



## 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.

<b>Annual Governance Statement for the Governing Body of South Grove Primary School</b> NOVEMBER 2015	
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"> <li><b>1. Ensuring clarity of vision, ethos and strategic direction;</b></li> <li><b>2. Holding the Head Teacher to account for the educational performance of the school and its pupils;</b></li> <li><b>3. Overseeing the financial performance of the school and making sure its money is well spent.</b></li> </ol>	
<b>Governance arrangements</b>	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"> <li>● 1 Staff Governor</li> <li>● The Head Teacher</li> <li>● 3 elected Parent Governors</li> <li>● 1 Local Authority Governor</li> <li>● 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</li> <li>● <b>Vacancies:</b></li> <li>● 1 Co-Opted Governor Vacancy</li> </ul>
<b>Governing Body Meetings</b>	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,



	<p>but these may not need to meet on a regular basis.</p> <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 3 for a list of the school's Governors.</p>
<p><b>Attendance record of governors</b></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><b>The work that we have done on our committees and in the governing body</b></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><b>School Improvement Plan</b></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"> <li>• <b>To raise standards of attainment:</b> <ul style="list-style-type: none"> <li>• To promote enthusiasm and a love of reading</li> <li>• Teachers pay equal attention to the composition and development of writing styles and types (Ofsted focus)</li> <li>• Development of the IPC curriculum</li> </ul> </li> <li>• <b>Improving Teaching and Learning:</b> <ul style="list-style-type: none"> <li>• Ensure higher attaining pupils are always challenged as soon as they are ready for more demanding tasks (Ofsted focus)</li> <li>• To develop the CPD of staff through PE</li> </ul> </li> <li>• <b>Behaviour and Safety:</b> <ul style="list-style-type: none"> <li>• To implement a new Anti-Bullying Policy</li> <li>• To continue to improve attendance to 97%</li> </ul> </li> <li>• <b>Leadership and Management:</b> <ul style="list-style-type: none"> <li>• To develop a new assessment system</li> <li>• To implement the new National Curriculum</li> <li>• Through the newly re-constituted Governing Body to continue to robustly hold senior leaders to account in all aspects of the school's performance</li> </ul> </li> </ul> <p>Governors track the progress towards the priorities each term. All targets were achieved 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><b>Raising standards of attainment and progress</b></p> <p>Standards of attainment and progress achieved during last year have been the best results the school has achieved. At all end of Key Stages, Foundation Stage, KS1 and KS2 results are all now above National Averages and positive gains have been made from previous years. (See Performance Data for 2014-2015 on the schools website for more</p>



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 year long training session for 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 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 Safeguarding, Health and Safety, Educational Visits Policy, Home Learning and Code of Conduct for Governors to name but a few. We also approved a new Attendance Policy, as a result of legislation changes that no longer allow schools to authorise term time holidays. The Governing Body recognises the problem that this may cause for some parents, but we are very pleased that attendance figures at the school have improved considerably over the last two years and wish this to continue.

#### **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 2014-2015 budget plan for the school: we are pleased to report that the school is in a stable position financially and can afford to split the Reception Classes into three groups of twenty and Year 6 into four teaching groups instead of 3 in the next academic year. Key areas for spend was:

- Finalise the refurbishment of the EYFS Reception area to enable the rooms to become more flexible spaces
- Increase the capacity of ICT equipment (part of a three year strategic plan)
- Refurbish the HT and DHT Office to ensure it is fit for purpose and increasing space within the school to hold meetings
- Pupil Premium: to use funds to support intervention groups of pupils through additional teaching and support staff

#### **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.

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.

#### **Pay and Personnel Committee:**



	<p>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 – you can either find them 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>
<p><b>Link Governor Role</b></p>	<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:          Caroline Davis: 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          Julie Maltwood: Health and Safety</p> <p>The focus of some of these roles may change each year depending on the focus of the School Improvement Plan</p>
<p><b>Governor Training</b></p>	<p>Governors have attended various types of training this academic year. Training provided by the LA that Governors have attended is safeguarding; Safer Recruitment; Governor Briefing and National Chair of Governor Training.</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>
<p><b>Key Events for celebration of the school</b></p>	<p><b>End of Year Performance Data</b></p> <p>The data shows the school at the end of the year with the best results produced and building on a very good three year trend of improvement.</p> <p><b>PE and Sports development</b></p> <p>The Governors agreed for the PE Leader of the school to be released for the academic year to develop REAL PE into the school, support teaching staff to deliver quality PE lessons, and promote PE and Sporting Competitions. The breadth of PE and Sports Competitions are a strength of the school.</p> <p>Meeting with the PE Leader on a regular basis for updates and progress has been very successful and this culminated with the school receiving news that it is now within the top 10% of schools across the country for PE and Sport delivery!</p> <p><b>Music and Performing Arts</b></p> <p>Over the course of the year the Music Leader has 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 provide tuition for violin, cello, flute and clarinet.</p> <p>An excellent performance of 'Aladdin in Trouble' during the Spring Term involved 100 children across the school from Year 1-6, including those children with SEN and those as part of the Additional Resourced Provision for Autism and Global Delay. It was a fabulous performance and great credit to all the staff that took part to make it happen.</p> <p>Our assemblies and performances reflect our cultural diversity and strength in</p>



