

**Boroughbridge Primary School & Nursery
The Governance Annual Statement**

2014/15 Academic Year



Why have we compiled and published this document?

In January 2014 the Department for Education published departmental advice in relation to the The School Procedures regulations 2013. A number of additional recommendations, not mentioned in the Procedures regulations, were made in the advice document, **including reference to the publication of an annual governance statement.**

'It is also good practice for the board to publish an annual governance statement (as academy trusts are required to do through the Accounts Direction) to explain how it has fulfilled its responsibilities – particularly in relation to its core functions, including:

- *the governance arrangements that are in place, including the remit of any committees;*
- *the attendance record of individual governors at board and committee meetings; and*
- *an assessment of the effectiveness and impact of the board and any committees with details of any particular challenges that have arisen.'*

Whilst accepting that the publication of a Governance Statement is not mandatory, this Governing Board considers that it is good practice and an effective way for governors to demonstrate their accountability to parents.

We hope that you find this document informative and that it gives a flavour of the work that this Governing Board has undertaken this academic year.

The Governing Board
Boroughbridge Primary School & Nursery

**Annual Governance Statement for the Governing Body of Boroughbridge Primary School & Nursery
Academic Year 2014-2015**

In accordance with the Government’s requirement for all governing bodies, the three core strategic functions of the Boroughbridge Primary School & Nursery Governing Board 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. Overseeing the financial performance of the school and making sure its money is well spent.**

Governance arrangements	<p>The Governing Board of Boroughbridge Primary School & Nursery was re-constituted in July 2015 and is now made up of the Headteacher, 1 Staff Governor, 4 elected Parent Governors, 1 Local Authority Governor and 2 Co-opted Governors. We have 2 Co-opted vacancies. Co-opted governors are appointed by the Governing Board and are people who, in the opinion of the Governing Board, have the skills required to contribute to the effective governance and success of the School. On our Governing Board; one of the Co-opted governors is a parent with legal knowledge and skills the other is a member of the Local Community and a Councillor. We also have an Associate Governor. Associate Governors have no voting rights and often have a particular specialised remit. Our Associate Governor contributes his professional financial knowledge to the Governing Board: he does not attend meetings. New Governing Board members are Associate Governors until they have had experience of our meetings and the training to enable them to fully understand the role / remit of a Governor.</p> <p>This academic year the full Governing Board has met at least three times each term. Although each meeting has a set remit: one for each committee and a General Governors Board meeting. We have two committees to consider different aspects of the school in detail. At Boroughbridge Primary School & Nursery we have a Resources Committee, which focuses on finance, premises and personnel matters; a School Development Committee, which focuses on Teaching and Learning, Pupil Progress & Achievement. The Pay and Performance Committee is a sub-committee of the Resources Committee. We also have committees that meet if required to consider Pupil Discipline, Complaints Review and Headteacher Recruitment for example.</p> <p>Governors utilise a professional Clerk to Governors to ensure that all our work is carried out within Statutory Requirements / Guidelines and accurate Minutes are recorded.</p> <p>See the Governors section on the school website for further information. See p10 of this document for a list of Governors and details of their area of responsibility and / or links for the 2014/15 Academic Year.</p>
Governors Attendance Record	<p>We have never cancelled a meeting because it was not “quorate” (the number of governors needed to ensure that legal decisions can be made). See p11 for details of individual governors’ attendance at meetings.</p>

<p>The work that we have done on our committees and in the Governing Board</p>	<p>Ensuring clarity of vision, ethos and strategic direction:</p> <p>The Governing Body has had a busy year, focusing on school improvement. A major undertaking was the recruitment of the Headteacher and Deputy Head. The Headteacher Recruitment Process was organised by the Governors to ensure that the staff, pupils, parents/carers and local community were actively involved in this crucial appointment. This involvement ranged from questionnaires to be involved in the formal selection process. We now have a strong, stable School Management Team.</p> <p>The Governing Board initiated and organised a session for representatives of the whole school community and local community to come together to compile our School Vision. This is published on the Website. This is a living document and is at the heart of everything we do at the School.</p> <p>The Governing Board voted to ‘officially’ change the School name to Boroughbridge Primary School and Nursery. This was to provide clarity as variations of the School name were being utilised: especially by the Local Authority. The recorded name also incorporates the fact that we have an excellent Nursery.</p> <p>Holding the Headteacher to account for the educational performance of the School and its pupils:</p> <p>The Headteacher has clear targets set for her performance at the beginning of the year. These are set by The Chair and Vice Chair (Resources) with the Local Authority Education Advisor. These targets are drawn from The Developments / Improvements which the School needs to achieve. The Headteachers progress was monitored and formally evaluated by the said Governors throughout the year. The Headteacher and all other teachers pay is performance linked.</p> <p>The School Development Committee ensured that the curriculum is challenging and vibrant for pupils and that Department of Education Guidelines / requirements are met now and for the next academic year. The Vice Chair (School Development) had access to the relevant data independent of the Headteacher and is the Link Governor for this. Governors discussed key data giving the results of pupil achievement and progress, so that we can be sure that the School is on track to fulfil its ambitious targets for all pupils. Governors have had training to enable them to interpret the data and challenge the Headteacher and Management Team on the pupils’ progress and attainment. The Schools ‘target setting for pupils’ attainment and progress is inspirational and are set above ‘expected’ levels. The School has been rated as Securely Good, with Early Years Foundation moving towards Outstanding by the Local Education Advisor.</p> <p>Pupil Premium</p> <p>We are also concerned about our “vulnerable groups” of children and focus on how the Pupil Premium funding is being spent by the School and what impact this has on their academic outcomes. Please see the Pupil Premium information on our Website for details. We have a Governor linked to the Special Educational Needs Co-ordinator (SENCO). Our School is also taking part in the Achievement for All Programme which targets particular families to ensure that their children reach their full potential. The Governor linked to monitor this Programme reports regularly to the Governing Board.</p>
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Sports Premium

