

Annual Governance Statement 2017 – 2018
for the Governing Board of Taverham Voluntary Controlled Church of England Junior School

In accordance with the Government’s requirement for all governing boards, the 3 core strategic functions of Taverham VC Church of England Junior School's Governing Board are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils;
- Overseeing the financial performance of the school and making sure its money is well spent.

Governance arrangements

The governing board of Taverham VC CE Junior School was re-constituted with effect from 1st May 2015 and totals 11 members. It is made up of -

2 foundation governors, 3 co-opted governors, 1 local authority governor, 3 elected parent governors, 1 elected staff governor and 1 headteacher. The governing board has also agreed to appoint associate governors where there is a clear benefit to the effectiveness of the board.

Foundation governors are appointed by the Norwich Diocese to help preserve the school’s founding Church of England character and support the school’s partnership with the Church at parish and diocesan level.

Co-opted governors are members of the local community who, in the opinion of the governing board, have the skills required to contribute to the effective governance and success of the school. The local authority governor is nominated by the local authority (the local county councillor) and appointed by the governing board.

Parent governors are parents / carers of children at the school. They have to be proposed and seconded by parents and if there are more applications than vacancies, an election is held.

Staff governor is elected by the school staff.

One place should always be kept for the headteacher

An associate governor is not a full member of the governing board but brings particular skills and knowledge. That governor can only vote at committee meetings.

The Governing Board for 2017-18 comprised -

Name	Category	Role / lead area	Committee (see below)
Chris Wilson-Town	Co-opted governor	Chair / Pupil Premium	PPF & CCS
Josie Rayner-Wells	Foundation governor	Vice-chair / Safeguarding / SEND	PPF
Neil Dyas	Parent governor	Chair of PPF / Training	PPF
Claudette Bannock	Local Authority governor	Sports Premium	PPF
Rachel Bird	Staff governor (resigned March 2018)	Equality	CCS
Paul Henman	Associate governor Staff governor (from June 2018)	Deputy head / Curriculum	CCS

Tom Mitchell	Parent governor (joined November 2017)	Health and Safety	PPF
Vicky Myers	Co-opted governor (joined November 2017)	Environment, Disability	CCS
Rev. Paul Seabrook	Foundation governor	RE, Attendance	CCS
Paul Stanley	Staff – Headteacher	School leadership	CCS & PPF

The term of office expiry date for each governor can be found on the school website. For 2017 – 2018 the board ran with a co-opted governor and a parent governor vacancy.

Organisation

The full governing board meets twice per term / six times in a school year. A number of topics are discussed and agreed at these meetings. However, in order for all of the work to take place effectively, the governing board has a committee structure in place.

In 2017 – 18, the committees and their key roles were:

Personnel, Premises and Finance (PPF): Chair – Neil Dyas

- Sets the school budget, ensuring that the available funds are spent on the agreed priorities and areas for development.
- Monitors spending throughout the year to ensure the school does not run into deficit and evaluates the effectiveness and impact of financial decisions.
- Ensures that the premises are safe and maintained, and that there are plans to meet the future needs of the school.
- Ensures that the school is appropriately staffed to meet the demands of the curriculum and the needs of pupils

Children, Curriculum and Standards (CC&S): Acting chair – Mr Chris Wilson-Town

- Ensures pupils with special educational needs and disabilities (SEND) and those identified as vulnerable or receiving Pupil Premium, are given every opportunity to develop personally, socially and academically.
- Ensures that the curriculum remains broad and balanced, that pupils have access to a good range of extra-curricula activities, including school trips, and that there is a high quality of learning and teaching.
- Ensures that key policies such as safeguarding and behaviour meet statutory requirements, and monitors how those policies are put into practice.
- Ensures that the school continues to reflect in Church of England foundation and is distinctively Christian.

The committees meet at least once and often twice a term and have the power to make decisions on behalf of the governing board. Committee minutes are reported to the next full governing board meeting. Both committees are able to commission working groups of governors to carry out specific tasks and report back to the committee so that decisions can be made; for example the Christian Distinctiveness working group discusses the school's Christian values and their impact. As indicated in the table above, governors have lead areas to enable the board to look in more detail at specific aspects of the school. Some areas are statutory requirements e.g. safeguarding, SEND. Whilst governors are attached to a committee, the committees are 'open' to every governor. Meetings of the full governing board and committees are expertly supported by a clerk from

Educator Solution's Governor Services, Clerking Service.

The governing board had access to governor training and development through Educator Solutions Governor Services, the Viscount Nelson Education Trust and the Diocese of Norwich Governor Service.

Governors have a very good record of attendance; a meeting has never been cancelled and all meetings have been 'quorate' (the number of governors needed to ensure that legal decisions can be made).

Details of governors' attendance and training records can be found on the school website.

What the governing board has achieved in 2017 -2018.

