

# The Governance Statement

In January 2014 the Department for Education published departmental advice in relation to the School Procedures regulations 2013. A number of additional recommendations, not mentioned in the Procedures regulations, were made in the advice document, **including reference to the publication of an annual governance statement.**

*It is also good practice for the board to publish an annual governance statement (as academy trusts are required to do through the Accounts Direction) to explain how it has fulfilled its responsibilities – particularly in relation to its core functions, including:*

- *the governance arrangements that are in place, including the remit of any committees;*
- *the attendance record of individual governors at board and committee meetings; and*
- *an assessment of the effectiveness and impact of the board and any committees with details of any particular challenges that have arisen.*

Whilst accepting that the publication of a governance statement is not mandatory, it is good practice and an effective way for governors to demonstrate their accountability to parents, at least annually. Brundall School's governing body also publishes an Annual Report to Parents in the Spring term to provide an overview of its work and the school's achievement for the previous academic year. We will continue to publish the Annual Report to Parents in addition to this Annual Governance Statement.

## **Annual Governance Statement for the Governing Board of Brundall Primary School July 2016**

Ofsted praised the Governors of Brundall Primary School at its last inspection stating: *"The Governing Body has worked hard to build on its good work evident at the last inspection and currently it is providing the school with outstanding levels of challenge and support."*

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of Brundall Primary School Governing Board are:

- 1. To ensure clarity of vision, ethos and strategic direction;**
- 2. To hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff**
- 3. To oversee the financial performance of the school and make sure its money is well spent.**

**Governance arrangements**

The Governing Board of Brundall Primary School was re-constituted in 2014 and is now made up of 1 elected staff governor, the Headteacher, 2 elected Parent Governors, 1 Local Authority Governor and 12 Co-opted governors (including 6 Co-opted vacancies). Details of how each category of governor is appointed are noted on page 5. Co-opted governors are appointed by the Governing Board and are people who, in their opinion, have the skills required to contribute to the effective governance and success of the school: on our Governing Board three of the Co-opted governors are parents, and the remaining three are members of the local community, including a retired secondary school teacher, a former member of the HR team at Aviva and a marketing professional with a background in research and project management.

The full Governing Board meets five times per year, and we also have a number of committees to consider different aspects of the school in detail which each meet four times per year. During this year we have rationalised our committee structure, merging our Finance & Premises, Staffing and Pay Committees into a single Resources Committee. In addition we have a Learning & Achievement Committee and Steering Committee. We also have other ad-hoc committees that meet if required to consider pupil discipline and staffing matters. Governors each take on a Link responsibility to look in more detail at specific areas of the school's work which they report back on to the Committees/FGB. For details of who our link governors are and what their link responsibility is, please look at the Governor Profiles section of the website.

The school is a member of the Thorpe St Andrew Educational Partnership, comprising our feeder high school and primaries in the cluster. The Headteachers and Chair of Governors from each of the Partnership schools meet termly to discuss and review the Partnership Development Plan which comprises areas where it has been agreed it would mutually beneficial to work together and to bring consistency of approach across the cluster.

See p5 for a list of Brundall School Governors.

<p><b>Attendance record of governors</b></p>	<p>Governors have a generally good level of 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). However there have been one or two occasions where a meeting has not been quorate but has been able to continue as there were no items due for decision which required quorate attendance. The reorganisation of the committees undertaken in February should minimise occasions where meetings are not quorate. See p7 for details of individual governors’ attendance at meetings</p>
<p><b>The work that we have done on our committees</b></p>	<p>Governors have had a particularly busy year, focusing on school improvement. The Learning &amp; Achievement Committee looks at how the curriculum is delivered and the impact of the strategies employed to support children's progress and achievement. This year the committee has spent time evaluating the new methodology for monitoring pupil progress and attainment following the abolition of Levels from September 2015. The committee reviews and discusses key data giving the results of pupil achievement and progress so that we can be sure that the school is on track to fulfil its ambitious targets for all pupils. We are also concerned about our “vulnerable groups” of children and look at how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes.</p> <p>The Resources Committee looks at the maintenance and development of the school premises, Health &amp; Safety and staffing. It makes decisions about how the school should use the budget to ensure that our School Improvement &amp; Development Plan is achieved and we are adequately resourced both in terms of staff and facilities.</p> <p>The Steering Committee comprises Chair, Vice-Chair, Headteacher and the Committee Chairs. Their remit includes coordinating the work of the committees, reviewing applications for Co-opted governors, preparation of the Annual Governance Statement and Annual Report to Parents.</p> <p>Governors are also particularly concerned about safeguarding and we have a Nominated Governor for Safeguarding who gives an annual report to the governors about any safeguarding matters. Early in the summer term, the Resources Committee recommended the 2016/17 budget plan for the school for approval by the Full Governing Board.</p> <p>One of the roles for the governors is reviewing and agreeing school policies, and this year we have considered a number of key policies,</p>

	<p>including: Behaviour Management, Safeguarding, Special Educational Needs, Pay, Equality, Anti-Bullying and Concerns &amp; Complaints.</p> <p>We also approved an updated Attendance Policy, to reflect legislative changes that no longer allow schools to authorise term time holidays. The Governing Board appreciates the support from parents/carers in helping us to maintain good attendance figures which have remained consistently high, usually meeting or exceeding national averages.</p>
<p><b>The work that we have done in the governing board</b></p>	<p>Given the rapidly changing education landscape, the Governing Board has started the process of considering the future structure of the school. Research is underway to explore and consider possible structural options in the context of Government Policy and the decision of our partner High School to establish a Multi-Academy Trust. This requires very careful consideration to ensure that whatever decision we make is in the best interests of the school and will protect/maintain our ethos which is so greatly valued by pupils, staff, parents and the wider community.</p> <p>Minutes of Governing Board and Committee meetings are public documents – Governing Board minutes can be found in the Governors’ section of the school website or you can ask at the school office if you would like to see any of the minutes of our meetings.</p>
<p><b>Future plans for the governing board</b></p>	<p>The Governing Board continues to monitor and plan for a potential increase in pupil numbers given the number of new housing developments in the local area. We will also continue to explore and discuss future structural options.</p>
<p><b>How you can contact the governing body</b></p>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, via the school office. You can see the full list of governors; their attendance at meetings; minutes of governing board meetings and more information about what we do, in this document and on the Governors’ section of the school website.</p>