The Government has allocated money to each school to ensure that new initiatives have a lasting effect / impact on sports in schools. The reports from the staff co-ordinator for this is published on our Schools' website and delivered to the Governors. These reports enable the Governors to monitor how this money is spent and its impact on pupils now and how it will have a lasting effect.

Overseeing the financial performance of the School and making sure its money is well spent

The Resources Committee looks at the maintenance and development of the School premises; it makes decisions about how the school should use the budget. In addition to our Financial Associate Governor, the Governors carried out Financial Benchmarking against similar sized schools. Our School also has a North Yorkshire County Council School Bursar appointed and we work closely with her. The Resources Committee approved the budget plan for the School. Budget Management has been very challenging but we have been able to maintain single year classes this year. Building maintenance is very challenging as our site (buildings and outside areas) is relatively large. Due to our Swimming Coach Teaching Assistant emigrating: we were unable to open the swimming pool this year. This will, however, give us the opportunity to compare last summer's water / sewage / electric bills to this year's to give us an accurate costing for the Pools' maintenance and its future viability.

The Health and Safety Governor ensures that all Health and Safety issues / assessments are carried out. Governors are also particularly concerned about Safeguarding and we have a Nominated Governor for Safeguarding who gives a termly report to the Governors about any safeguarding matters.

One of the roles for the Governors is reviewing and agreeing school policies. We have delegated this role on many policies to the Headteacher and the Senior Leadership Team: however, we ensure that they are reviewed (see our Yearly Planner on the School website for more details). Some key policies including Behaviour Management, Complaints and Safeguarding we do personally review. We also approved a new Attendance Policy, as a result of legislation changes that no longer allow schools to authorise term time holidays for pupils. The Governing Board recognises the problem that this may cause for some parents, but the pupils' education is paramount.

We also drew up and approved a Policy regarding Adult / Visitor Behaviour to ensure that our staff worked in a safe environment. This important policy had input from School staff and parents. This will be published and given to all parents / carers at the beginning of the new academic year.

Minutes of Governing Board meetings are public documents – you can either find them on the Governors' page on our website or ask at the School Office if you would like to see any of the minutes of our meetings. The meeting minutes can only be published once they have been agreed as a 'true record' of the meeting at the following Governors Meeting.

You can request a hard copy of any information / document published on our Website, free of charge, from the School Office Staff.

Governor Monitoring Visits

Governors visit the School to review a particular issue / aspect. Governors are assigned to monitor the delivery and impact of a particular part of the School Development Plan (see School Website for details). A record of their visit is kept and their findings are reported back at Governing Board meetings.

Governors are expected to carry out at least one Monitoring Visit per term. These visits are crucial to Governors knowing their school and being involved with staff and pupils. We do not assess the quality of teaching but rather we monitor the effect / impact of teaching, strategies etc on pupils' outcomes.

Governor Informal Visits

These may be when Governors are acting as a volunteer; for example Governors going on school trips or acting as a class reader or are in school on a non-monitoring visit. We keep a record of these and report back to the Governing Board. These are a good way for Governors to be involved with pupils, parents / carers and staff.

Visits to our School

We are justly proud of our School and its achievements, especially over the last couple of years. The pupils also enjoy engaging with visitors and discussing the school. This fact was highlighted in the year6 class exit interview.

This year we had the 'official re-opening' of The Nursery. This was after the re-location of early years and years 1 & 2 the previous academic year. This gave us the opportunity to show case the re-configuration of the school especially the purpose built nursery. We had other headteachers, Chairs of Governors, Councillors, The Mayor, Local Chamber of Trade, and Head of Early Years for North Yorkshire. It was opened by a mum who had four children attend our school / nursery. It was a very successful event.

