



SOUTH GROVE PRIMARY SCHOOL

The Governance Annual Statement to Parents

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 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, the Governors of South Grove believe it is good practice and an effective way for governors to demonstrate that their accountability to parents, at least annually.

Annual Governance Statement for the Governing Body of South Grove Primary School NOVEMBER 2017	
In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of the South Grove Primary Governing Body are:	
<ol style="list-style-type: none"> 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 South Grove Primary School was re-constituted in July 2014 and is now made up of 9 positions as follows: <ul style="list-style-type: none"> ● 1 Staff Governor ● The Head Teacher ● 3 elected Parent Governors ● 1 Local Authority Governor ● 3 Co-opted governors. Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school ● Vacancies: ● 1 Co-Opted Governor
Governing Body Meetings	The full Governing Body meets three times each term which involves all Governors in the key business of the school. We have a number of committees to consider different aspects of the school in detail, but these may not need to meet on a regular basis.

	<p>A Pay and Personnel Committee meet before each Full Governing Body Meeting. We also have committees that meet if required to consider pupil discipline and staffing matters.</p> <p>See Page for a list of the school's Governors.</p>
<p>Attendance record of governors</p>	<p>Governors have good attendance at meetings and we have not cancelled a meeting because it was not "quorate" (the number of governors needed to ensure that legal decisions can be made). See page 5 for details of individual governors' attendance at meetings.</p> <p>It should also be noted that due to the constitution of the Governing Body, more frequent Full Governing Body Meetings are held, with 3 taking place each term.</p>
<p>The work that we have done on our committees and in the governing body</p>	<p>The Governing Body has had a particularly busy year, relentlessly focusing on school improvement and continuing to develop the quality of the school provision, following a very successful Ofsted Inspection in March 2014.</p> <p>The Head Teacher's Progress reports give Governors vital and informative information about the school where Governors are able to question and challenge as a critical friend the work of the school.</p> <p>School Improvement Plan</p> <p>The Governors agendas are guided by the School Improvement Plan priorities for the school. Last year our Key Priorities were:</p> <ul style="list-style-type: none"> ● To raise standards of attainment: <ul style="list-style-type: none"> ● To continue to develop children's skills in writing through a variety of genres, through Talk for Writing methodology, incorporating spelling, grammar and punctuation into their work, reviewing and self-correcting ● To focus on developing children's handwriting and presentation from EYFS to Year 6 ● Improving Teaching and Learning: <ul style="list-style-type: none"> ● To develop the Science Curriculum and ensure coverage across all Year Groups. For the Science Curriculum to provide opportunities for investigation, exploration and experimentation and to be as practical as possible, as well as cross-curricular ● To continue to develop the 'Resilient Learner' to empower their own learning; independence; ownership of learning; planning of learning; developing the skill of asking key questions; experiencing 'hooks' for learning ● For children to experience being: Self-Managers; effective participators; resourceful thinkers; reflective learners; independent enquirers; team workers ● Behaviour and Safety: <ul style="list-style-type: none"> ● To implement and develop the emotional well-being and resilience programme ● To continue to improve attendance to 97% or better ● Implementation of the new DfE target of 90% and under for Persistent Absence ● Leadership and Management: <ul style="list-style-type: none"> ● To develop a collaborative community to support continued school improvement both internally and externally with another local school ● To develop the role of the Middle Leader to impact on the delivery and quality of curriculum provision ● To continue to strengthen and develop the role of the Governing Body through developing expertise, training and CPD ● For the Governing Body to continue to robustly hold senior leaders to account in all aspects of the school's performance <p>Governors track the progress towards the priorities each term. All targets were achieved or exceeded by the end of the year except achieving 96% in attendance. We will continue to strive towards 97% attendance next year as an ongoing target. Developing a new assessment framework will also continue to be a focus.</p> <p>Raising standards of attainment and progress</p> <p>Standards of attainment and progress achieved during the last year have been very good. A letter was received from The Mayor of London to recognise the standards</p>

achieved in 2016 for children with prior low attainment. The School is now part of the Schools For Success launch and received a Certificate of Recognition from The Deputy Mayor at the City Hall London. This follows a letter of recognition for the school on the previous year's results.