## Brundall Primary School Governing Body Academic Year 2015-2016

<b>Governor</b>	<b>Category</b>	<b>Appointed by</b>	<b>Term of office expiry date</b>
Nicola Finch <b>(Chair)</b>	LA Governor	Local Authority	18/5/18
Melanie Garrett (Vice Chair)	Co-Opted Governor	Governing Board	21/9/18
Helen Hancy	Co-Opted Governor	Governing Board	21/9/18
Clare Perkins	Co-Opted Governor	Governing Board	20/9/19
<i>Sarah Knights</i>	<i>Co-Opted Governor</i>	<i>Governing Board</i>	<i>Resigned 11/7/16</i>
Rick Stuart-Sheppard	Head Teacher	Ex-officio	-
Lisa Taylor	Co-Opted Governor	Governing Board	7/2/20
Nicky Talbot	Co-Opted Governor	Governing Body	21/9/18
Gerlinde Diehl	Co-Opted Governor	Governing Board	24/4/20
<i>Kim Chambers</i>	<i>Parent Governor</i>	<i>Elected by Parents</i>	<i>3/5/16</i>
Chris Harrison	Parent Governor	Elected by Parents	5/5/20
Ben Mancini	Parent Governor	Elected by Parents	5/5/20
Harriet Power	Staff Governor	Elected by Staff	26/2/19
<i>Nikki Millbank</i>	<i>Co-Opted Governor</i>	<i>Governing Board</i>	<i>Resigned 23/11/15</i>
<i>Diane Page</i>	<i>Co-Opted Governor</i>	<i>Governing Board</i>	<i>Resigned 23/11/15</i>
<i>Rachel Bond</i>	<i>Co-Opted Governor</i>	<i>Governing Board</i>	<i>Resigned 21/9/15</i>

*Governor names in italics left during the year*

## Brundall Governor Vacancies at July 2016

	<b>Category</b>	<b>Appointed by</b>
Vacancy	Co-Opted Governor	Governing Board
Vacancy	Co-Opted Governor	Governing Board
Vacancy	Co-Opted Governor	Governing Board
Vacancy	Co-Opted Governor	Governing Board
Vacancy	Co-Opted Governor	Governing Board
Vacancy	Co-Opted Governor	Governing Board

If you are interested in applying for one of our governor vacancies, please contact the Chair of Governors via the school office to request an application form. All applicants will be required to meet with the Chair of Governors and Head Teacher, prior to their application being considered by the Steering Committee. If the committee decides the application should be progressed, the applicant will be invited to attend the next meeting of the Full Governing Board as an observer and to say a few words about themselves and answer any questions from the governors. Thereafter the Governing Board will decide if they wish to appoint the applicant, which will take place via a vote at the following meeting.

## Brundall Primary School Governors' Meeting Attendance Record for 2015-2016

<b>Governor</b>	<b>Full Governing Body (5 per year)</b>	<b>Resources from Mar16 (2 for this year)</b>	<b>Finance &amp; Premises Until Feb16 (2 for this year)</b>	<b>Pay Until Feb 16 (2 for this year)</b>	<b>Staffing Until Feb 16 (2 for this year)</b>	<b>Learning &amp; Achievement (4 per year)</b>	<b>Steering (4 per year)</b>
Nicola Finch	5/5	n/a	n/a	n/a	n/a	3/4	4/4
Melanie Garrett	4/5	2/2	2/2	2/2	n/a	4/4	3/4
Helen Hancy	5/5	2/2	n/a	2/2	2/2	n/a	4/4
<i>Diane Page (23/11/15)</i>	1/2	n/a	1/1	n/s	n/a	n/a	1/1
<i>Rachel Bond (21/9/15)</i>	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Rick Stuart Sheppard	5/5	2/2	2/2	n/a	2/2	4/4	0%**
<i>Sarah Knights (11/7/16)</i>	3/5	n/a	n/a	n/a	n/a	n/a	n/a
<i>Nikki Millbank (23/11/15)</i>	1/2	n/a	n/a	n/a	0/1	n/a	n/a
Nicky Talbot	4/5	n/a	n/a	n/a	n/a	4/4	n/a
<i>Kim Chambers (3 May 16)</i>	3/4	n/a	n/a	n/a	n/a	0/3**	n/a
Chris Harrison	5/5	1/2	1/2	n/a	n/a	n/a	n/a
Harriet Power	5/5	n/a	n/a	n/a	n/a	4/4	n/a
Clare Perkins	5/5	n/a	n/a	n/a	n/a	4/4	1/2
Lisa Taylor	2/3	2/2	n/a	n/a	n/a	n/a	n/a
Gerlinde Diehl	2/2	n/a	n/a	n/a	n/a	1/1	n/a
Ben Mancini	1/1	n/a	n/a	n/a	n/a	n/a	n/a

\*\* Standing apologies accepted/in place.

Governor names in italics left during the year. The date of leaving is noted in brackets.