

**Annual Governance Statement for the Governing Body of Colburn Community Primary School
July 2017**

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Colburn Community Primary School Governing Body are:

- 1. Ensuring clarity of vision, ethos and strategic direction**
- 2. Holding the head teacher 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**

Governance arrangements

The governing Body of Colburn Community Primary School was reconstituted in September 2014 and consists of:

- Parent Governors (2)
- LA Governor (1)
- Staff Governors (2)
- Co-opted Governors (7)

The governing body has a programme of meetings throughout the school year, and the agenda for each meeting focuses on specific areas of governance.

Full Governing Body Meetings

Autumn Term	Time	Key Focus
Monday 16th October 2017	4pm	Procedural/Performance.
Monday 4 th December 2017	4pm	Data- Draft budget
Spring Term	Time	Key Focus
5 th February 2018	4pm	Autumn data
26 th March 2018	4pm	Resources/draft budget/data
Summer Term	Time	Key Focus
21 st May 2018	4pm	Data/ final budget.
2 nd July 2018	4pm	Annual report/review of the year

To note:

Each meeting will cover:

- Procedural issues
- School Improvement (Lead Governor will prepare agenda)*

- Resources (Lead Governor will prepare agenda)*
- Other Business

Agendas will be designed and agreed in partnership with the Head Teacher and Chair of Governors and Clerk.

The expectation is that the **key focus** will be the dominant area for discussion and decision-making.

Attendance record of governors

The clerk keeps a record on behalf of the governing body, of governors' attendance at meetings, details of attendance can be found on page 4 of this document.

Meetings need to be 'quorate' to ensure that decisions can be made.

The work we have done on our committees and in the governing body meetings

Approved minutes of the GB have been available on the school's website since September 2015

Governor visits

The governors visit the school as part of their monitoring of the SDP and specific issues.

These visits are considered a valuable opportunity for governors to work closely with staff members. In addition, subject governors both monitor and review activities undertaken by subject/phase leaders who follow an agreed code of practice.

The development of a governor monitoring timetable has ensured that governors have an accurate picture about the performance of the school and can support and drive forward school improvement as well as evaluate both current school policies and practice.

Governors regularly attend school open evenings, assemblies, presentations and information evenings including sports and musical events in order to engage with parents and seek their feedback. They also instruct senior leaders to undertake a formal consultation with parents annually to gather their feedback regarding the effectiveness of the school. Furthermore, they actively seek opportunities for our children to be ambassadors for the school both within our community and further afield.

Data analysis

Governors have received training in 'Monitoring and Evaluation', 'Closing the Gap', 'Pupil Premium', 'Understanding School Data' and the 'Ofsted Data Dashboard' via the Local Authority.

Data is made available to governors through regular meetings with verbal and written presentations followed by question and answer sessions with the head teacher and members of the senior leadership team. In addition to this process, special interest governors meet with subject leaders termly to scrutinise data from all year groups in order to heighten their awareness of focus groups and vulnerable areas, whilst maintaining governor knowledge.

Further to the reports provided by the LA, the governors seek to gain external verification of data through independently commissioned OFSTED inspections and consultants in areas of specialism specific to our needs such as evaluating the use of Pupil Premium.

Policies

Governors review all relevant policies on a scheduled basis to ensure that all guidance is current, relevant and up to date. Specific attention is paid to ensure that the school

complies with the Department of Education mandatory policy list.

Staff recruitment

The head teacher and a number of governors are trained in 'Safer Recruitment'.

Governors are involved in the recruitment and selection of all teaching staff and use the appointment process to ensure that high quality staff, who share the schools' vision statement and aims, are appointed.

Governors work hard to recruit quality teachers and leaders. They have considered a wide range of strategies to ensure that the right staff are appointed to drive forward the actions that are necessary to improve the school.

Financial management

The governing body has been trained in 'School Finance Management'.

The governors work with school staff to achieve 'The Schools Financial Value Standard and Assurance' (SFVS) on an annual basis.

The impact of the governors' role in the school ensures that the budget is well managed and improvements are effective and continuous.

External audits confirm that finances are well managed.

Safeguarding

Governors take responsibility for ensuring that safeguarding arrangements meet current statutory requirements.

They evaluate and review the annual safeguarding audit.

Strategic Planning for the future

Governors work co-operatively with the head teacher and senior leaders in the writing and monitoring of the School Improvement Plan (SIP). The SIP details aims for the forthcoming year and is based on priorities identified from data, school self-evaluation and the most recent Ofsted inspection. The SIP lays out clear strategies and tasks, details who is responsible for carrying these out and the resources required. Monitoring procedures and tasks for the governing body are also included.

The main priorities for school development in 2016-2017 were:

1. To further develop a broad and balanced curriculum so that pupils are inspired to learn and acquire knowledge, understanding and skills in all aspects of their education.
2. To secure and embed effective summative and formative assessment against the relevant programmes of study for all areas of the curriculum.
3. Develop motivated, independent, self-reflective learners through further improving the climate for learning, improving overall attendance and reduce persistent

The main priorities for school development in 2017-2018 are:

1. Develop the skills of subject leaders and refine the curriculum so that pupils develop their skills, knowledge and understanding in subjects beyond English and mathematics effectively as they move up through the school
2. Continue to improve the quality of teaching by making sure that work provided for the most able, including children in EYFS, is consistently challenging across all curriculum areas

3. Early years staff will improve children’s ability to resolve disagreements for themselves and develop their understanding of the consequences of their actions

How to contact your governing body

Information about the school’s governing body is available on the governors’ page of the school’s website. The Chair of Governors can also be contact via the school admin team as follows:

Colburn Community Primary School,
Colburn Lane,
Colburn,
North Yorkshire,
DL9 4LS
Tel: 01748 832676

The Colburn Community Primary School Governing Body – membership

Governor	Category	Term of office expiry date
Anthony Kirkby Keith Chadwick	Parent Governors (2)	
Mrs. J. Bromfield	LA Governor (1)	31.08.2017
Michael Watt (Headteacher) Jennifer Costello	Staff Governors (2)	Permanent
Ms. H. Grant Mrs. A. Pickersgill D. Miller Mrs. A. Dale Mr G. Sutterby	Co-opted Governors (7)	22.09.2017 20.09.2019

The Colburn Community Primary School Governors’ Attendance record for 2016 – 2017

(%)

Name of Governor	Category	Responsibility	Attendance at FGB	Comments
Mrs Angie Dale	Co-opted	Chair of FGB English/Safeguarding	100%	
Mrs Judith Bromfield	Local Authority	Early Years	83%	Reappointed by LA 01/09/2017
Mr Michael Watt	Staff	Head teacher	100%	
Ms Helen Grant	Co-opted	Health and Safety Pupil Premium	83%	
Mrs Angie Pickersgill	Co-opted	Vice-Chair Pupil Premium	83%	
David Miller	Co-opted	Lead School Improvement	83%	

		Governor Maths		
Gareth Sutterby	Co-opted	SEND	68%	
Keith Chadwick	Parent		75%	Elected 27/03/2017
Anthony Kirkby	Parent		60%	Elected 27/03/2017 Resigned 31/08/2017
Jen Costello	Staff		100%	Elected 22/05/2017
Rebecca Leyburn	Parent	SEND Link Governor	100%	Elected 09/02/2016 Resigned 30/01/2017
Vacancy	Co-opted			
Vacancy	Parent			Election – Autumn Term