

**ANNUAL GOVERNANCE STATEMENT  
for the Governing Body of  
ELTON PRIMARY SCHOOL AND NURSERY  
March 2018**

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of EPS&N Governing Body are:

1. ensuring clarity of vision, ethos and strategic direction;
2. holding the Headteacher to account for the educational performance of the school and its pupils;
3. over-seeing the financial performance of the school and making sure its money is well spent.

**Governance arrangements**

The Governing Body of EPS&N was constituted in 2015 and is made up of:

- 1 x Headteacher;
- 1 x LA Governor;
- 3 x Parent Governors;
- 1 x Staff Governor;
- 2 x Co-opted Governors plus vacancies for up to 2 additional Co-opted Governors.

The range of skills brought to the Governing Body which contribute to effective governance and the success of the school are as follows:

- A willingness to attend meetings on a regular basis;
- The skill to interpret and understand performance data;
- Leadership experience in education, governance or another area;
- School Financial management;
- Personnel management;
- Special Educational Needs and Disabilities;
- Buildings and Maintenance;
- Health and Safety;
- Curriculum interests.

The Governing Body had a programme of meetings throughout the school year that focus on specific areas of governance. In this respect the governing body met/will meet formally on 7 occasions in the 2017/18 academic year, meeting three times in the Autumn term and twice in each of the other academic terms.

**The work we have done in the Governing Body meetings:**

- Considered the termly reports of the Headteacher and Deputy Headteacher dealing with student performance data and strategic issues facing the school;
- Considered the Record of Visits of several external advisors about student performance data and strategic issues facing the school;
- Interrogated and challenged through questioning the data to understand and investigate what, if anything, the school can do better for our students;
- Considered the staffing required to run the school effectively;
- Considered the financial management of the school including the Start Budget, monthly budget monitoring reports and completed the Schools Financial Value Statement;

- Ensured that the physical fabric of the school is well maintained by the prudent use of the Capital and Revenue resources available to the school;
- Considered strategic issues which will affect the school in the future e.g. the DfE Academisation programme, site maintenance especially our ageing boilers, the impact of changes to the school funding formula, changes to services provided by the Local Authority in response to funding changes, the impact on school of taking on running the nursery and pre-School, etc;
- Ensured that the school's policies are up to date by undertaking an annual review of all policies;
- Ensured that Health and Safety at the school is of the highest order by considering the reports of, and by undertaking inspections of, the school premises and taking action on any issues identified through the reports and visits e.g. School security.

### **Impact of the Governing Body**

- The FGB regularly monitor finance and include a review of budgetary expenditure on teaching materials to ensure we use our budget effectively – during our review it became clear that expenditure was needed to assist with mathematics to improve attainment and assessment of progress, which directly led to purchase of the White Rose program, which has resulted in better engagement of children developing maths skills and in ratifying teachers assessments of pupil progress.
- The FGB set up a committee to look into bringing Elton Nursery and Pre-school into the control of the school, having identified overall significantly lower than national average school readiness in children entering reception class – the impact of this was for the school to take over the nursery provision from private ownership and to raise standards of provision throughout early years, resulting in increased school readiness for children entering reception class and a marked improvement in KS1 scores, which we anticipate will continue into KS2 once we have data as the children progress through school.
- The FGB set a strategic goal to improve engagement with the broader community in Elton and area, to set an environment where school could showcase the behaviour, ethos and particularly inclusivity to all members of the local community – the impact being that this improved relationships with families of pupils, including those from difficult to reach groups such as GRT. Governors also promote the school locally, with the aim of increasing numbers enrolling and there is early evidence for an increase in applications for the school.
- The FGB set up link governors to focus on particular areas including;
  - Sport – resulting in a significant improvement in the provision of sports equipment and setting up of teams which regularly take part in inter-school competitions
  - Behaviour – the link behaviour governor provided support to the behaviour lead teacher, applying a zero tolerance approach to poor behaviour at the start of 2016-2017 school year. The GB noticed an increase in exclusions, which then resulted in a modification to the system of sanctions for poor behaviour to include lunch/breaktime/after school detentions as intermediate steps before exclusion, resulting in a significant drop in the number of exclusions, falling to zero in the 2017-2018 school year to date.
  - Pupil Premium – resulting in Governors having a thorough knowledge of the barriers to learning experienced by our staff and pupils so that we can discuss sourcing and allocation of funding support as well as effective

expenditure, monitored termly through the HT reports and link Governor RoV and annually through the pupil premium strategy statement.

