

**Annual Governance Statement  
for the Governing Body of  
Stoke Holy Cross Primary School  
July 2017**



In accordance with the Government's requirement for all Governing Bodies, the 3 core strategic functions of Stoke Holy Cross Primary School Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Head Teacher 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**

The Governing Body of Stoke Holy Cross Primary School is made up of a total of 14 Governors comprising:

- 9 Co-Opted Governors
- 2 Parent Governors
- 1 Local Authority Governor
- 1 Staff Governor
- 1 Head Teacher Governor

We currently have one vacancy ( Co-Opted Governor ) See p4 for a list of Governors.

Each Governor sits on two of our four Committees ( Finance, Curriculum, Premises and Personnel ) each Committee normally meets at least once every term. The full Governing Body meets four times a year.

**Attendance record of governors**

Our Governors have an exceptional attendance at meetings ( overall 88.8% attendance ) and we have never had to cancel a meeting as not "quorate" (the number of governors needed to ensure that legal decisions can be made). See p5 for details of individual governors' attendance at meetings .

**Our Year**

Our main focus this year has been the support and monitoring of the shared Headship arrangement and the appointment of a new Head Teacher. We are fortunate to have a committed, skilled and selfless team of Governors who all contributed to and supported these two important projects. With a new Head Teacher in place we have been conscious to recognise the need for a comprehensive support package that will allow her to seamlessly move into her new role, this is ongoing.

The Governing Body continue to challenge, monitor and celebrate all that happens within our School.

**The work that we have done on our committees and in the governing body**

**Below is a summary of work for 2016-17**

**Premises and H&S Committee**

During the last year the Committee have overseen the following projects:

- Outdoor Classroom – Completed the construction and initial fitting out of the building to a fully operational status. This building giving in excess of 30 sq m of classroom space was commissioned in 2016 by the Governing Body, of a traditional appearance finished in cedar shingles and larch planks. The final cost was just under £45k including the design, construction, initial fittings and fixtures and the external works or £1,500 per sq m. It is situated adjacent to the School's wildlife pond and is now in use for lessons and for the children to observe the secluded pond area at break times.
- Additional School grounds – As part of the planning process for a new housing development in the village the School is due to double the size of its grounds in the next year. In preparation for this a new masterplan for the future development of the Schools ground has been drawn up to include all the features that might be required over the next 10 years. The plan has concentrated on how the School wishes to use the new land and includes the initial works to integrate the new land. An outline specification of these enabling works has been prepared and discussions have taken place to have these completed prior to or at handover to the School at the housing developer's expense. This process is continuing.
- KS2 block roof – This roof has been giving some concerns although only completed in 2009. A few minor water leaks and deterioration showing in parts seem to indicate the possibility of constructional defects and continued pressure by the Committee has resulted in NPS agreeing that there is a problem. During the year NPS have commencing exploratory works to identify the cause and extent of the defects with a view to having remedial works undertaken. This investigation is ongoing and the Committee have yet to get agreement on responsibility for the costs of the exploratory works or subsequent repair works. The School records are clear that the defects have been fully reported to NPS since 2010 and that this is a construction issue.

The Committee have prepared a new Premises Development Plan to include ICT and facilities covering the next 5 years which supports the School's Improvement and Development Plan.

In addition the Committee have throughout the year inspected and monitored the work of the School and contractors employed on behalf of the School in maintaining the premises, equipment and H&S. This has included:

Governors Premises Inspection and ensuring that items identified are actioned and monitored

Review of H&S risk assessments, Accident record, Ladder inspection and monitoring any follow up actions required

Grounds maintenance contract monitoring

Tree survey monitoring and ensuring any work arising is completed

BMP4 monitoring to ensure works and maintenance are completed, defects repaired and budgets adhered to.

Premises Defects Book to ensure that defects raised are actioned in a timely manner.

