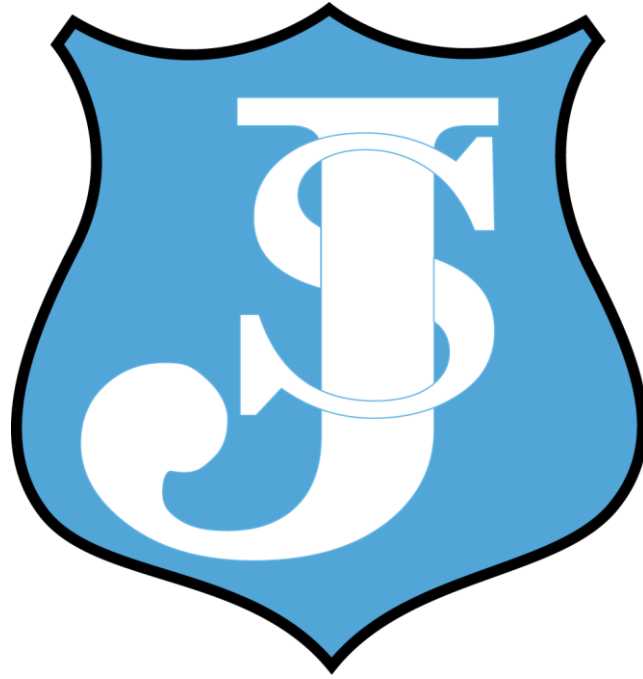


St. John's C.E. Primary School
'High standards – through a caring community'



**Review of Governance
Report for Parents and Carers**

Academic year 2016/17

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1. Introduction from the Chair

Welcome to a review of the governance activities of St John's CE Primary School for the academic year 2016/17.

While a "report to parents" is no longer a statutory requirement in England, the governing board agreed, at their development meeting in September 2016, that they would re-introduce an annual report for parents and carers.

We hope that you find the information helpful in explaining our role and responsibilities as a governing board, as well as being able to read how we have fulfilled these during the last academic year.

Minutes of our governing board meetings are available to view through the school office. We also allow observers at our meetings. Our meeting dates are included in the Headteacher's letter and the school calendar on the website. If you wish to attend a meeting, or discuss any aspect of this report, contact the Chair through the school office.

As I come to the end of my four year term of office as a Parent Governor, I would encourage you to consider standing in the Parent Governor election in the Autumn term. Involvement in governance at St John's has been a demanding, but rewarding experience and has provided an opportunity to be involved in a Board that supports and challenges the school to develop "High Standards through a Caring Community" for all pupils.

Jo Lawrinson, Chair of governors, July 2017

2. Who are the governors of St John's?

The governing board is made up of the following governors:

3-parent governors (Joanna Lawrinson (Chair), Javier Gomez Alonso and Mary Lorigan, elected by parents)

3-foundation governors (Rev Marcus Maxwell- ex officio*) and (Keith Ross, 1 vacancy appointed by Diocese)

1-LA governor (Roger Lasance), proposed by the LA and appointed by the Governing Board (GB)

1-Head teacher (Patrick Rayner)- ex officio

1-Staff (Lynne Ingham) - elected by staff.

3-Co-opted (Richard Valentine, Annie Harrison and Rebecca Maddison) - appointed by the GB on the basis of the skills and knowledge they can bring to the GB.

Each of the governor posts has a term of office of 4 years

We also have 3 Associate members currently: Mary James (2 year term of office to help with rebuild project), Andrew Clerc (Deputy Headteacher, 4 year term of office), Louisa Iqbal (safeguarding, 4 year term) who are appointed by the GB for a particular role.

The attendance of each governor is published on the school website and updated each academic year.

*Ex officio- automatic appointment due to position held.

3. What do governors do?

School governors have three core strategic functions:

- ensuring clarity of vision, ethos and strategic direction
- holding the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff and
- overseeing the financial performance of the school and making sure its money is well spent

In practice this involves attending termly meetings of the full governing body and its committees. At St John's we have two sub-committees: Teaching and Learning and the Resources committee.

In addition we have a steering committee. The steering committee meets at the beginning of each term to identify the priorities for the term, identify any deadlines and delegate action for each committee as well as identifying areas of development for the governing board.

We also have a "presentation to governors" twice a year to review whole school data. The staff present the progress and attainment data of their class to the governors.

There are also a number of delegated roles which are given to individual governors in line with their knowledge and skills.

The governing board also ensures that their statutory duties are fulfilled.

4. Summary of governance activities 2016/17

Changes to the governing board (GB)

There have been no changes to the governing Board this year, however the following terms of office are coming to and end:

Joanna Lawrinson (Parent governor) - vacancy to be filled in Autumn term following an election.

Keith Ross (Foundation Governor)- new term of office to commence 1-9-2017

Roger Lasance (Local Authority governor) – arrangements TBC.