- The GB were highly supportive of the Deputy HT when acting up for 3 months as a result of a prolonged post-operative convalescence for the HT, including stepping down to assist in operational, as well as strategic matters – the impact of which was that the Deputy HT was able to carry on his Key Yr 6 teaching role, without the need for a significant increase in expenditure for supply teachers.
- The FGB reviewed procedures for the start and end of the school day to improve punctuality and reduce frictions between some parents in the play ground, focussing on parent drop off and pick up. This resulted in a change to parental access to areas of the playground - the impact of this is children enter the classroom ahead of the start of registration, focusing on reading before registration, children are less likely to arrive after the start of school and so helps attendance figures. Children are also more ready to start learning right from the start of the school day and able to work through to the end of the school day. In addition it has seen a decrease in parental disputes in the playground.
- The Governors have noted the poor reading skills of many boys in the school and have discussed and encouraged teaching staff to review the literature available to increase appeal to boys as well as to recruit male volunteers prepared to give 1:1 reading opportunities to boys who do not have this available in their home lives.
- Governors have taken a leading role in project management on behalf of the school when dealing with both the LA and their contractors over the repairs to the KS1 boilers – with the result that school did not have to close on at least 3 occasions last term due to low temperatures.
- The Governing Body were involved in a Safeguarding review and as a result authorised school expenditure on the CPOMS system for recording both Safeguarding and SEND information – with the impact that now all of the work done by school for keeping children safe is efficiently recorded and all staff have ready access to this information, thereby ensuring that the most up to date best practice is available for each specific child.
- The Governing Body supported the training of an HLTA to become an ELSA, able to provide emotional support to our more troubled pupils, both to enable them to be more ready to learn and to minimise disruption to other pupils to ensure their learning opportunities are not compromised.

### **Strategic Planning for the future**

The Governing Body meet annually in June, where the strategy for the next academic year is discussed and set. This includes analysis of strengths, weaknesses, opportunities and threats likely to impact on the school in the coming year. The resultant plan is presented to staff at the inset day at the start of the following Autumn term by the Headteacher, supported by members of the Governing Body. The performance of the plan is monitored and adjusted, where necessary, at the formal meetings of the Governing Body throughout the academic year.

### **How to contact your governing body**

Information about the school's governing body is available in the Governors section of the school website. Governors can be contacted through the school office by personal application, telephone, letter or e-mail.

## Current Membership of the Governing Body (as of 1<sup>st</sup> January 2018)

| Name      | Category and appointing body | Term expires   |
|-----------|------------------------------|----------------|
| R Akroyd  | Local Authority - GB         | July 2019      |
| A Canham  | Parent – elected by parents  | September 2021 |
| V Carr    | Headteacher                  | N/A            |
| H Coy     | Parent – elected by parents  | September 2021 |
| K Manning | Staff                        | December 2021  |
| M Massey  | Parent – elected by parents  | September 2020 |
| L Roberts | Co-opted – GB                | September 2018 |
| C Wright  | Co-opted – GB                | September 2018 |

### Attendance record of governors

A record is kept by the clerk to the governing body of governor attendance at meetings and in 2016/17 the attendance record of individual governors to date was as listed below. All absences were for justifiable reasons and consented to by the Governing Body

## ATTENDANCE AT GOVERNORS' MEETINGS 2016/17

| GOVERNING BODY MEETINGS |  |  |
|-------------------------|--|--|
| <b>Date</b>             | <b>Thursday 29<sup>th</sup> September 2016</b>   |  |
| Present:                | Ruth Ackroyd (RA)<br>Andrew Canham (AC)<br>Victoria Carr (VC)<br>Helen Coy (HC)<br>Cath Kinnear (CK)<br>Michelle Massey (MM)<br>Ste Smith (SS)<br>David Waugh (DW) | Co-opted governor<br>Parent governor (Chair)<br>Headteacher<br>Parent governor (Vice Chair)<br>Staff governor<br>Parent governor<br>LA governor<br>Co-opted governor |
| In attendance           | Elaine Dobinson-Evans  | Clerk  |
| <b>Date</b>             | <b>Thursday 10<sup>th</sup> November 2016</b>  |  |
| Present:                | Andrew Canham (AC)<br>Helen Coy (HC)<br>Ste Smith (SS)<br>Victoria Carr (VC)<br>Michelle Massey (MM)<br>Cath Kinnear (CK)  | Parent governor (Chair)<br>Parent governor (Vice Chair)<br>LA governor<br>Headteacher<br>Parent governor<br>Staff governor   |
| Apologies:              | Ruth Ackroyd (RA)<br>David Waugh (DW)  | Co-opted governor<br>Co-opted governor   |
| In attendance           | Elaine Dobinson-Evans  | Clerk  |
| <b>Date</b>             | <b>Thursday 1<sup>st</sup> December 2016</b>   |  |