	<p>community cohesion.</p> <p><b>Development of the Website:</b> The newly re-designed website is developing very well, it is compliant with DfE regulations and many positive comments about it's easy access, information and celebration of the work of the school. The second phase of the development is now underway to improve it further.</p> <p><b>Pupil and Parent Voice:</b> 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 equality plan. 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 Leaders, and Language Buddies have also done similar work.</p>
<p><b>Future plans for the governors</b></p>	<p>The Governing Body is looking forward to developing the areas sited in the School Improvement Plan, and in particular the development of ICT this year</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Developing the Pupils Emotional and Resilience program through a staff working party including a Governor. Empowering Learning will also be a key area of development, supporting the children to become more independent in their learning. Accreditation will be gained through Unicef Rights Respecting Schools.</li> <li>• 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 the school</li> <li>• Parent Forum group to continue and encourage more parents to attend to look at key areas such as the New Assessment System and topical areas for discussion raised by the parents</li> <li>• Governor engagement and involvement in the life of the school including training and attending relevant staff development to keep ourselves involved</li> <li>• Re-design and development of the EYFS outdoor learning areas</li> <li>• Working towards Governor Mark to improve the efficiency and effectiveness of the Governing Body to support the school to move forward.</li> </ul>
<p><b>How you can contact the governing body</b></p>	<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 2014-2015

Governor	Category	Term of Office	Committees	Individual Responsibility/Link Governor	Self-Declaration on File	No. of Establishments
Miss Caroline Davis (Resignation 12.6.15)	Co-opted Governor	16.07.2014 - 15.07.2018	Pay and Personnel Pupil Discipline Committee Staff Dismissal Appeal Staff Appeal Staff Discipline Staff Grievance	Chair of Governors Pupil Voice	Self-Dec	1
Miss Charlotte Slade	Co-opted Governor	27.06.2012 - 26.06.2016	Pay and Personnel Pupil Discipline Committee Staff Dismissal Appeal Staff Appeal Staff Discipline Staff Grievance	Vice Chair Raising Attainment KS1 and KS2	Self-Dec	1
Ms Leigh Baruch	Co-opted Governor	16.07.2014 - 15.07.2018		Safeguarding	Self-Dec	1
Ms Diane Hackney	Local Authority Governor	03.09.2012 - 02.09.2016	Pay and Personnel Pupil Discipline Committee Staff Dismissal Appeal Staff Appeal Staff Discipline	SENCo and Inclusion	Self-Dec	1



			Staff Grievance			
Ms Alison Kay	Staff Governor	19.01.2012 - 18.01.2016		EYFS	Self-Dec	1
Ms Julie Maltwood	Staff HT (Voting)	01.09.2012	Pay and Personnel		Self-Dec	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	Health and Safety Premises	Self-Dec	1
Mr Mamad Noorally	Parent Governor	24.10.2014 – 23.10.2018	Pay and Personnel Pupil Discipline Committee Staff Dismissal Appeal Staff Appeal Staff Discipline Staff Grievance		None Recorded	1
Ms Dawn King (Resignation July 2015)	Parent Governor	02.09.2015	Pay and Personnel Pupil Discipline Committee Staff Dismissal Appeal Staff Appeal Staff Discipline Staff Grievance			1



## Governor Meeting Attendance Register

### Meetings held between 1 September 2014 and 1 September 2015

Governor	Category	09/10/2014	13/11/2014	11/12/2014	29/01/2014	05/03/2015	14/05/2015	11/06/2015	15/07/2015
Miss Caroline Davis (Resignation 12.6.15)	Co-opted Governor		P	P	P	P	P	P	
Miss Charlotte Slade	Co-opted Governor	P	P	P	P	P	P	P	Apol
Ms Leigh Baruch	Co-opted Governor	P	P	Apol	P	P	Apol	P	P
Ms Diane Hackney	Local Authority Governor	Apol	P	Apol	Apol	P	p	P	P
Ms Alison Kay	Staff Governor	P	P	Apol	P	P	P	P	P
Ms Julie Maltwood	Staff HT (Voting)	P	P	P	P	P	P	P	P
Mrs Khudeja Razi	Parent Governor	P	P	P	P	Apol	P	P	P
Mr Mamad Noorally	Parent Governor			P	P	P	Apol	P	Apol
Ms Dawn King (Resignation July 2015)	Parent Governor		P	P	Apol	Apol			
P - Present									
Apol – Apologies Accepted									
ApNA – Apologies Not Accepted									
X – No Apologies									
Shading – Not in Office at the time									