We still have one vacancy for a Foundation governor and are actively seeking to fill this vacancy in liaison with the Diocese.

e-Safety

All governors now have a school email for use for governor duties and business.

Edubase

The data required for the national database has been collected for governors at St John's.

Flood

The school had to close to some classes in September due to a flood. Disruption was kept to a minimum and governors received feedback on the management of the insurance claim.

New Build

Governors continued to receive updates regarding the proposed new build from both the working party members and key stakeholders. It is now proposed for the new build to be on the existing site and parents will continue to be informed and involved as plans develop.

Safeguarding

Our Board complies with the requirement for all governors and associate members to have a DBS check.

The school have developed a safeguarding team which includes governor representation.

Training and development

Governors have attended training throughout the year provided by Stockport MBC and GOVAS (local governor association) as a result the Board will consider how to improve their strategic focus as well as looking at their strengths and weaknesses in response to a review of themes arising from Ofsted judgements collated from "Watchsted".

Attainment and progress of pupils

Throughout the year governors have received detailed information on the progress and attainment of pupils to enable them to monitor progress against the standards of the national curriculum. A particular focus this year has been closing the "gender gap" between boy and girls.

Health and Safety

An external H&S audit by SMBC in November 2016, placed the school in the category of "STRONG" indicating that the school is managing the overall Health & Safety to a very good and responsible level and with the recommendations suggested the school should be able to retain its "Strong" overall compliance in the future. We have complied with the recommendations made by the auditor and termly H&S audits continue.

The 'Managing Medical Needs' group meet termly and ensure that the school is abiding by the latest

SMBC guidance, that all the staff First Aid training is up-to-date and we are confident in our storage, management and delivery of medication to children as required.

Finance

Stockport MBC undertook an audit of the school's financial processes up to January 2017. The report conclusion was that there is "substantial assurance" and currently a sound system of internal control designed to provide governance and financial control, protection of public money and business continuity, insurance and asset management.

5. What has been challenging this year?

We have had to review and reflect on our roles this year as the position of Chair will become vacant at the end of the term of office of the current Chair. We have elected Annie Harrison as Chair with effect from 1-9-17. We will be looking to recruit new governors with the time, skills and aspiration to lead the Board, whether at sub-committee or full board level as well as those with flexibility to attend day time meetings as part of the delegated roles.

6. What has been encouraging this year?

The governors have been impressed by the development and implementation of the new learning behaviours along with the supporting resources.

7. How else did governors fulfil their role?

The work of the governing board is a collective responsibility. However the sub-committees have agreed delegation from the GB under their remits. In addition individual governors have particular areas of responsibility delegated to them. They remain accountable to the governing board for the role they perform and report back to the sub-committees or Full Governing Board meetings.

ST. JOHN'S C.E. PRIMARY SCHOOL GOVERNING BOARD COMMITTEE STRUCTURE 2016/17

CHAIRPERSON
Joanna Lawrinson (one year term of office)
VICE-CHAIRPERSON
Keith Ross (one year term of office)
DEVELOPMENT GOVERNOR
Keith Ross

RESOURCES (Finance, Premises, Staffing)	TEACHING AND LEARNING	STEERING GROUP
Keith Ross (Chair) Headteacher Andrew Clerc Richard Valentine Lynne Ingham Mary Lorigan Javier Gomez Alonso Rebecca Maddison Mary James Marcus Maxwell	Marcus Maxwell (Chair) Headteacher Annie Harrison Keith Ross Roger Lasance Andrew Clerc Richard Valentine Mary Lorigan Javier Gomez Alonso Joanna Lawrinson	Chair Headteacher Chairs of committees Development Governor Vice Chair
		COMPLAINTS, PUPIL DISCIPLINE, STAFF DISMISSAL
		Three Governors to be selected, dependent upon availability, conflict of interests, or prior involvement
LINK CLASS GOVERNORS	CURRICULUM LINK GOVERNORS	HEADTEACHER PERFORMANCE MANAGEMENT
Reception – Annie Harrison Year 1 – Marcus Maxwell Year 2 – Keith Ross Year 3 –Richard Valentine Year 4 – Javier Gomez Alonso Year 5 – Mary Lorigan Year 6 – Joanna lawrinson	English and MFL- Mary Lorigan Computing- Javier Gomez Alonso Maths- Keith Ross Science - Rev Maxwell Art, Design and music- Annie Harrison Geography and History- Jo Lawrinson RE and collective worship- Rev Maxwell PE-Richard Valentine PHSE- Louisa Iqbal	Joanna Lawrinson Keith Ross
ATTENDANCE GOVERNOR	SAFEGUARDING GOVERNOR	HEALTH AND SAFETY
Joanna Lawrinson	Louisa Iqbal	Mary Lorigan
PUPIL PREMIUM GOVERNOR	EDUCATIONAL VISITS GOVERNOR	INCLUSION GOVERNOR
Richard Valentine	Richard Valentine	Annie Harrison
PAY REVIEW	PAY APPEALS	REBUILD WORKING PARTY
Marcus Maxwell Keith Ross Javier Gomez Alonso	Mary Lorigan Jo Lawrinson Annie Harrison	Rebecca Maddison (Chair) Patrick Rayner Keith Ross Mary James Richard Valentine

8. What were the governing board objectives for 2016/17?

1. To further enhance Governor's communication with parents and the wider school community.
2. As part of the Priority Schools Building Programme, continue to work towards a successful rebuild of the school.
3. To consider, plan and provide development opportunities for all Governors at St. John's CE Primary School.
4. Consider how the academy agenda affects St John's.

