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| **Annual Governance Statement for the Governing Body of**  **Grove Road Community Primary School 2018/19** |
| In accordance with the Government’s requirement for all governing bodies, the three core strategic functions of Grove Road Community Primary School 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. **Overseeing the financial performance of the school and making sure its money is well spent**   The headteacher is responsible for:   * The internal organisation, management and control of the school * The educational performance of the school |
| **Governance arrangements**  The Governing Body of Grove Road Community Primary School is made up of:   * Headteacher * One staff governor * Five co-opted governors * One Local Authority governor * Four parent governors   The **2018/19** Governing Body hasa broad range of skills and experience;     |  |  |  | | --- | --- | --- | | **Governor** | **Skills, interests, experience** | **Monitoring / Specific Responsibilities 2018/19** | | Chris Parkhouse | Headteacher | Finance, Pupil Premium, CofG Performance Management, Data | | Amy Howard | Teaching & Learning, Data, SEND, SEMH | T&L, T&L Data, SEMH Link, Pupil Premium, SEND/MEA Link, Vulnerable/Looked after Children Link | | Margaret Beagle | EYFS, Teaching & Learning, Finance | EYFS Link, T&L, Staff & Pupil Discipline, Finance | | Helen Goddard | KS2, Teaching & Learning, MEA, Finance, SDP, Data | Finance, SEND/MEA Link, KS2 Link, Pupil Premium, HT Performance Management, T&L, T&L Data | | Dennis Richards | Teaching & Learning | T&L, HT Performance Management, CofG Performance Management, Staff Appeals, School Complaints Comm | | Paul Simpson | Finance, KS1, Teaching & Learning, Safeguarding | Finance, T&L, KS1 Link, Staff & Pupil Discipline, Safeguarding Link | | Jonathan Davies | Deputy Head | T&L | | Peter Harvey | KS2, Teaching & Learning, Health Safety & Premises | T&L, KS2 Link, Staff Appeals, School Complaints Comm, Health Safety & Premises Link, Complaints link | | Guy Smith | KS1, Teaching & Learning, Health Safety & Premises | KS1 Link, T&L, Staff & Pupil Discipline, Health Safety & Premises Link | | Alex Tomlin | Teaching & Learning, Data, SEMH | T&L, T&L Data, SEMH Link, KS2 Link | | John Gordon | Teaching & Learning | T&L, Staff Appeals, School Complaints Comm, EYFS Link | | Mark Holliday | Data, Finance | Finance, T&L Data, KS2 Link |   **In 2018/9 governors have carried out detailed monitoring in school of:**   * Development of the new PRIDE values * Development of the new Behaviour policy * Development of Language and Oracy * New approaches for Personal and Professional Development * Enhanced Mainstream School consultation and its potential impact on school and staff * Finance and budget monitoring * Financial benchmarking * Nursery intake challenges, development of a 30 hour Governor led Provision * The embedding of Growth Mindset ideology and Metacognition teaching * SEMH delivery and impact * Disadvantaged Pupils * Impact of Pupil Premium Spend * Impact of Sports Premium Spend * Impact of the new Intervention Team * Attainment gaps across school * Progress of all pupils across school * The School Development Plan * The embedding of IRIS * Catering consultation * Implementation of Sammy’s den after school provision   **In addition, governors are regular visitors to the school, including:**   * Meeting with NYCC Assistant Director of Inclusion as part of the EMS consultation * Meeting with LA advisers * Learning walks for SEN, Phonics, Maths, Reading and Interventions * Leadership catch up meetings * Visions and Values open morning * School trips * Nativity, Y6 show, sports day and music performances * Online safety talk * Reading with pupils * Informal meetings with Key Stage links   **Training undertaken by our governors:**   * Introduction to Governance * Safeguarding Young People * Bespoke Data Training * Child Protection in Education * Headteacher Performance Management * Chairing a Governing Body * Governor School Improvement Network Meetings (half yearly) * School Improvement Workshops   **Governing Body Meetings**  The governing body has a programme of meetings throughout the school year, and a committee structure that focuses on specific areas of governance.  The full governing body meets **five** times a year.  In addition we have the following committees:  **Finance Committee**  This committee monitors the school’s finances (including long term financial planning), deals with staffing and the schools premises and bought in services, receives the report of Authorities auditors, has responsibility for Health and Safety and Risk Management  The chair of the committee is Helen Goddard, other members are Chris Parkhouse, Paul Simpson, Margaret Beagle & Mark Holliday. The committee meets a minimum of three times a year.  **Personnel Committee**  This committee meets as per the finance committee. It reviews teachers’ pay awards (excludes staff governors) and is the first stage of formal governor involvement in any staff complaint procedure.  **Health, Safety and Premises Link Governors –** Guy Smith & Peter Harvey. The role of these governors is to monitor health & safety in school and report back to the full governing body on any premises issues in school.  **Teaching and Learning Committee**  This committee combines school improvement and curriculum committees. It meets at least termly and is responsible for deciding on areas for monitoring (agreed with the senior leadership team) as identified in the School Development Plan.  The chair of the committee is Alex Tomlin and its other members are; Jonathan Davies, Guy Smith, John Gordon, Dennis Richards, Peter Harvey, Helen Goddard, Amy Howard, Margaret Beagle and Paul Simpson.  