

Annual Governance Statement for the Governing Body of Willows Primary School September 2015

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of The Willows 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 current constitution of The Willows Primary School Governing Body was re-constituted in 2015 and is now made up of 2 staff governors (including the Headteacher), 3 elected Parent Governors, 1 Local Authority Governor and 4 Co-opted governors. Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school: on our Governing Body three of the Co-opted governors are members of the local community and one is a member of Staff. Our governors come from a range of backgrounds and bring different skills and expertise to the role, each contributing to the overall effectiveness of the governing body to drive the school forward.

To ensure all areas of the school are monitored and progress, we have set up a number of committees with specific terms of reference to review in detail certain aspects of the school. The main committees are The Curriculum and School Performance Committee, Finance, Premises & Personnel Committee, Salary Review Committee and Headteacher Performance Review Committee that meet on a regular basis with other committees meeting if required for Pupil Discipline and Staff Discipline. We employ a clerk to ensure we carry out our statutory duties, to keep us informed of the many changes in education and to record the minutes of every committee meeting ensuring they are shared with all governors. The full governing body meets once a term to gain an overarching review of the progress of the school against the school development plan and to discuss the strategic long term direction of the school. See p3 for a list of Governors.

Attendance record of governors

Governors have excellent attendance at meetings and we have never cancelled a meeting because it was not "quorate" (the number of governors needed to ensure that legal decisions can be made). See p3 for details of individual governors' attendance at meetings. Our governors have supported the school well with many observation visits being made to see the school in action and all our meetings taking place as planned, each having a record of strong discussion taking place and challenge to hold the school to account. Please see page 4 for the meeting attendance record.

The work of our committees and the governing body

The Governing Body has been very busy this year ensuring the school builds on the work from previous years, focusing on school improvement as well as ensuring we are ready for the Ofsted inspection.

The Curriculum and School performance committee has met to assess and discuss pupil progress data ensuring every child is on track to fulfill their potential and to meet year/school targets set by the governing body. We ensure funding is well spent delivering a broad and balanced curriculum improving the children's knowledge of many subjects and developing their skills to prepare them for their future. As required, we monitor the impact of the Pupil Premium Funding.

The Finance and Premises committee has monitored the school finances ensuring monies are correctly accounted for and are well spent, giving good value to school. It also monitors the staffing structure of the school, ensuring the relevant training is up to date and staff professional development is driving school improvement. The staffing structure is regularly discussed and agreed with the Headteacher focusing on the short and long term needs of the school. The governors on the Salary Review committee have met to review the Headteacher's recommendations for salary increments.

Our Health & Safety governor carries out termly health and safety visits with the Business Manager ensuring a safe environment is maintained. A rolling programme of redecoration and improvements are assessed and approved by this committee improving the fabric of the school. This committee looks at long term/bigger building projects and we had plans approved to create an additional teaching space. The school is in a healthy financial position with building and long term projects identified for the current surplus.

Our Safeguarding and Inclusion governors, met with the Headteacher and Inclusion manager to discuss and monitor these very important topics, reporting back to the governing body.

All of our committees work towards the objectives in our three year School Development Plan which is reviewed and adapted every year in March, taking input from staff, governors, parents and children.

One of the roles for the governors is reviewing and agreeing school policies, and this year we have considered a number of key policies, including Behaviour Management and Safeguarding. Minutes of Governing Body and Committee meetings are public documents – you can either find them on the Governors' page of our website or you can ask at the school office if you would like to see any of the minutes of our meetings.

Future plans for the governors

The governors will continue to support and challenge the school to ensure the upward trend in performance continues.

We have training sessions planned to improve our skills and knowledge in holding the school to account and in readiness for any Ofsted inspection.

How you can contact the governing body

We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mr Moore, via the school office.

You can see the full list of governors; their attendance at meetings; minutes of governing body meetings and more information about what we do, on the Governors' page of the school website.

<u>Name</u>	<u>Category</u>	<u>Term of Office Expires</u>
Sean Tobin	Executive Headteacher/Staff	N/A
Colin Moore	LA	13.12.2018
Claire Winch	Co-Opted	31.8.2019
Martin Pretlove	Co-Opted	31.8.2019
Arnold Lutton	Co-Opted	31.8.2019
Susan Segger	Co-Opted	3.5.2018
Juliet Brooker	Parent	10.6.2017
Allan Penstone	Parent	10.6.2017
Catherine Adams	Parent	30.4.2016
Sally Matthewman	Staff	28.1.2017

Schedule of attendance at Full Governing Body meetings for the last academic year 2014/15

Name	8th July 2014	7th October 2014	18th November 2015	20th January 2015	28th April 2015	14th July 2015
Sean Tobin	X	X	X	X	X	X
Colin Moore	X	X	X	X	X	X
Alan Penstone	X	X	X	X	X	X
Julie Brooker	X	X	X	X	X	Absent
Cathy Adams	X	X	X	X	X	X
Martin Pretlove	X	X	X	X	Absent	X
Sue Segger	X	Absent	X	X	X	X
Claire Winch	Absent	X	Not required	X	X	X
Sally Matthewman	X	X	Not required	X	X	X
Arnold Lutton	Absent	X	X	X	Absent	Absent

