

Annual Governance Statement for the Governing Body of Hope Primary School September 2015 to July 2016

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Hope 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 Hope Primary School is made up of:

- ❖ 4 parent / carer governors
- ❖ 1 LA governor
- ❖ 1 staff governor
- ❖ 1 Headteacher
- ❖ 3 co-opted governors

The most important qualities to being a governor are:-

- ❖ To respect the professional expertise of the headteacher and staff
- ❖ Work in partnership with the headteacher for the benefit of the school and its pupils
- ❖ To demonstrate commitment, collectively and individually
- ❖ Recognise the need for governor induction and ongoing training and development
- ❖ To have a questioning mind and be diplomatic
- ❖ Be enthusiastic and a good team player

Governors may also have the following range of skills or knowledge which can contribute to the effective governance and the success of the school:-

- ❖ Financial / Budget
- ❖ Information Technology
- ❖ Health & Safety
- ❖ Special Education Needs
- ❖ Safeguarding

The Governing Body has a programme of meetings throughout the school year as follows:

- ❖ Full Governing Body - 4 meetings per year
- ❖ Wellbeing Committee - 3 meetings per year
- ❖ School Improvement Committee – 3 meetings per year
- ❖ Resources with Health & Safety - 3 meetings per year

Governors are volunteers who attend meetings and work to further the school's development. Together with the head teacher, the responsibilities of governing bodies include:

- ❖ Developing the school's strategic plan
- ❖ Determining aims, policies and priorities
- ❖ Setting targets
- ❖ Monitoring and evaluating
- ❖ Deciding the number of staff
- ❖ Overseeing the use of the school's budget
- ❖ Securing high levels of attendance and good standards of pupil behaviour

Governors provide the headteacher with support and advice, drawing on their knowledge and experience. They ask searching questions and respect the headteacher's position as the professional leader of the school.

The work we have done on our committees and in the Governing Body meetings

The Governing Body continue to work on school improvement, particularly around:

- Pupil attainment and progress
- Attendance
- Behaviour and anti-bullying
- Financial management
- Policy review
- Parental/ Carer, pupil and staff voice
- Policy review

Work done by the Full Governing Body:

- We are a relatively new governing body and governor knowledge was a primary objective. We developed the role of specialist governors by providing relevant training to fulfil the needs of the individual's governor roles and responsibilities.
- To help with effectiveness of the governing body we undertook a governor audit to identify the best roles for each governor.
- Set up small working groups to effect the addressing of more in depth issues.
- Looked at governor visits and how they are reported back to the committee.

Work done by the Wellbeing Committee:

- Review of the behaviour policy
- Working with education psychologist to help with strategy planning and policy writing for behaviour
- Started work towards the 'Anti-Bullying charter'
- Developing a pastoral team throughout the school community, including a 'buddy' scheme pairing older children with younger children to encourage cohesion
- Working towards goals for 'gifted and talented children'
- Ensuring SEN children make good progress

Work done by the School Improvement Committee:

- Helping to reconfigure the School Improvement plan (SIP)
- Monitoring progress of the SIP
- Review data on progress and attainment
- Supporting plans to improve writing across the school and reading in Key Stage 2
- Supporting the school website to be available for parents and carers
- New report format and report timings- so far we have had good parental/carer feedback
- Using the questionnaire to encourage parental/carer 'voice' and always striving to answer any questions or issues raised
- Trying to plan better ways to publicise the work of the governing body
- Encouraging pupil and staff 'voice'
- Monitoring attendance and strategies to improve attendance

Work done by the Resources Committee:

- Monitoring finance and contracts and ensuring value for money, balancing the books
- Health and safety walks to identify issues around the school premises – arranging deep cleaning of the boys' toilets, fixing the gates etc.
- Annual legal safety checks
- Review of the staffing structure
- Ensuring works are complete – Including Fire alarm and PAT testing
- Annual Inventory of school equipment

Strategic Planning for the future

- Increasing governor presence at school to encourage cohesion of the school community
- Continuing to improve parent/ carer/ pupil and staff voice
- Completion of the anti-bullying charter
- Parental/Carer workshops to discuss behaviour and anti-bullying policy
- Monitoring plans to improve reading, writing and maths
- Increasing outdoor activities
- Continue to monitor progress and attainment alongside other schools in our cluster group
- Continue to help with strategy for improving school attendance with a view to involving outside agencies to help advise and enforce.

How to contact your Governing Body

Information about the School's Governing Body is available on the governors' page of the school's website.

Hope Primary School Governing Body – Membership

Governor	Category	Term of office expiry date
Miss Samantha Fisher	Headteacher	-
Mrs Nadine Weston	Staff	22.04.2017
Mrs Sally Winfield	Co-opted	16.03.2019
Mrs Jeanette Holmes	Co-opted	16.03.2019
Vacancy	Co-opted	
Vacancy	Local Authority	
Mrs Sonia Atkiss	Parent	07.06.2020
Mrs Jemma Lenton	Parent	28.01.2018
Vacancy	Parent	
Mrs Clair Middleton-Taylor	Parent	19.05.2018
Mrs Angela Bold	Clerk to Governors	-
Ms Kate Beardon	Local Authority	End of Office - 19.07.2016
Miss Virginia Cooper	Parent	End of Office - 19.07.2016

Hope Primary School Governors' Attendance Record **September 2015 to July 2016**

A record of attendance is kept by the Clerk to Governors.
Meetings need to be 'quorate' to ensure that decisions can be made.

Governor	Attendance at FGB Meetings	Attendance at Committee Meetings
Miss Samantha Fisher	4 out of 4	9 out of 9
Mrs Nadine Weston	4 out of 4	3 out of 3
Mrs Sally Winfield	3 out of 4	3 out of 3
Mrs Jeanette Holmes	4 out of 4	6 out of 6
Ms Kate Beardon	2 out of 4	3 out of 3
Mrs Sonia Atkiss	3 out of 4	4 out of 6
Mrs Jemma Lenton	4 out of 4	5 out of 6
Miss Virginia Cooper	2 out of 4	3 out of 3
Mrs Clair Middleton-Taylor	4 out of 4	4 out of 6
Mrs Angela Bold	4 out of 4	9 out of 9

Governors attend a number of working party meetings, budget meetings, staff meetings and school improvement reviews. Governors also undertake regular visits to school as part of their monitoring & evaluating roles throughout the course of the year.