An outline of its responsibilities;   * To advise the governing body on its statutory obligations relating to the curriculum. * To monitor, evaluate and review the implementation of the curriculum policy and consider and determine complaints relating to the curriculum. * To contribute to the school improvement plan and planning process as required. * To prepare, adopt and monitor the implementation of the staff performance management policy. * To review the staffing structure, at least annually, in relation to priorities for school improvement and undertake any formal consultations on staffing matters. * To prepare and adopt a general complaints policy, procedure and information leaflet for parents. * To liaise and consult with the finance committee on any decisions that require a spending commitment over and above the agreed budget provision. * To prepare and adopt procedures for the appointment of school staff, in line with The School Staffing Regulations 2003 and any subsequent amendments hereto. * To prepare, adopt, monitor and review all staffing policies and procedures relating to staffing adjustments; recruitment and selection; equal opportunities; employee relations; conduct and capability; grievance; dismissal and similar employment related matters. * To monitor and evaluate;  1. Pupil performance data alongside comprehensive comparative data from other schools. 2. Feedback from lesson observations (from both headteacher and others). 3. Progress with School Evaluation Framework. 4. Pupil Premium  * To oversee communications with parents and community through newsletters, school website and other formats.   **Appeals and Staffing Committee**  To consider appeals on any pay, complaint or disciplinary action already heard by the hearings committee. Excludes any issues concerning the senior leadership of the school.  **Other Committees can be called upon as necessary during the year include:**   * *Pupil Discipline (any 3 governors excluding staff governors)* * *Staff Discipline (any 3 governors excluding staff governors)* * *Staff Discipline Appeals (any 3 governors excluding staff governors)* * *School Complaints Panel (any 3 governors excluding staff governors and the Chair of the Governing Body)* * *Performance Management Panel*   **The work we have done on our committees and in the governing body meetings.**  We are proud of our involvement in setting the school’s vision, ethos and strategic direction. We are continually aware of our role in holding the headteacher to account for the educational performance of our school and its pupils and understand the importance of overseeing the financial performance of the school and making sure its money is well spent.  As part of the governing body team we contribute to the strategic discussions at governing body meetings which determine:  • the vision and ethos of the school;  • clear and ambitious strategic priorities and targets for the school;  • that all children, including those with special educational needs, have access to a broad and balanced curriculum;  • the school budget, including the expenditure of the pupil premium allocation;  • the school staffing structure and key staffing policies;  • the principles to be used by school leaders to set other school policies.  **We hold the senior leaders to account by monitoring the school’s performance; this includes:**  • agreeing the outcomes from the school’s self-evaluation and ensuring they are used to inform the priorities in the school development plan;  • considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance  • asking challenging questions of school leaders  • ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits;  • ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies.  • acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant school priority; and  • listening to and reporting to the school’s stakeholders: pupils, parents, staff.  **When required, serve on panels of governors to:**  • appoint the headteacher and other senior leaders;  • appraise the headteacher;  • set the headteacher’s pay and agree the pay recommendations for other staff;  • hear the second stage of staff grievances and disciplinary matters;  • hear appeals about pupil exclusions. |
| **The Grove Road Community Primary School Governors’ Attendance record for September 2018 – August 2019**  A record is kept by the clerk to the governing body, of governors attendance at meetings, and sign in sheets can be found with each meetings minutes.  Meetings need to be ‘quorate’ to ensure that decisions can be made. For governing bodies the quorum is 50% (rounded up) of the governors in post and does not include vacancies. The minimum number of governors required for a quorum is three   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Governor** | **Full Governing Body** | **Teaching & Learning** | **Finance & Personnel** | **T&L Data** | | Chris Parkhouse | **5/5** | **N/A** | **3/3** | **2/2** | | Amy Howard | **5/5** | **3/4** | **N/A** | **2/2** | | Helen Goddard | **5/5** | **4/4** | **3/3** | **2/2** | | Margaret Beagle | **4/5** | **4/4** | **3/3** | **N/A** | | Paul Simpson | **3/5** | **0/4** | **2/3** | **N/A** | | Dennis Richards | **4/5** | **0/4** | **N/A** | **N/A** | | Jonathan Davies | **4/5** | **4/4** | **N/A** | **N/A** | | Peter Harvey | **4/5** | **3/4** | **N/A** | **N/A** | | Guy Smith | **3/5** | **2/4** | **1/1** | **N/A** | | Alex Tomlin | **3/5** | **4/4** | **N/A** | **1/2** | | John Gordon | **4/5** | **4/4** | **N/A** | **N/A** | | Mark Holliday | **5/5** | **N/A** | **2/3** | **2/2** | |
| **How to contact your governing body**  Information about the school’s governing body is available on the governors’ page of the school’s website [www.groveroad.n-yorks.sch.uk](http://www.groveroad.n-yorks.sch.uk) Alternatively you can write to the Chair of Governors, Grove Road Community Primary School, Grove Road, Harrogate, HG1 5EP. Tel: 01423 506060 |
| **The Grove Road Community Primary School Governing Body – membership**   |  |  |  | | --- | --- | --- | | **Governor** | **Category** | **Term of office expiry date** | | Chris Parkhouse | **Ex officio** |  | | Amy Howard | **Staff (1)** | 3/10/20 | |  |  |  | | Helen Goddard | **Co Opted (5)** | 20/5/22 | | Margaret Beagle |  | 9/7/22 | | Paul Simpson |  | 20/5/22 | | Dennis Richards |  | 20/5/22 | | Jonathan Davies |  | 20/5/22 | |  |  |  | | Peter Harvey | **LA (1)** | 10/10/20 | |  |  |  | | Guy Smith | **Parent (4)** | 20/11/20 | | Alex Tomlin |  | 15/11/21 | | John Gordon |  | 20/11/21 | | Mark Holliday |  | 4/12/21 | |