At all end of Key Stages, Foundation Stage, KS1 and KS2 results are all above National Averages and positive gains have been made from previous years. (See Performance Data for 2016-2017 on the schools website for more details)

The Governors monitor and track the key data given by the school, sharing the results of pupil achievement and progress each term, so that we can be sure that the school is on track to fulfil its ambitious targets for all pupils. We are also concerned about our "vulnerable groups" of children and focus on how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes.

Teaching and Learning:

The quality of teaching and learning continues to improve with all lessons being at least good and the percentage of outstanding teaching increasing. The Governors approved a second cohort year-long training session for another 5 teachers across the school to train with a tutor on site, to improve their teaching capacity and develop outstanding practices. This is reflected in the standards of attainment achieved.

The Governors also approved the school participating in a 2 year Action Research Project entitled 'The Visible Learner.' This will involve all teaching and support staff based on action research to develop the Visible Learner and the Visible Learning Classroom.

The Governors Cycle of Business

The Governors have a strategic Cycle of Business over three years which plans a systematic review of the school's policies, both statutory and non-statutory and overall Governor business.

This year we have considered a number of key policies, including updates and reviews of Safeguarding, and Health and Safety. Key policies this year were Admission Policies for Nursery and Primary, Monitoring and Evaluation Policy, SMSC Policy, SEN Policy, Adverse Weather Conditions and Emergency Closures, Recruitment and Selection, Re-organisation and Redundancy Policy.

Governor Day

A Governor Day was arranged for the Spring Term 2017. A varied timetabled program was arranged for the day including a Learning Walk around the school, spending time in the classrooms talking to the pupils, meeting the School Council, The Computing Champions, meeting with a group of children and their books. The day was completed with a training session led by the School Effectiveness Advisor on FFT Aspire and the use of data to support school improvement.

Budget Monitoring

As part of the Full Governing Body Meeting Governors make decisions about how the school should use the budget. Early in the summer term the Governors approved the 2017-2018 budget plan for the school. There were some significant reductions within the Budget Share this year, including reduction in Pupil Premium due to the changing demographics of the school, Social Priority Funding, Prior Attainment Funding, SEN Funding and a significant amount due to the reduction of a bulge Year Group in Year 6 by the end of the summer term 2017. Therefore reductions in non-class based teaching staff had to be made.

The school considers priorities for the teaching resources when setting the budget and the school places emphasis on the transition into the school and therefore the Reception Classes were split into three groups of twenty and Year 6 into significantly smaller teaching groups with support.

Key areas for spend was:

	<ul style="list-style-type: none"> • Planned re-modelling of the EYFS Nursery and Reception Playgrounds using match funding bid with the LA • Providing additional support materials to Year 6 in preparation for their SATs • To provide teaching and support staff to meet the needs of all groups of pupils including our Special Resourced Provision • Pupil Premium: to use funds to support intervention groups of pupils through additional teaching and support staff as a key priority <p>Building and Premises The School site is managed by Keir as the school is a PFI building. Governors receive regular reports on the management of the building through the HT attendance at monthly PFI meetings and Annual Health and Safety Reports are shared.</p> <p>The school has a maintenance and redecoration plan that is reviewed on an annual basis and the school prioritises areas for redecoration and refurbishment including flooring and furniture.</p> <p>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 liaising with the Designated Safeguarding staff member of the school.</p> <p>Pay and Personnel Committee: The Governors on this committee meet before every Full Governing Body Meeting. The Committee makes recommendations to the Full Governing Body on key Human Resources Policies and practice as well as applying the performance related pay process through the Pay Policy, and making recommendations on staff pay. All staff related matters are discussed here.</p> <p>Minutes of Governing Body and Committee meetings are public documents – they can be found on the Governors' page of our website or you can ask at the school office if you would like to see any of the minutes of our meetings.</p>
Link Governor Role	<p>Link Governors have an area of responsibility and link with key members of staff within school who hold these roles.</p> <p>Link Governors meet with staff at least once a term and report to Governors the purpose and outcomes of the visit.</p> <p>This year our Link Governors have been:</p> <ul style="list-style-type: none"> ● Elmara Cadette: Pupil and Parent Voice ● Charlotte Slade: Raising Standards ● Alison Kay: EYFS ● Diane Hackney: SEN and Governor Training ● Khudeja Razi: Building and Premises ● Leigh Baruch: Safeguarding ● Saima Syed: Behaviour and Attendance ● Julie Maltwood: Health and Safety <p>The focus of some of these roles may change each year depending on the focus of the School Improvement Plan</p>
Governor Training	<p>Governors have attended various types of training this academic year. Training provided by the LA that Governors have attended is Safeguarding; Safer Recruitment; SMSC; Governor Briefing; FFT Aspire Training in-house training. Our Chair of Governors has attended and received her National Chair of Governor Training Certificate.</p> <p>Bespoke training sessions are arranged for Governors to support their overall effectiveness and role within the school.</p> <p>Governors also attend Staff Inset that will enhance their understanding of key changes and information to statutory policies and procedures as well as curriculum areas.</p>
Key Events for celebration of the school	<p>End of Year Performance Data The data shows the school at the end of the year with good to outstanding results produced, with the majority above National Averages. The school continues to build on a very good four year trend of improvement. Results can now be compared to the previous year only as the National Curriculum and testing and assessment systems are</p>

different.

PE and Sports development

PE and Sports delivery and provision at South Grove continues to be a strength of the school. A range of Extra-Curricular Activities are provided including targeted clubs such as Archery, Active Crew and Change for Life Club. Play Leaders organise and run activities at lunchtime so that the children can engage in exercise as well as contribute to a positive playtime. As part of the Sports Council, the pupils support the PE and PSHCE Leader to organise events, activities and run clubs for other pupils. The children in KS1 and KS2 and pupils within the school's Special Resourced Provision take part in external competitions and events on a regular basis. The pupils won the Tour de Waltham Forest Cycling Competition for the second year running. Pupils are always complemented on their positive behaviour and determination at sporting events. The provision for PE and Sports is recognised with the school achieving the Gold Sainsbury Games Award and Silver Healthy School's Award.

Music and Performing Arts

Over the course of the year the interim Music Leaders have produced excellent music concerts each term, showing the development of groups of children at various stages in their music development. The clubs and performances extend to children learning to play the recorder, guitar, keyboard and are part of the choir. External music services have provided tuition for violin, flute and clarinet.

Our assemblies and performances reflect our cultural diversity, inclusion and strength in community cohesion.

Developing the Pupils Emotional and Resilience Program and Rights Respecting Schools:

The School places great importance on developing individual pupils to be fully involved in their learning and development including personal resilience. As part of the School Improvement Plan, priorities key policies have been developed around extending the involvement of pupils in their learning. Empowering pupils within their learning through The Visible Learning Program will be a key area of development, supporting the children to become more independent in their learning. A working party including Staff, Governors, parents and pupils have continued to meet to gain accreditation of Unicef Rights Respecting Schools. This will be a two year project.

Computing:

Computing continues to develop and be a strength of the school. The Computing Council, made up of pupils and the staff ICT Vision Working Party support the ICT Leader to ensure that the Computing Program provision across the school is effectively delivered. E-Safety has been a key focus this year and key events and delivery within the curriculum has ensured all pupils understand the need for e-safety. Training sessions have been provided for both pupils, staff and parents. This will contribute towards gaining The E-Safety Mark next year.