Peter Barber, Chair Premises and H&S Committee

### **Finance Committee**

The Finance Committee is the key link between the governing body, in whom financial responsibility is vested, and the headteacher's day to day financial management. At the beginning of the financial year the Finance Committee worked with the headteacher to consider all likely income and expenditure over a three year period and agree a new budget in line with the schools development plan. Throughout the year the Finance Committee assisted the headteacher by monitoring income and expenditure against forecasts and, where necessary, agreeing alterations in the budget to cope with unexpected circumstances whilst ensuring value for money. Ad hoc topics covered by finance over 2016/17 including responding to the SEN fair funding requirements, building of the outdoor classroom and significant fluctuations in staff costs due to the unusually high volume of staff movement/turnover.

Chris Boss, Chair Finance Committee

### **Curriculum Committee**

Louise Parker, Chair of the Curriculum Committee, came to the end of her term as a governor at Stoke Holy Cross. We thanked her for her diligence during a significant period of change to school assessments and her massive contribution to the new library facilities.

The Curriculum Committee met six times during the 2016-17 academic year starting with the "Flying Start". This document reviews the phonics, KS1 and KS2 results from the previous year. We then monitor and support the work of the Senior Leadership Team as they continue to develop their assessment systems. With thanks to every teacher in school who embraced the new systems for assessment.

The PATHS programme teaches children how to understand and manage their feelings and behaviour, thereby improving the learning environment for all children. The curriculum committee approved the programme and monitored the impact during the year. With thanks to Mrs Lockley who successfully championed and continues to lead this initiative.

The SEN "local offer" information was updated by Ms Chaney and uploaded to the school website. The report is now much clearer and more accessible for families. With thanks to Ms Chaney in her role as SENco and Ms Thompson for making the vision a reality.

Pupil premium funding monitored for spend and impact.

Claire Henry, Chair Curriculum Committee

	<p><b>Personnel Committee</b></p> <p>The Personnel and Pay Committee has been focussed this year on staff changes following receipt of the resignation of the Headteacher at the end of the 2015/16 academic year. The Committee were kept informed and consulted on the succession plan of the Headteacher and after a successful appointment following advertising for the first time in the Autumn, several new staff appointments including Deputy Head and Senior Teacher. It also discussed the shared headship and transition plan for the new Head. Given the number of staff changes/appointments made during the course of the year, the committee considered the Wellbeing of the staff at each meeting. The terms of reference of the committee were reviewed and amended along with the Complaints and Pay Policies.</p> <p>Lyn Marsh, Chair of Personnel Committee</p> <p><b>Safeguarding</b></p> <p>An audit by NCC of the School’s safeguarding practices, procedures and paperwork took place at the end of September 2016 including a complete review of the SCR, interviews with staff and the Safeguarding Governor. At the end we were judged to be compliant in all respects.</p> <p>At the beginning of the year the Safeguarding Lead and Deputy Lead were new in post. The introduction of a new safeguarding team was monitored through the termly review meetings attended by the Safeguarding Governor and the Lead and Deputy. These meetings covered the introduction of new legislation and the preparation of the termly report to the Full Governing Board covering training, safeguarding updates for staff, recruitment including the SCR, a review of associated policies, online safety, Prevent, safeguarding within the curriculum, perceptions of safety and referrals and multi agency work. There was an action plan developed in each report covering issues to be followed up.</p> <p>The Safeguarding compliance checklist for Governors was completed in March 2017 between the Safeguarding Lead and the Safeguarding Governor and there were no outstanding issues.</p> <p>The introduction of the “Prevent” training and also information on FGM during the year was undertaken by the Safeguarding Lead.</p> <p>The introduction of the Paths scheme has been monitored closely and Governors have attended briefings provided by the NCC team leading the scheme and also a review of the first year’s progress has been undertaken by the NCC team and a Governor and a detailed report is being prepared.</p> <p>The Head Teacher, Chair of Governors and Safeguarding Governor reviewed the physical security and procedures in the light of the recent “terror” attacks and are investigating upgrades to the School gates.</p> <p>Peter Barber, Safeguarding Governor</p>
<p><b>Future plans for the governing Body</b></p>	<p>The Governing Body is looking forward to the “new era” under our new Head teacher and what new ideas and vision she will bring to the School.</p> <p>The additional land that will shortly be transferred and developed will bring exciting new opportunities for sports and outside activities and the governing</p>