5. How were they met?

1. Production of "Report for Parents".
2. See above
3. See above
4. No plans for academisation. The government agenda on this has changed direction. The thresholds that would force academisation do not apply to St John's.

5. Meeting the 3 strategic objectives

9.1 Setting the vision and strategic direction of the school

This year, the Governors have:

- Been part of the annual school vision day which reviews the academic year and agrees objectives for the next.
- Been part of the recruitment panel for the Assistant Headteacher post.
- Reviewed a wide range of data and feedback for the school to identify areas of both strength and weakness, and ensured that these are fed into the school development plan. Set, reviewed and monitored performance targets for the Head Teacher, and ensured that these link to school improvement.
- Considered and approved a number of new policies and reviewed and updated key existing policies including,
 - **Curriculum policies:** Computing, Science, English and Geography
 - **Whole school policies:** a new safeguarding policy, capability, inclusion, social media, use of mobile phones, health and safety, business continuity, anti-bullying, School food, PPE (personal protective equipment), near miss.
 - **Staffing policies:** capability, pay policy, staff consultation policy, staff induction, managing stress, policy for co-opting governors to the Board.
- Sought out, and acted upon the views of pupils and parents through direct discussion (Parent View), and through questionnaires.
- Governor representation on critical incident team.

9.2 Holding the headteacher to account for the performance of the school

This year, the Governors have:

- Performed regular and detailed analysis of all school data to identify the school's strengths and weaknesses, and actively challenge the Head Teacher to ensure robust systems are in place to address areas of weakness. This included a presentation from the School Improvement Partner to look at "lines of enquiry" from the national dataset (RAISE online).
- Actively questioned the Head Teacher on details of the School improvement plan and ensured that resources continue to be directed effectively to areas of need.
- Taken part in discussions and received feedback as to how the School are seeking to close the attainment gap between boys and girls.
- Visited school to take part in learning walks alongside staff, with the focus this year on pupil engagement.
- Formalised the role of the attendance governor. Carried out attendance and punctuality monitoring, this is now done in conjunction with the Education Welfare Officer. Received feedback from an external audit of our registers.
- Carried out Health and Safety audit including review of the medicines management policy
- Specifically considered the progress and attainment of our pupils with SEND.
- Supported the move to re-accredit the school with the "inclusion mark".
- Regularly received in-depth information from senior leaders regarding Curriculum and Attainment in the core subjects. This has ensured that the Governors have a clear and broad understanding of the context of their work and helped shape strategic questions and decisions.

9.3 Ensuring financial resources are well spent

This year, the Governors have:

- Supported responses regarding the new "fairer" funding formula.
- Reviewed documentation in advance of the audit by SMBC of our financial processes and received and noted the audit report.
- Set and monitored a budget which demonstrates spending choices are made in line with school priorities.
- Approved financial delegation scheme.
- Reviewed the buybacks from the LA.
- Looked at benchmarking data comparing our school expenditure.
- Reviewed resources for increased intervention support to ensure these have continue to have a positive impact, as demonstrated by data.
- Ensured that all spending is in line with 'best value' principles.
- Ensured the strategic planning for the spending of grants such as the Pupil Premium and PE grant is robust, with a strong focus on the impact for pupil outcomes (reports on school website).
- Reviewed pay recommendations for teaching staff in line with the appraisal and pay policies.

6. Meeting statutory requirements

This year, Governors have:

- Continued to have a specific Safeguarding Governor (associate member) to ensure that all safeguarding responsibilities continue to be met.
- Started to roll out a robust schedule for monitoring compliance of our statutory duties in respect of policies with link governors completing an initial review.
- Ensured that we continue to have a specific Governor with responsibility for Health & Safety ensure the school is compliant with all requirements.
- Continued to have a link governor for SEND.

7. What are the governing board objectives for 2017/18?

These will be discussed and decided during the autumn term.

11. What are the longer term plans of the Governing Board?

This is currently under review as part of the GB development plan.

12. For further information

The school website has pages for Governance which includes profiles of the governors, as well as details of the current GB composition, terms of office, and attendance at meetings. In addition the PP report, PE grant report, key policies, school calendar and term dates are also published on the school website.