setting, standards and progress (RAISEonline data), attainment with a look at how school is closing the gap for disadvantaged groups. The committee received an update on lesson observations – more were judged to be outstanding. This was followed up with a Learning Walk.
- Term 2 - The SENCO attended to give a presentation on The Early Intervention Project in conjunction with The British Dyslexia Association (a Silver Award being attained in Feb). The committee was fully up-dated on the Life Without Levels,

the introduction of the Chris Quigley assessment system and key-word marking. The follow-up Learning Walk focused on BAD, Basic, Advanced and Deep learning. Pupils were found to be engaged in their learning, able to say how they could improve and in a position to make independent choices in the classroom.

- Term 3 – Focus on SEN (changes in provision, Code of Practice, ESNW specialist support and staff training), Pupil Support and Pupil Premium with a presentation from the SENCO. Update on the use of TAs in the classroom and an evaluation on the effectiveness and implementation of Philosophy for Children.

### **Pupil Support Committee**

Summary of the main issues addressed by the Pupil Support Committee during the academic year 2015/16:

- Overseeing the provision for pupils with SEND or who are Children Looked After, English as an Additional Language, Pupil Premium or who have Medical Needs.
- Monitoring the work done in school towards the Early Intervention Project.
- Monitoring the work done towards the EEF 'Making the Best Use of Teaching Assistants Project.
- Reviewing the Safeguarding Practice in school including the Child Protection Policy.
- Reviewing the Pupil Behaviour in school.
- Reviewing attendance in school.
- Reviewing the promotion of pupils' spiritual, moral social and cultural development in school.
- Reviewing the work of the School Council.

### **Built Environment Committee**

Summary of work done and main issues addressed by the Built Environment Committee during the academic year 2015/16:

- Overriding focus on Safeguarding and Health and Safety, including:
  - Regular 'walk round' Health and Safety surveys
  - Asbestos Survey
  - Asset Management Plan
  - Plans to move the main reception area, so that visitors will have a direct route from the street without crossing the playground (see 'New Projects')
- Initiating and monitoring works, including:
  - Remedying excessive heat in Yr 1, 2 and 5 classrooms
  - New partitioning in Yr 1 and 2 classrooms
  - New dividers and doors between large and small halls
  - Extension of staff room into former IT suite
  - Remedying damp in Caretakers bungalow
  - Relocation of car park gates to enable safe access and installation of security system
  - General maintenance/repairs/refurbishments e.g. external works to years 4 and 6 classrooms and the kitchen
- Residual issues arising from previous major projects, including;
  - Defective roof gutter and lack of lining – dialogue with Architect and Contractor regarding remedial measures
- Travel Plan
  - Silver award level achieved
  - Potential to achieve Gold being addressed
- Highway/Traffic/Parking issues, including:
  - Input to proposed 20mph speed limit + new pedestrian crossing outside school
- New Projects
  - Relocation of main entrance, reception, admin, staffroom and reception classrooms, plus small area of new build
  - Bids submitted via Diocese – Phase 1 approved – Phase 2 in pipeline
  - Phase 1 works to commence August 2016

The governing body is looking forward to the year ahead, when our building work, aimed at safeguarding our children and creating a better learning environment, will begin. We look forward to receiving feedback on all the new initiatives the senior leadership team have put in place at the start of this new academic year to meet agreed objectives set out on our school development plan.

We will be striving to develop ourselves further as an effective Governing Body and to support and challenge in our quest to be an outstanding school.