Other people who have visited and been impressed by our school include:

- Local MP Andrew Jones
- Jill Hodges, Assistant Director Education and Skills, North Yorkshire
- Chairs of Governors from other Schools
- The local Post Master came to the School dressed as a Post Box to enable the children to send letters to Santa. The Chair of Governors was his little helper dressed as a black and white cat!

Governors Personal Education / Development

Governors are very active to ensure that they keep up to date with what is required of them and ensuring that our practices reflect what is happening within Education. We attend relevant training / education sessions (see p10), local, regional and national conferences. The Chair of Governors and the Headteacher were invited by the Wellcome Trust to a workshop to develop an on-line National Resource for Governors to support Maths & Science development in Primary Schools.

The Governing Board is an active member of the National Governors Association.

The Chair of Governors also visits other schools to see how they operate. Collaboration between schools is important to our School and Governing Board. The Chair has initiated a cluster Chair of Governors group and regularly meets with other Chairs from around the region.

	<p>The School has joined the North Star School Alliance which will have benefits through collaboration for our school and for our school to share its expertise. See p12 for Courses, Education and Training Governors have undertaken,</p> <p>Communication</p> <p>School:</p> <p>The Governing Board is committed to including parents, staff, pupils and the local community in major activities which affect the school. This has been demonstrated this year in such activities as the Whole School Vision, Five Year Plan and Headteacher Recruitment. Governors also send letters out regularly. The Chair is often in school and has had ‘working days’ in school where she has been available to see / chat with anyone. Other Governors are also often in school attending various school activities including Celebration Assemblies and are always happy to chat / discuss issues with anyone. Governors have carried out exit interviews with departing staff and a whole class year6 one. The information from these will discussed with other Governors and utilised within the school. The yr6 class interview will also be discussed with the Headteacher of the local Highschool with the view to further increasing / improving the interaction between our two schools. Nobody will be personally identified during these discussions.</p> <p>Involvement with the Local Community:</p> <p>Various members including Local Councillors, Vicar and a Senior Teacher from the High School were involved in the School Vision creation and the Headteacher Recruitment Process. The chair has attended a Council Meeting. One Co-opted Governor is an active member of the local community and a Councillor.</p>
<p>Future plans for the Governors</p>	<p>At the last Governing Board Meeting of this academic year we focused on planning for the next academic year and beyond, in brief:</p> <ul style="list-style-type: none"> • This Governing Board will not have any committees, The Vice Chairs will lead on either Resources or School Development to ensure that the work / duties assigned to these areas are undertaken. Governors will be appointed to either Resources or School Development and have responsibilities for certain areas / links. All Governors will attend all meetings: two per term, one will be Resources focused and the other School Development focused. Governors will carry out Monitoring Visits for their particular area(s) / links and report their findings at Governing Board Meetings. Governor Panels will still exist for Pay Review, Complaint Review etc. • Monitoring the School Plan: Governors have been assigned to monitor a particular part: Leadership & Management Achievement & Attainment and Quality of Teaching Behaviour & Safety Effectiveness of the Early Year Provision • Other Specific links will include: Human Resources Safeguarding / Health & Safety Special Education Needs School Council Pupils Achievement / Progress Data

	<ul style="list-style-type: none"> • The Chairman will also have NYCC duties as she will be sitting on the NYCC Primary School Improvement Partnership Board, one of the two Governor Representatives. <p>Governors areas of responsibility / links will updated in the Governors section on the School website at the start of the new academic year.</p> <ul style="list-style-type: none"> • The Head teachers Report will now be a joint Headteachers and School Business Managers Report. The content of these, especially what information is required and when, will be reviewed by Governors. This will enable the Governors to receive meaningful and timely information. These reports will be published on the School website. Confidential information will not be published. • Increase / develop the Pupil Voice. Review and increase the effectiveness of the School Council. Increase pupil involvement in all aspects of School life. • Further Develop Secondary School partnership. Initial informal discussions have taken place between us and the new Headteacher of Boroughbridge Highschool. Both our schools are looking forward to more collaboration. <p>Planning the Strategic School Plan (Five Year)</p> <ul style="list-style-type: none"> • Responses returned from Staff, Parents / Carers and pupils questionnaires regarding this will be reviewed and utilised in the compilation of the Plan. • Many styles for the documentation of have been reviewed the format chosen is a composite of a few of them. • A draft document will be reviewed at first School Development Meeting and will be shared with the School Community as soon as possible. <p>The Five year plan will give clarity in moving the School forward not only to achieve an Outstanding Ofsted rating but also to ensure that the children of Boroughbridge receive an excellent all round education and become good citizens. We will also be able to better plan for expected financial outgoings and ensure that we make the most of any potential revenue making opportunities. It will also add stability to the School and ensure that there is clarity and that the school values and ethos are upheld. The Yearly School Development Plan is drawn from the Five Year Plan.</p>
Lastly!	<p>Conflict of interests: at the time of writing this report, no Governors have declared any conflict of interests.</p> <p>Expenses: We are all volunteers who do not get paid for loss of earnings, but we can claim expenses for travel and childcare costs.</p>

