

St John's C.E. Primary School

Review of Governance
Report for parents and carers
Academic year 2017/18



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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 2017/18.

While a "report to parents" is no longer a statutory requirement in England, the governing board agreed that an annual report for parents and carers would be a useful way to share information.

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.

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

The governing board is made up of the following governors:

- 3 parent governors - Mary Lorigan, A Moore and Richard Penberthy
- 3 foundation governors - Rev Marcus Maxwell, Keith Ross and John Hodgkinson
- 1 Local Authority governor – (position currently vacant)

- 1 Head teacher - Patrick Rayner
- 1 member of staff - Lynne Ingham (elected by staff)
- 3 Co-opted - Richard Valentine, Annie Harrison (Chair) and one vacancy
- 2 associate governors – Andy Clerc and Louisa Iqbal

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

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

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 3 termly meetings of the full governing body, one with a resources focus, one with a teaching and learning focus and one to deal with other business matters.

In addition we have a steering committee which consists of the Headteacher, the Chair of governors, the Vice chair and development governor. The steering committee meets at the beginning of each term to identify the priorities for the term, identify any deadlines and decide upon the agenda items for each of the 3 full governing body meetings, 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. Governors take part in learning walks around the school and feedback their findings to the rest of the board.

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 2017/18

Changes to the governing board (GB)

There have been a number of changes to the governing Board this year:

- One parent governor, one co-opted governor and one associate governor resigned
- 1 foundation governor and 2 parent governors have been elected to the board

We still have one vacancy for a Local Authority governor and for a co-opted governor.

e-Safety

All governors 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

New Build

Governors continued to receive updates regarding the proposed new build and have been involved in supporting the school in moving the project forwards throughout the year.

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), this is monitored by the development governor.

Attainment and progress of pupils

Throughout the year governors have received detailed information on the progress and attainment of pupils of all ages, to enable them to monitor progress against the standards of the national curriculum. This has included presentation of the new "Analysing School Performance" system.

Health and Safety

Regular Health and Safety monitoring and audits are carried out around the school by the health and safety governor, the results of which are reported back to the governing board.

The 'Managing Medical Needs' group meets regularly to 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

5. What has been challenging this year?

This has been my first year as chair, and as such this has brought about its challenges. As a board, we have changed the structure of the meetings so that there are 3 full governing board meetings per term rather than one full board and 2 sub-committee meetings. This has had a positive impact upon the running of the meetings as decisions can be made at meetings rather than matters having to be discussed at sub-committee and then ratified at full governor meetings. This has however, taken some getting used to. The school rebuild has been a very challenging process for the whole school, including the governing board.

6. What has been encouraging this year?

The way that the whole school community has pulled together to support the rebuild process. The continued progress the school has made with the development and implementation of the learning behaviours, including the publication of the book.

The Ofsted visit which highlighted the hard work of the whole staff and the school community.
 The development of the outdoors area and forest school.
 The progress and attainment achieved by pupils at all key stages, which is above national average.

7. How else do governors fulfil their role?

The work of the governing board is a collective responsibility. However 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
Annie Harrison (one year term of office)
VICE-CHAIRPERSON
Keith Ross (one year term of office)
DEVELOPMENT GOVERNOR
Keith Ross

LINK CLASS GOVERNORS		CURRICULUM LINK GOVERNORS	
Reception Richard Penberthy Year 1 – Annie Harrison Year 2 – Marcus Maxwell Year 3 – Keith Ross Year 4 –Richard Valentine Year 5 – John Hodgkinson Year 6 – Mary Lorigan		English and MFL- Mary Lorigan Computing- Ricard Penberthy Maths- John Hodgkinson Science – Keith Ross Art, Design and music- Annie Harrison Geography and History- Andrew Moore RE and collective worship- Rev Maxwell PE-Richard Valentine PHSE- Louisa Iqbal	
ATTENDANCE GOVERNOR		SAFEGUARDING GOVERNOR	INCLUSION GOVERNOR
Keith Ross		Louisa Iqbal	Annie Harrison
PAY REVIEW	PAY APPEALS	EDUCATIONAL VISITS GOVERNOR	PUPIL PREMIUM GOVERNOR
Marcus Maxwell Keith Ross John Hodginson	John Hodgkinson Annie Harrison Andrew Moore	Richard Valentine	Richard Valentine

8. What were the governing board objectives for 2017/18?

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

9.How were they met?

1. Production of "Report for Parents", increased governor presence at school events (eg parent's evening)
2. Regular meetings with the school as well as the ESFA and local community as well as communication with the local authority.
3. Annual Governor development meeting being held, induction policy re-written

10.Meeting the 3 strategic objectives

10.1 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 teaching positions within the school
- 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.
- Governor representation on critical incident team.

10.2 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 on the analysing school performance system.
- Actively questioned the Head Teacher on details of the School improvement plan
- Taken part in discussions and received feedback on the key priorities set by the school as well as completing learning walks around the school looking closely at these being carried out in practice.
- Carried out regular Health and Safety monitoring..

- 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.
- Being involved in the Ofsted inspection, explaining the role of the Governors and demonstrating our knowledge of the school to the inspector.

10.3 Ensuring financial resources are well spent

This year, the Governors have:

- 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.
- Reviewed the financial set-up of the before and after school club.

11.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.

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

These will be discussed and decided during the autumn term.

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

This will be discussed at the Governor Development meeting in September.

14. For further information

The school website has pages for Governance which include pen portraits of the governors, as well as details of the current GB composition, terms of office, and attendance at meetings. There is a governors notice board in the reception area of the school with names and photos of the governors. In addition, PP report, PE grant report, key policies, school calendar and term dates are also published on the school website.