The academic year 2017-18 has been a particularly busy year for the school and for the governors. In essence, the board's activities link closely to the year's School Development and Improvement Plan, and to the school priorities, which were shared with parents. For 2017-18, the school priorities were:

- ***Ensure that Pupil Premium funding is used creatively and effectively to help all disadvantaged pupils achieve well.***
- ***Continue to improve standards and progress in maths.***
- ***Improve teaching, learning and assessment in science; develop assessment in non-core subjects.***
- ***Ensure that SEND pupils are fully included and have the support they need to make good progress.***
- ***Ensure that planned and focussed monitoring takes place regularly, to establish and maintain high expectations and standards throughout the school.***
- ***Access and develop effective and innovative approaches to staff professional development.***
- ***Involve parents and pupils more in ensuring that the school's Church of England character is distinctive and effectively contributes to the achievement and development of all pupils.[continuing from 16/17]***
- ***Ensure that the school buildings are suitable for a school that aspires to be outstanding in all areas. [continuing from 16/17]***

For this year's Annual Governance Statement, governors have decided to focus on the work of the two committees in order to give parents an understanding of how these and the range of their activities.

Summary of the work of the PPF committee.

- A number of policies were viewed during the year to ensure that the school remains compliant both with local authority requirements and national regulatory requirements, and adjustments were made and implemented.
- Value for money was achieved through reviewing current contracts and services, and changing them as required where a better value for money option was available.
- A number of capital expenditure projects were completed over the course of the school year with new classrooms being built to provide a better environment for children. Governors agreed to contribute over £80,000 from the school's capital building reserve to this project. This secured the provision of a group room, which would otherwise not have been funded by the local authority.

- There were new heaters installed in the school to ensure that the school remained compliant with health and safety requirements. As part of the sports premium the school received, new flooring was laid to provide a better surface for indoor sports activity, as it has more “spring” within the surface, is safer and provides greater flexibility for use.
- The school continues to manage its budget well, with money being spent on priorities that will enable all children within the school to maximise their opportunity for learning.
- The school met the SFVS (School Financial Value Standards) and achieved Green RAG rating in the termly financial assessments. These are external evaluations about how the governors manage the school’s budget.

Summary of the work of the CCS committee.

- Detailed analysis of attainment and progress data showed where additional support was needed, what actions would be taken and the outcomes predicted, enabling governors to focus funding. For example, creating four classes in year 3 and providing additional teaching support in year 6, which supported improvements in reading, as demonstrated by key stage 2 outcomes.
- Monitoring confirmed that science had a higher profile within the school, that marking guidelines were being followed to ensure consistency across the year groups and that a broad and balanced was being implemented.
- Surveys and questionnaires have been used to investigate children’s and parents’ views on a number of key aspects. For example, parents agreed that the school was distinctively a church school; responses to the bullying questionnaire informed the review of the school’s behaviour policy; feedback from children and parents led to the decision to return to St Peter Mancroft for the carol service.
- Overseeing the organisation and implementation of the SATs (Statutory Assessment Tests) to ensure not only that legal requirements are met but also that children are appropriately supported and the environment is calm.
- Reviewing policies to ensure statutory compliance, guidelines and procedures to reflect best practice and approving the recommendation of the Christian Distinctiveness working group to reflect the school’s vision and aims in all policies.

Arguably the ‘acid test’ of the effectiveness of a governing board and whether it is fulfilling its core functions is the Ofsted inspection process. The school had been judged good in November 2014, which meant that its next inspection would be with less than 24 hours notice.

The school was inspected on 19 June 2018 by one very experienced inspector. Four governors including the chair, met the inspector during the day. The inspector judged that **the school continues to be good** and that **safeguarding is effective**.

In his letter to Paul Stanley, the inspector made the following specific comments about the effectiveness of the governing board and its relationship with the school’s leadership.

“You, your leaders and governors have an accurate understanding of the school’s strengths and areas to improve. The school development plan sets out the key priorities for improvement effectively. You monitor the impact of your actions regularly and make adjustments where necessary. The school’s systems for tracking the progress of pupils work well, meaning that you know how pupils are doing.”

“The governing body brings a wide range of skills to the school and has a good mixture of relatively new appointments and experienced governors. Governors know the school well and offer challenge and support to school leaders. They visit regularly to check on progress against the school’s key priorities for improvement. They have helped the school secure a much-needed extension to the building.”

Governors’ future work includes -

- Having approved the School Development and Improvement Plan for 2018 -19, which incorporates the next steps identified by Ofsted and those from the school’s S.48 Church School inspection (SIAMS) in January 2016, the governing board will monitor and evaluate progress and outcomes against the plan.
- Filling the current governor vacancies by the end of the autumn term 2018.
- For governors to become more visible in the school, talking to children and meeting with staff, and at parent meetings / learning reviews and school activities.
- Understanding the new Church of England inspection framework so that the school is well prepared for a future inspection.

How the governing body can be contacted.

Suggestions, feedback and ideas from parents are very welcome – please contact Chris Wilson-Town, chair of governors, via the school office. Likewise, if you would like to know more about our work or becoming a governor. In addition, you can contact Paul Henman or have an informal conversation with any of the current governors.

The full list of current governors with ‘pen portraits’ and further information about the governing board can be found on the Governors’ page of the school website. Governors’ photographs are in the main entrance to the school and will be updated.

Minutes of all scheduled and constituted governors’ meetings are available and can be requested via the school office.

Chris Wilson-Town
Chair of Governors
November 2018

Agreed by FGB on 26th November 2018