Pupil and Parent Voice:

The Governors focus has been to develop consultations with both pupils and parents on a regular basis. The priorities of the School Improvement Plan have been the focus i.e consultation on the school's review of SMSC and Rights Respecting Schools. Views of parents area also sought each term on Parents Consultation Evenings, special weekly assemblies. The School Council has developed a Children's Improvement Plan that mirrors the School Improvement Plan and they have worked with children across the school to gather opinions and find ways to work to improve provision for themselves and the school. The Anti-Bullying Ambassadors, Sports Council, Language Buddies, Computing Council, Arts Council, Makaton Buddies, have also done similar work.

Achievements:

- Results at each Key Stage at or above National Averages
- Recognition for end of KS2 results for prior lower attainers
- Award from The London Mayor's Project Schools for Success
- Tour de Waltham Forest Cycling Competition Winners for the second year
- Unicef Rights Respecting Schools – Recognition of Commitment -Working towards Level 1
- Competition Winners for Wetlands Project and exhibition

	<ul style="list-style-type: none"> ● Working with external partners including The Countryside Trust
Future plans for the governors	<p>The Governing Body is looking forward to developing the areas sited in the School Improvement Plan:</p> <ul style="list-style-type: none"> ● Development of the Governors with new members and skills ● The continued development of action plan towards Unicef's Rights Respecting Schools Level 1 ● The launch of a two-year CPD Action Research Project for all staff on Visible Learning, to support the continuous improvement of the school's provision ● The School Self-Evaluation Plan review will begin to evidence how the school is working towards providing an outstanding setting for the children of South Grove, with many key strengths ● Pupil Voice will continue to focus on key priority areas of the school and they will be encouraged to gather information, discuss and feedback to the HT, so that the children are involved in decisions about school improvement in all aspects of school life ● Parent Forum group to continue and encourage more parents to attend to look at key areas such as The Visible Learning Program, E-Safety of children and topical areas for discussion raised by the parents ● Governor engagement and involvement in the life of the school including Governor Days, training and attending relevant staff development to keep ourselves involved ● Re-design and development of the EYFS outdoor learning areas ● Develop the Nursery provision through delivery of 30 hours FEEE
How you can contact the governing body	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Ms Charlotte Slade, via the school office. You can see the full list of governors; 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>

South Grove School Governing Body 2016-2017

Governor	Category	Term of Office	Committees	Individual Responsibility/Link Governor	Self-Declaration on File	No. of Establishments
Miss Charlotte Slade	Co-opted Governor	27.06.2016 - 26.06.2020	Pay and Personnel Pupil Discipline Committee Performance Management Reviewers Staff Dismissal Appeal Staff Appeals Staff Discipline Staff Grievance	Vice Chair Raising Attainment KS1 and KS2	Enhanced	1
Mrs Elmara Cadette	Vice Chair	25.09.2015-24.09.2020	Pay and Personnel Pupil Discipline Committee Performance Management Reviewers Staff Dismissal Appeal Staff Appeals Staff Discipline Staff Grievance	Pupil and Parent Voice Pupil Premium	Enhanced	1
Ms Leigh Baruch	Co-opted Governor	16.07.2014 - 15.07.2018		Safeguarding ICT	Enhanced	1
Ms Saima Syed	Co-Opted Governor	15.01.2016- 14.01.2020		Attendance	Enhanced	1
Ms Diane Hackney	Local Authority Governor	06.10.2016 – 05.10.2020 (Resigned 23.3.17)	Pupil Discipline Committee Staff Dismissal Appeal Staff Appeals Staff Discipline Staff Grievance	SENDCo and Inclusion	Enhanced	1
Ms Alison Kay	Staff Governor	19.01.2016 - 13.01.2020		EYFS Training	Enhanced	1
Ms Julie Maltwood	Staff HT (Voting)	01.09.2012	Pay and Personnel	Behaviour Health and Safety	Enhanced	1
Mrs Khudeja Razi	Parent Governor	05.07.2013 – 04.07.2017	Pay and Personnel Pupil Discipline Committee Staff Dismissal Appeal Staff Appeal Staff Discipline Staff Grievance	Premises/PFI	Enhanced	1
Ms Caroline McTurk	Parent Governor	22.04.2016 – 21.04.2020	Pupil Discipline Committee Staff Appeal Staff Discipline Staff Grievance		Enhanced	1

