

**Annual Governance Statement for the Board of Governors of  
Cookridge Holy Trinity Church of England (VA) Primary School  
2022/2023**

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 (on maternity leave throughout the academic year), 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. During the year there were 2 vacant positions for Foundation Governors, one of which was filled in July.

The full Governing Body has met 4 times this year, with 1 meeting scheduled for July 2023 to review SATS results and vote to prepare the Governing Body structure for the next academic year. The impact of the Covid 19 pandemic has continued to present some challenges over the past year. Each committee has continued to meet once every half-term, or more often when there were urgent matters to be discussed.

The committees were:

- \* Resources: finance and staffing
- \* Teaching and Learning : monitors standards of teaching and pupil performance and progress
- \* Pupil Support (formerly part of the Teaching and Learning Committee) : monitors provision for specific groups e.g Special

Educational Needs, Pupil Premium and Children Looked After. This committee was established in the summer term 2023 and members are due to start meeting in the new academic year

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

\* **Christian Ethos:** monitors 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, aided by a previous review of meeting days and times. Working and meeting remotely continues to be an option, where necessary, and has facilitated increased governor attendance.

## **Review of Work Carried Out This Year**

We have continued to challenge and support to ensure that the whole school is working towards our goal, to be judged as an outstanding primary school. An Ofsted report in June 2022 found the school to 'require improvements', a decision that was challenged by the Governing Body and Senior Leadership Team. A subsequent inspection in May 2023 confirmed that the school was 'good' and that the Governing Body's knowledge and understanding of the school's journey was sound.

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 optimising 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 scrutinised by the committee to ensure that funds were utilised to fulfil 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. This was approved at the Full Governing Body meeting on 15th May 2023.

- \* A similar budgetary process has been followed for the Before and After School Club.
- \* Pupil Premium and Sports Premium expenditure were monitored as well as the small pot of post-covid funding that remains.
- \* 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 the appointment of 2 new class teachers, seen an internal candidate move into a new position with additional Teaching and Learning Responsibility (TLR) and we have also welcomed new support staff e.g. teaching assistants and lunchtime assistants. Our Before and After School Club continues to monitor the number of children attending and recruits as needed.
- \* 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 (including Pupil Support up until April 2023)**

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

- \* Term 1 – Bo Chang, school Senco, attended to update on SEND provision and the development plan for this academic year. Ofsted had identified several areas for development which had been carefully

reviewed and actions were presented clearly to the governors at this meeting.

\* Term 2 – Louise Slaney, Phonics Lead, attended to present the new phonics scheme to the governors and explain how this was being rolled out across school. Careful review and analysis of this scheme had taken place in term 1 and actions were fed back to the governors.

\* Term 3 – this meeting was cancelled due to Ofsted revisiting.

Term 1 and Term 2 meetings were followed by governor visits into school.

### **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.

\* on-going monitoring of general maintenance and repair work around school.

\* on-going review of the school building and discussions regarding major works required to ensure our school building is fit for purpose. The main focus this year has been to consider other work that impacts on energy efficiency in school eg. solar panels and ensuring our capital bids for essential roof work are at the forefront of the diocesan agenda.

\*planning and ensuring funding for a new MUGA (Multi Use Games Area) in the school grounds.

### **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 involving the pupils more in church based activities. eg. the junior choir have been invited to sing with Holy Trinity Church choir on several occasions throughout the year.

\*Governors have supported further opportunities for children to engage in church activities. Children from all year groups across KS2 have

attended church services during the school day and several children have made their confirmation this year.

\*Church services during school holidays continue to be well attended by children from Holy Trinity e.g. Easter and Christmas.

### **Closing Statement**

The Governing Body at Cookridge Holy Trinity has further developed and strengthened this academic year. Shared Ofsted experiences and specific training courses attended by governors have added value to discussions at all meetings.

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 further strengthening our collaborative work with the whole teaching team and the church moving forward into 2024, to ensure “The best for every child, a unique child of God”.