

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

**2017/2018**

In accordance with government 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 meets 5 times a year. This past year we had four committees, which met once every half term or more when there were urgent matters to be discussed. These committees were:

- 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

## **Governor roles**

Specific responsibilities were allocated to individual governors to ensure government guidelines were met and we were following all statutory policies. These roles were as follows:

Attendance

Children Looked After (CLA)

Child Protection and Safeguarding

Cluster/Trust

Early Years Foundation Stage

Equalities

Governor Development

Health and Safety

Pupil Premium

SEND (Special Educational Needs and Disability)

Sports Premium

GDPR (General Data Protection Regulation)

Complaints

## **Attendance**

This year, governor attendance was good, with all meetings being quorate.

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

We have continued to ensure that the whole school is 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. The SIAMS framework has also been used by governors to question and challenge regarding the teaching of Religious Education in school, religious practice and the upholding of the Christian ethos.

### **Resources Committee**

- An annual budget was set for the financial year, from April to March of 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 fulfilment 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 were 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. Significantly, this year has seen the appointment of a new Deputy Head Teacher.
- 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 2 Foundation governors.

### **Teaching and Learning Committee**

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

- Term 1 – The TLR (Teaching and Learning Responsibility) post holder for literacy attended this meeting to present on updates in the teaching of literacy and, more specifically, changes to the teaching of reading comprehension. A new system called R.I.C (Read, Interpret & Choice) had been introduced. Results in literacy were also discussed.
- Term 2 – The TLR post holder for mathematics attended this meeting to present on the teaching of greater depth in this subject area. The use of White Rose maths was described and the governors were given lots of practical examples. The early indicators for improved progress in maths were shared.
- Term 3 – The lead teacher for Philosophy for Children, Growth Mindsets and Mindfulness attended this meeting to explain how the embedding of these ideas and strategies was benefitting the pupils.

All 3 meetings were followed up with Learning Walks in school.

## **Pupil Support Committee**

Summary of the main issues addressed by the Pupil Support Committee during the academic year 2017/18:

- 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.
- Reviewing the Safeguarding Practice in school including the Child Protection Policy.
- Reviewing 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 2017/18:

- Overriding focus on Safeguarding and Health and Safety, including regular 'walk around' health and safety surveys
- On-going monitoring of general maintenance and repair work around school
- On-going review of the school building and discussion regarding major works required to ensure our school building is fit for purpose
- Travel Plan: Gold, award level achieved lead by Richard March (class teacher)
- Highway/Traffic/Parking issues: continues to liaise with police and local highways regarding safe parking round school. Increased police presence and issuing fines has led to some improvement in safe parking.
- Evaluating how well school is equipped for an evacuation if ever required. Diane Dolphin, School Business Manager, attended training and appropriate changes were made to interior locks for a more effective lock-down procedure.

## **Closing statement**

The governing body will be welcoming 4 new governors this year (3 Foundation governors and 1 parent governor).

Looking forward, we will continue to strive to question and challenge effectively to ensure that our 3 core strategic functions are carried out. We look forward to further strengthening our collaborative working with the whole teaching team and the church, with a view to providing the best for every child in a Christian environment, in accordance with Holy Trinity's mission statement to become an outstanding school.