|  |   |  |
|--|---|--|
| Present:   | Andrew Canham (AC)<br>Helen Coy (HC)<br>Ste Smith (SS)<br>Ruth Ackroyd (RA)<br>Victoria Carr (VC)<br>Michelle Massey (MM)<br>Cath Kinnear (CK)                            | Parent governor (Chair)<br>Parent governor<br>LA governor<br>Co-opted governor<br>Headteacher<br>Parent governor<br>Staff governor   |
| In Attendance  | Elaine Dobinson-Evans   | Clerk  |
| <p>Dave Waugh tendered his resignation with immediate effect, due to relocation.<br/> Ste Smith resigned effective from 31st December 2016, due to relocation.<br/> Kev Manning joined the governing body as the staff governor from 31 December as Cath Kinnear left to join another school at the end of the year.</p> |   |  |
| <b>Date</b>  | <b>12th January 2017 (Extra Ordinary Meeting to discuss Behaviour Policy)</b>   |  |
| Present:   | Andy Canham<br>Helen Coy<br>Kevin Manning<br>Michelle Massey<br>Ruth Ackroyd<br>Lynsey Roberts  | Co-opted governor (Chair)<br>Parent governor (Vice-Chair)<br>Staff governor<br>Parent governor<br>Co-opted governor<br>Co-opted governor                                   |
| Apologies:   | Victoria Carr (VC)<br>Clare Wright (CW)   | Headteacher<br>Co-opted governor   |
| <b>Date</b>  | <b>Thursday 2<sup>nd</sup> February 2017</b>  |  |
| Clare Wright and Lynsey Roberts joined 2 <sup>nd</sup> February 2017   |   |  |
| Present:   | Andrew Canham (AC)<br>Helen Coy (HC)<br>Ruth Ackroyd (RA)<br>Victoria Carr (VC)<br>Michelle Massey (MM)<br>Kevin Manning (KM)<br>Clare Wright (CW)<br>Lynsey Roberts (LR) | Parent governor (Chair)<br>Parent governor (Vice-Chair)<br>Co-opted governor<br>Headteacher<br>Parent governor<br>Staff Governor<br>Co-opted governor<br>Co-opted governor |
| In attendance:   | Elaine Dobinson-Evans<br>Annette Veitch (AV) (Part)   | Clerk<br>School Business Manager   |
| <b>Date</b>  | <b>Thursday 23<sup>rd</sup> March 2017</b>  |  |
| Present:   | Andrew Canham (AC)<br>Helen Coy (HC)<br>Ruth Ackroyd (RA)<br>Victoria Carr (VC)<br>Michelle Massey (MM)<br>Kevin Manning (KM)<br>Clare Wright (CW)<br>Lynsey Roberts (LR) | Parent governor (Chair)<br>Parent governor (Vice-Chair)<br>Co-opted governor<br>Headteacher<br>Parent governor<br>Staff Governor<br>Co-opted governor<br>Co-opted governor |
| In attendance:   | Elaine Dobinson-Evans<br>Annette Veitch (AV) (part)   | Clerk<br>School Business Manager   |
| <b>Date</b>  | <b>Thursday 11<sup>th</sup> May 2017</b>  |  |

|                |   |   |
|----------------|---|---|
| Present:       | Andrew Canham (AC)<br>Ruth Ackroyd (RA)<br>Victoria Carr (VC)<br>Michelle Massey (MM)<br>Kevin Manning (KM)<br>Clare Wright (CW)<br>Lynsey Roberts (LR) | Parent governor (Chair)<br>Co-opted governor<br>Headteacher<br>Parent governor<br>Staff Governor<br>Co-opted governor<br>Co-opted governor            |
| Apologies:     | Helen Coy (HC)  | Parent governor (Vice-Chair)  |
| In attendance: | Annette Veitch (AV)<br>Elaine Dobinson-Evans  | School Business Manager<br>Clerk  |
| <b>Date</b>    | <b>Thursday 29<sup>th</sup> June 2017</b>   |   |
| Present:       | Andrew Canham (AC)<br>Victoria Carr (VC)<br>Michelle Massey (MM)<br>Kevin Manning (KM)<br>Clare Wright (CW)<br>Lynsey Roberts (LR)<br>Helen Coy (HC)    | Parent governor (Chair)<br>Headteacher<br>Parent governor<br>Staff Governor<br>Co-opted governor<br>Co-opted governor<br>Parent governor (Vice-Chair) |
| Apologies:     | Ruth Ackroyd (RA)   | Co-opted governor   |
| In attendance: | Annette Veitch (AV) (part)<br>Elaine Dobinson-Evans   | School Business Manager<br>Clerk  |