

Highfield Primary School Governors' Annual Statement and Effectiveness Report for 2017/18 June 2018

Highfield Primary School Governing Body

Chair...Ashutosh Paul.....**Vice Chair**...Margaret Maiden.....

The constitution of the governing body is:

- Headteacher
- Two parent governors, formally elected through a ballot of parents
- Nine co-opted governors, nominated and appointed by the governing body
- One staff governor, formally elected by staff employed at school
- One associate member, appointed by the governing body (can vote in committee meetings)

The governing body operates with the following committees:

- **Resources committee ("R")**- responsible for staffing including the appointment and role of the SENCO, equality and diversity, finance, property management, health and safety and nutritional standards. **Committee chair Steve Binns**
- **Teaching and learning and pupil support committee ("TL/PS")** - responsible for teaching and learning matters including target setting, standards and achievement, SEN (including reporting annually on the success of the SEN policy), monitoring teaching and learning and curriculum provision and ensuring that the governing body is represented at school improvement discussions. It is also responsible for behaviour, safeguarding, attendance, children's spiritual moral social and cultural development, children, parent and staff voice, extra-curricular activities, cluster and other partnerships. **Committee chair Lisa Henry**
- **Pay Review committee** – responsible for ensuring the implementation of the school Pay Policy and Teacher Appraisal Policy.
- **Pay Appeal committee** – responsible for hearing pay appeals and ensuring a fair and proper process has been followed.

Current and recent (in the last 12 months) governors' and business/other interests declared are provided on the school website. Governors and associate members, if appointed, are reminded that they should declare any changes as and when they occur.

The attendance record for individual governors at meetings of the full governing body and committees is detailed under the Governors' Information section of the school's website (under "newsletters"). It details that on the whole there is very good attendance by governors at such meetings where governors are able to discuss their wide-ranging involvement in and engagement with the school.

Annual Governance Statement for the Highfield Primary School Governing Body June 2018

1. Overview

The governing body (GB) conducts its business to take account of the three roles of the governing bodies as outlined in the Governors' Handbook:

- I. **Ensuring clarity of vision, ethos and strategic direction**
- II. **Holding the Headteacher to account for the educational performance of the school and its pupils**
- III. **Overseeing the school's financial performance and making sure money is well spent**

The day-to-day school management is the responsibility of the Headteacher and senior leadership team.

The governing body also ensures that the school complies fully with statutory safeguarding procedures. All staff have signed a record to confirm they have read Part 1 of the DfE statutory guidance "Keeping Children Safe in

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Education". The governing body has familiarised itself with the document and are working with the safeguarding lead in school to complete the annual safeguarding audit.

2. The composition of the governing body

There is currently one parent governor vacancy. Elections will be held in the autumn term 2018-2019.

3. Meetings of the governing body and attendance

The full governing body meets five times a year; all meetings are clerked by a trained professional clerk. There are also two governing body committees that meet three times a year and have delegated authority to make decisions on behalf of the governing body. Governors have good attendance at meetings overall. Apologies for non-attendance are considered on an individual basis.

4. The remit of the governing body and its committees

The senior leadership team completed a self-evaluation of the school, taking into account results, the school's internal monitoring of pupil progress and attainment, changes to the assessment of pupils and the curriculum and the most recent Ofsted report. The self-evaluation then informed the school improvement plan (SIP), which was launched to staff and governors in June 2017. It was subsequently presented and approved by the full governing body at the July 2017 meeting. The SIP prioritised the following five areas:

Priority One: To close the in-school gap in achievement for cohort specific identified groups, the priority group being our disadvantaged pupils

Priority Two: To ensure our high standards in reading comprehension are improved by deepening teacher subject knowledge and pedagogy

Priority Three: To ensure our high standards in maths are improved by deepening teacher subject knowledge and pedagogy

Priority Four: To embed the arts curriculum further within the school and wider community of schools

Priority Five: To improve the school infrastructure over a period of five years (kitchens, electrics and lighting, decoration, ICT and outdoor areas). First year of a five-year plan

5. The effectiveness and impact of the governing body 2017-2018

The governing body developed an action plan in July 2017. The priority areas identified on our governors' action plan were:

- I. To ensure governor training is matched to needs to make a valuable contribution to the work of the GB.
Training done this year includes:
 - Ashutosh Paul – Safer recruitment (NSPCC led)
 - Lisa Henry – Children looked after
 - Michael Sandpearl – School finance for governors
 - Dan Cohen and Margaret Maiden – Safeguarding
 - Dan Cohen – Understanding data
 - Claire Hills – Equalities
- II. To work effectively with leaders to communicate the vision, ethos and strategic direction of the school
 - This was addressed at the July 2017 full GB meeting. The governors reviewed the vision of the school, including the mission statement. We are happy that it is still current and relevant.