	<p>Body is keen to make the best possible use of this for the benefit of our children.</p> <p>Governing Body succession is constantly on the agenda to ensure that none of the skills and quality of work is lost as Governors retire from post.</p> <p>The Governing Body are developing ways to engage more with all stakeholders and the wider local community.</p>
<b>How you can contact the governing body</b>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, via the school office. You can see more information on governors on the School website. their attendance at meetings; minutes of governing body meetings and more information about what we do, on the Governors page of the school website.</p>

### Stoke Holy Cross Performance Data (2016-2017)

		Our School	National
Key Stage 1 Phonics Data			
Phonics		93%	81%
Key Stage 1			
Reading	Expected	73%	76%
	Greater Depth	20%	25%
Maths	Expected	73%	75%
	Greater Depth	10%	21%
Writing	Expected	67%	68%
	Greater Depth	13%	16%
Key Stage 2			
Reading	Average Scaled Score	103.7	104.1
	Expected	69%	71%
	Greater Depth	24%	25%
	Progress	All	-0.34

		Disadvantaged	+11.86	+0.33
Maths	Average Scaled Score		106.9	104.2
	Expected		79%	75%
	Greater Depth		31%	23%
	Progress	All	+2.66	0
		Disadvantaged	+5.95	+0.28
Writing	Expected		72%	76%
	Greater Depth		17%	18%
	Progress	All	-0.22	0
		Disadvantaged	+10.80	+0.17
Combined Measure	Expected		59%	61%
	Greater Depth		10%	9%
SPAG	Average Scaled Score		109	106
	Expected		90%	77%
	Greater Depth		55%	31%

## Stoke Holy Cross Primary School Governing Body Membership 2016-17

Governor	Role	Category	Term of office exp
Steve Hurrell	Chair of Governors	Co-Opted Governor	08/09/2018
Peter Barber	Vice Chair	Co-Opted Governor	08/09/2018
Jeannette Chaney		Staff Governor	12/03/2021
Cheryl Kingsland		Parent Governor	08/07/2016
Chris Boss		Co-Opted Governor	08/09/2018
Louise Parker#		Parent Governor	Expired
Paula Allard		Co-Opted Governor	05/05/2021
Claire Henry		Co-Opted Governor	22/05/2020
Lyn Marsh		LA Governor	09/01/2017
Jamie Parslow-Williams#		Co-Opted Governor	Resigned
Jim Hopper		Co-Opted Governor	08/09/2018
Julia Moncrieff		Staff Governor	22/02/2021
Tim Bishop		Co-Opted Governor	13/12/2018
Ian Galloway		Parent Governor	11/05/2021
Nick Mayhew		Parent Governor	09/02/2019
Sue Simmonds	Head Teacher	Head Teacher	Ex officio
Vacant		Co-Opted Governor	

# Governor term expired or resigned during year

## Stoke Holy Cross Primary School Governors Attendance Record 2016-2017

<b>Governor</b>	<b>Full Governing Body</b>	<b>Curriculum Committee</b>	<b>Finance Committee</b>	<b>Premises Committee</b>	<b>Personnel Committee</b>
Steve Hurrell	4/4 Chair	3/4	3/4	3/3	3/3
Peter Barber	4/4	3/4	4/4	3/3 Chair	
Jeannette Chaney	4/4	4/4	4/4		3/3
Cheryl Kingsland	4/4	4/4	3/4		
Chris Boss	4/4	1/1	2/4 Chair		2/3
Louise Parker#	1/1	1/1			
Paula Allard*	1/1				
Claire Henry	4/4	4/4 Chair	4/4	2/3	3/3
Lyn Marsh	3/4				3/3 Chair
Jamie Parslow-Williams#	2/2	1/1			
Jim Hopper	4/4			1/3	
Julia Moncrieff*	2/2	1/1			
Tim Bishop	3/4			2/3	1/3
Ian Galloway*	1/1				
Nick Mayhew	4/4			3/3	3/3
Sue Simmonds	4/4	2/4	4/4	3/3	3/3
Vacant					

\* Newly appointed Governor, not yet assigned to full committee membership

# Governor term expired or resigned during year