	<p>Full Governors' Profiles: How we are organised to carry out our statutory duties, minutes of Governing Board Meetings and more information about us and what we do, can be found in the Governors' Section of the School Website.</p>
<p>How you can contact the Governing Board</p>	<p>We always welcome suggestions, feedback and ideas from parents / carers, staff or just even a chat!</p> <p>Contact Details: Email the Chair of Governors at: cog@boroughbridge-pri.n-yorks.sch.uk Or leave a message / letter at the School Office</p> <p>Email the General Governors via at: governors@boroughbridge-pri.n-yorks.sch.uk Or leave a message / letter at the School Office</p> <p>The Clerk to Governors, Stephen Loach via email at: Stephen.Loach@northyorks.gov.uk Or leave a message / letter at the School Office</p>

Boroughbridge Primary School & Nursery Governing Board: Members Areas of Responsibilities / Links

Governor:	Category of Governor	Term of office expiry date
Mary Kelly: Chairman	Local authority	6 July 2019
Julia Charlesworth: Joint Vice Chairman (School Development)	Parent	6 July 2019
Clare Brocklesby: Joint Vice Chairman (Resources)	Parent	6 July 2019
Colin Fenny	Parent	6 July 2019
Angela Rhodes	Parent	6 July 2019
Robert Young	Co-opted	6 July 2019
Sue Hodgson	Co-Opted	6 July 2019
Cassie Jenkinson	Staff	6 July 2019
Gail Lee	Headteacher	
Johnathon Spence	Associate	

Governor:	Committee	Other Links / Responsibilities
Mary Kelly	Resources, Pay Performance	Leadership & Management, Effectiveness of Early Years, Headteacher Recruitment, Headteacher Performance,
Julia Charlesworth	School Development	Effectiveness of Early Years, Achievement & Attainment, Quality of Teaching, SEN Link, Pupils Achievement / Progress Data Link
Clare Brocklesby	Resources, Pay Performance	Headteacher Recruitment, Headteacher Performance, Human Resources Link
Colin Fenny	Resources, Pay Performance	Leadership & Management, Headteacher Recruitment,
Angela Rhodes	Resources & School Development	Headteacher Recruitment, Health & Safety, Safeguarding
Robert Young	School Development	Achievement & Attainment, Quality of Teaching, School Council Link
Sue Hodgson	School Development	Achievement & Attainment, Quality of Teaching, Achievement for All
Cassie Jenkinson	School Development	
Gail Lee	Resources & School Development	

Boroughbridge Primary School & Nursery Governors' Attendance Record for 2014-2015
Some members joined the Governing Board during the year.

Governor	Percentage attendance	Number of meetings Held whilst a GB member this year
Mary Kelly	100%	11
Julia Charlesworth	100%	11
Clare Brocklesby	100%	11
Colin Fenny	87%	11
Angela Rhodes	82%	11
Robert Young	45%	11
Gail Lee	82%	11
Sue Hodgson	100%	9 meetings
Cassie Jenkinson	66%	6 meetings
Johnathon Spence	N/A	

Governor Training / Courses Education Undertaken This Year

Governor	Course / Training / Education
Mary Kelly	<p>Completed National College of Teaching & Learning Chairs of Governors Development Programme: obtained Certificate.</p> <p>National Governors Association Conferences: Regional & National.</p> <p>Welcome Trust Questions for Governors. A framework to facilitate discussions between Governors & school leaders Focus: Science & Maths.</p> <p>Mini Conference: North Yorkshire Commission for School Improvement.</p> <p>Regional NYCC Governor School Improvement Network Meetings one a term.</p> <p>Reviewing the Effectiveness of your Board of Governors, Governance Framework</p> <p>Safeguarding Protect Training</p> <p>Complaints Policy: Update & DofE Toolkit</p>
Julia Charlesworth	National Governors Association Conferences
Clare Brocklesby	<p>National Governors Association Conferences</p> <p>Bite Size Finance Training</p>
Colin Fenny	National Governors Association Conferences
Cassie Jenkinson	Getting Started: Governor Training
Gail Lee	<p>Welcome Trust Questions for Governors. A framework to facilitate discussions between Governors & school leaders Focus: Science & Maths.</p>
Angela Rhodes	
Robert Young	
Sue Hodgson	