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- III. To ensure governors are kept well informed of pupils' progress and attainment. This is achieved in large part by:
- Comprehensive updates at governor meetings by way of the Headteacher's Report and from the deputy head (Jonathan Feeley).
 - Dedicated meetings focusing on attainment and progress between Jonathan Feeley, Ashutosh Paul and Nancy Lester.
 - Updates from the senior leadership team at TL/PS committee meetings.
- IV. To ensure all priorities stated on the SIP are being met
- Governors ensure priorities are being met by active involvement at meetings and in school, for example with class visits, meetings with key staff members and providing challenge at governor meetings.
- V. To ensure the school is able to live within its means. Governors are actively involved throughout the year, for example with:
- Challenge at budget setting meetings.
 - Discussions at resource committee meetings.
 - Reports from the school business manager.
- VI. To ensure governors are monitoring equality across the school
- Claire Hills had a detailed discussion with the deputy head around equalities, following which a report and recommendation was brought to a full GB meeting.

Other areas of impact of the Governing Body over the course of the academic year (2017/18):

- **Headteacher's appraisal** – the Pay Committee conducted the Headteacher's performance management in October 2017 reviewing objectives from the previous year and setting new objectives for the new academic year.
- **Health and Safety** – Ashutosh Paul undertook the annual health and safety walk with our school superintendent Wilbert Walsh
- **SATs** – Nancy Lester observed year 6 children sitting their SATS tests
- **Pupil Premium** – Jo Wrang reported to governors following the staff meeting around closing the gap and PP children
- **PE and Sports Premium** – Nancy Lester worked with Jim Brassil and Sally Barratt and reviewed the PE action plan for 2017-2018. Nancy reported progress and positive developments in many areas
- **Assessment** – Nancy Lester and Ashutosh Paul attended meetings with Jonathan Feeley to understand the data in relation to assessment and how such data is to be interpreted
- **Special education needs** – Jackie Bragg met with the SENCO Rachael McVeigh to review how Highfield meets the needs of all children
- **Equalities** – Claire Hills discussed this with Jonathan Feeley and they reported to the full GB
- **Budget setting** – Governors of the resources sub-committee reviewed spending and future budget proposals and recommended the budget for approval by FGB
- **Class governors** – Every governor is allocated a class and visits focus on the SIP and pupil well-being. Governors complete visit forms to evidence what they have observed and how the lesson or activity being observed ties in with SIP priorities.
- **ARM Cluster** – Margaret Maiden represents the governing body at the ARM (Alwoodley, Roundhay, Moortown) cluster meetings and regularly fed back to the governing body
- **Pupil Voice** – Margaret Maiden attended school council meetings
- **Early Years Foundation Stage (EYFS)** – Margaret Maiden liaised with Liz Bowker as the lead for EYFS and they gave a detailed update regarding current practice in early years, closing the gap and transition

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- **Child Protection** – Lisa Henry met with Julie Colley to review child protection policies, procedures and training within the school. The annual child protection report was shared with governors in May 2018
- **Children looked after** – Lisa Henry attended training and then reviewed with Julie Colley how the school ensures those children fulfill their potential
- **Medical** – Lisa Henry met regularly with Jane Wheldale for updates on medical matters within the school and how children with medical conditions are kept safe
- **Attendance** - Sam Ross reported (February 2018) that attendance was generally very good (97.4% at December 2017) but where in the relatively few occasions it fell below acceptable levels (90%), this would be raised with relevant parents at the next parents evening.
- **Governor newsletter** - Sam Ross and Jo Wragg produce governor newsletters informing parents about governor activity

Written by Lisa Henry, Steve Binns and Ashutosh Paul June 2018
(On behalf of the Highfield Primary School Governing Body)