

**Annual Governance Statement for the Governing Body of  
Colburn Community Primary School  
July 2016**

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**

<b>Autumn Term</b>	<b>Time</b>	<b>Key Focus</b>
Monday 3 <sup>rd</sup> October 2016	4pm	Resources/Procedural.
Monday 5 <sup>th</sup> December 2016	4pm	Data- Draft budget
<b>Spring Term</b>	<b>Time</b>	<b>Key Focus</b>
30 <sup>th</sup> January 2017	4pm	Autumn data
27 <sup>th</sup> March 2017	4pm	Resources/draft budget/data
<b>Summer Term</b>	<b>Time</b>	<b>Key Focus</b>
22 <sup>nd</sup> May 2017	4pm	Data/ final budget.
10 <sup>th</sup> July 2017	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 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 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. 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.

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

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 absence.

#### **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**

<b>Governor</b>	<b>Category</b>	<b>Term of office expiry date</b>
Rebecca Leyburn Stuart Newman	Parent Governors (2)	08.02.2020
Mrs. J. Bromfield	LA Governor (1)	31.08.2017
Michael Watt (Headteacher) Gemma Brown	Staff Governors (2)	Permanent 21.04.2020
Ms. H. Grant Mrs. A.L. Offord 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 2014 – 2015 (%)**

<b>Name of Governor</b>	<b>Category</b>	<b>Responsibility</b>	<b>Attendance at FGB</b>	<b>Comments</b>
Mrs Angie Dale	Co-opted	Chair of FGB English	100%	
Mrs Judith Bromfield	Local Authority	Early Years	86%	Absence due to unavoidable work commitments
Mr Michael Watt	Staff	Headteacher	100%	
Ms Helen Grant	Co-opted	Health and Safety	100%	

		Pupil Premium		
Mrs Andrea Offord	Co-opted	Safeguarding Strategic planning	86%	Bereavement
Mrs Angie Pickersgill	Co-opted	Vice-Chair Pupil Premium	100%	
David Miller	Co-opted	Lead School Improvement Governor Maths	100%	
Gareth Sutterby	Co-opted	SEND	100%	Commenced 21/09/16
Rebecca Leyburn	Parent	SEND	100%	Commenced 09/02/2016
Stuart Newman	Parent		20%	Commenced 09/02/16
Gemma Brown	Staff		67%	Commenced 25/04/16 Absent due to illness
Vacancy	Co-opted			