Governor Meeting Attendance Register
Meetings held between 1 September 2016 and 1 September 2017

Governor	Category	06/10/2016	10/11/2016	08/12/2016	19/01/2017	23/02/2-17	23/03/2017	04/05/2017	07/06/2017	05/07/2017
		Full Governing Body								
Mrs Pauline Dorney	Clerk	P	P	P	P	P	P	P	P	P
Miss Charlotte Slade	Co-opted Governor	P	P	P	P	P	P	P	P	P
Mrs Elmara Cadette	Parent	P	Apol	P	P	Apol	P	P	P	P
Ms Leigh Baruch	Co-opted Governor	Apol	P	P	P	P	P	P	Apol	P
Ms Diane Hackney	Local Authority Governor	P	P	P	P					
Ms Alison Kay	Staff Governor	P	P	P	P	P	P	Apol	P	
Ms Julie Maltwood	Staff HT (Voting)	P	P	P	P	P	P	P	P	P
Mrs Khudeja Razi	Parent Governor	P	P	Apol	P	P	P	P	Apol	P
Ms Saima Syed	Co-Opted Governor	P	P	Apol	Apol	Apol	Apol	P	P	P
Ms Caroline McTurk	Parent Governor	P	P	P	Apol	P	Apol	P	P	Apol
Ms Tanya Spain	Observer	P	P	P	P	P	P	P	P	P
P - Present										
Apol – Apologies Accepted										
ApNA – Apologies Not Accepted										
X – No Apologies										
NRA – Not required to Attend										
Shading – Not in Office at the time										

Register of Pecuniary and Personal Interest 2016/2017

Position	Name	Date Completed	Name of Employing Organisation	Has declared they are a: Director of a company A partner in Business A Trustee of A Charity	Nature of Business Interest	Nature of Personal Interest(s)	Name of other educational establishment Governed	Copy on GS file
Co-opted Governor	Saima Syed	6.10.16	London Borough of Waltham Forest	Name: Nature of Business: Nature of Interest: Date Interest began:	None Declared	None Declared	None Declared	Y
Co-opted Governor	Charlotte Slade	6.10.16	Tutor UEL	Name: Nature of Business: Nature of Interest: Date Interest began:	None Declared	None Declared	None Declared	Y
Co-opted Governor	Leigh Baruch	6.9.16	Teaching Staff	Name: Nature of Business: Nature of Interest: Date Interest began:	None Declared	None Declared	None Declared	Y
Local Authority Governor	Diane Hackney	19.1.17	Charity	Name: Nature of Business: Nature of Interest: Date Interest began:	None Declared	None Declared	None Declared	Y
Parent Governor	Khudeja Razi	30.9.16	Project Manager for a Charity	Name: Nature of Business: Nature of Interest: Date Interest began:	None Declared	None Declared	None Declared	Y
Parent Governor	Elmara Cadette	6.10.16	Mossford Green Primary School	Name: Nature of Business: Nature of Interest: Date Interest began:	None Declared	None Declared	None Declared	Y
Parent Governor	Caroline McTurk	6.10.16	None Declared	Name: Nature of Business: Nature of Interest: Date Interest began:	None Declared	None Declared	None Declared	Y
Head Teacher	Julie Maltwood	19.1.17	South Grove Primary School	Name: Nature of Business: Nature of Interest: Date Interest began:	None Declared	None Declared	None Declared	Y
Staff Governor	Alison Kay	6.10.16	South Grove Primary	Name: Nature of Business: Nature of Interest: Date Interest began:	None Declared	None Declared	None Declared	Y