

**Annual Governance Statement for the Board of Governors of  
Cookridge Holy Trinity Church of England (VA) Primary School  
2020/2021**

In accordance with the Government's 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 has met 5 times this year. The impact of the Covid 19 pandemic has presented challenges over the past 18 months and it was decided, as part of the school's risk assessment, that all governor meetings would be carried out virtually. Governors have continued to visit school, as and when appropriate, in line with Covid guidelines eg. for face-to-face staff interviews. Each committee has continued to meet once every half-term or more when there were urgent matters to be discussed.

The committees were:

\* Resources: finance and staffing

\* Teaching, Learning and Inclusion: monitors standards of teaching and pupil performance and progress, including monitoring provision for groups such as Special Educational Needs and monitoring work done with our more able pupils

\* Built Environment: the focus is on premises, health and safety and the development of our school environment

\* Christian Ethos: to monitor teaching in Religious Education and religious practices within school whilst strengthening relationships with our church community at Holy Trinity.

### **Governor Roles**

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

Attendance

Children Looked After

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 continued to be good, with all meetings being quorate. Working and meeting remotely sometimes facilitated increased governor attendance.

## **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. Our Section 5 visit has been delayed due to Covid 19.

In each of the committees we questioned and challenged the Headteacher and the Senior Leadership Team to ensure that all aspects of school life were being evaluated continuously, thus optimizing the educational performance and progress of all children in school. We received clear information from the Headteacher and the Senior Leadership Team regarding the progress of children and the standards of teaching. The School Development Plan and the School Evaluation Plan have been regularly reviewed and, at times, challenged by the Governing Body.

The Christian Ethos Committee has continued to work to build on our outstanding SIAMS inspection in 2020.

## **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 fulfilment of the objectives of the School Development Plan. We have continued to ensure there is a surplus for capital bids, if required, whilst constantly reviewing expenditure against an increasingly tight budget.

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. Government schemes have been utilised throughout the Covid 19 pandemic to support the continuation of this provision.

\* 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 so on an annual basis.

\* Members of the committee served, as required, on selection panels for all appointments made within the school. Since our last report, we have seen existing staff members promoted to the positions of Deputy Headteacher and Assistant Headteacher.

\* The committee has also acted as the Pay Committee which has met to consider the salary proposals for teaching staff members proposed by the Headteacher. 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, by 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 – a review of progress in reading was presented by Louise Slaney who has Teaching and Learning Responsibility for Literacy in school.

\* Term 2 – the Headteacher, Cath Hellings, led this meeting and the focus was staff and pupil wellbeing during the national lockdown. The remote learning procedures in school had been updated and improved in response to staff and parent feedback, and these were outlined for governors.

\* Term 3 – a review of the SRE and PHSCE curriculum was presented by the subject lead, Emma Russell.

Our termly learning walks were not carried out during the pandemic.

### **Built Environment Committee**

Summary of work done and main issues addressed by the Built Environment Committee:

- \* a continued focus on Safeguarding and Health and Safety, including regular 'walk round' Health and Safety surveys. The main focus of these was the Covid 19 risk assessment, ensuring all staff and pupils remained as safe as possible during the pandemic
- \* 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. The main focus this year has been the upgrade of the year 6 building which has significantly improved the learning environment for our year 6 pupils

### **Christian Ethos Committee**

- \*The main focus of this committee over the past academic year has been building further relationships with Holy Trinity Church, developing collective worship in school and managing the impact of the pandemic.
- \*Governors have supported further opportunities for Year 4 and 5 pupils to take their first communion and for Year 6 pupils to attend confirmation classes. On 4<sup>th</sup> July, several Holy Trinity pupils were confirmed during a special ceremony at church led by the Bishop.

### **Closing Statement**

Looking forward, we continue to strive to question and challenge effectively to ensure that our 3 core strategic functions are carried out. We look forward to welcoming Ofsted back to Holy Trinity and feel confident that our school has continued to raise standards during challenging times, in line with our school ethos, "The best for every child, a unique child of God." We look forward to further strengthening

our collaborative work with the whole teaching team and the church moving forward into 2022.