

**Annual Governance Statement for the Governing Body of Colburn Community Primary School
July 2015**

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 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**

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 a committee structure that focuses on specific areas of governance.

Full Governing Body Meetings

Autumn Term	Time	Key Focus
Monday 28 th September 2015	4pm	Resources
Monday 23 rd November 2015	4pm	Data-Raiseonline
Spring Term	Time	Key Focus
1 st February 2016	4pm	Autumn data
21 st March 2016	4pm	Resources
Summer Term	Time	Key Focus
25 th April 2016	4pm	School Improvement
16 th May 2016	4pm	Finance/budget
11 th July 2016	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 Headteacher 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 3 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 will be available on the school's website from 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. Furthermore, they actively seek opportunities for our children to be ambassadors for the school both within our community and further afield.

Data analysis

All governors have recently 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 headteacher 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 headteacher 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 headteacher and senior leaders in the writing and monitoring of the School Development Plan (SDP). The SDP details aims for the forthcoming year and is based on priorities identified from data, school self-evaluation and Ofsted priorities. The SDP 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 2014-2015 were:

1. Further improve the quality of teaching so that pupils' achievement is consistently good or better
2. To raise achievement in writing by improving the quality of teaching so that it is consistently good or better
3. To raise achievement in mathematics by improving the quality of teaching so that it is consistently good or better.

The main priorities for school development in 2015-2016 are:

1. Strengthen the capacity of senior and middle leaders to ensure that actions to improve teaching are implemented swiftly and monitored robustly.

2. Improve the quality of teaching so that it is consistently good, thereby improving learning and progress for all groups of pupils
3. Improve provision in Early Years Foundation Stage.

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
Vacancy x2	Parent Governors (2)	TBC
Mrs. J. Bromfield	LA Governor (1)	31.08.17
Michael Watt (Headteacher) Vacancy x1	Staff Governors (2)	Permanent TBC
Ms. H. Grant Mrs. A.L. Offord Mrs. A. Pickersgill D. Miller Mrs. A. Dale Mrs. L. Wild	Co-opted Governors (7)	22.09.2017

The Colburn Community Primary School Governors' Attendance record for 2014 – 2015 (%)

Name of Governor	Category	Full Governing Body	Resources Committee	Improvement Committee	Comments
Mrs Angie Dale	Co-opted	100%	100%	100%	
Mrs Judith Bromfield	Local Authority	75%(apols)	Not applicable	66%	
Michael Watt	Headteacher	100%	100%	100%	

Ms Helen Grant	Co-opted	100%	100%	Not applicable	
Mrs Andrea Offord	Co-opted	75% (apols)	Not applicable	100%	
Mrs Angie Pickersgill	Co-opted	100%	100%	100%	
David Miller	Co-opted	75% (apols)	Not applicable	66%	
Mrs L Wild	Co-opted	25%(apols)	66% (apols)	Not applicable	Due to illness.
Mick Beadle	Parent	25% (apols) Rest no apologies	33% (apols) Rest no apologies	Not applicable	Vacancy since 16/03/15
Ann Marie Randle	Parent	50% No apologies	33% (apols for 1 meeting)	Apologies for 1 meeting.	Vacancy since June 30 th 2015
Craig Brown	Staff	50% or 100% until he left.	Not applicable	50%/100% until he left.	Vacancy since April 2015