

# **Annual Governance Statement of Meanwood CE Primary School Governing Body**

July 2024

## **1. Overview**

The governing body conducts its business to take account of the three roles of the governing bodies as outlined in the Governors' Handbook:

- 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 day to day management of the school is the responsibility of the Head teacher and senior leadership team.

The governing body also ensures that the school complies fully with statutory safeguarding procedures. All staff have signed a record to confirm they have read Part 1 of the DfE statutory guidance "Keeping Children Safe in Education". The governing body has familiarised itself with the document and the safeguarding governor and the Chair of Governors have worked with the safeguarding lead in school to complete the annual safeguarding audit.

## **2. The composition of the governing body**

The range of skills across the governing board includes strengths in experience of public, private and third sector leadership, understanding of national education policy, employment law expertise, procurement and financial management. The governing board undertook a skills audit in summer 2022, using the local authority's facilitated skills audit process. This identified a good range of skills across board members and recruitment to the governing body since has had regard to the skills audit. The governing body has a good balance of the skills required to carry out its work.

## **3. Meetings of the governing body and attendance**

The full governing board meets four times a year; all meetings are clerked by a trained professional clerk. Meetings of the full governing body in 2023/4 have been held in person as have preparation meetings for Ofsted. There are also two governing board committees which meet three times a year (teaching and learning and pupil support committee and resources committee) and one which meets twice per year (RE committee); which have delegated authority to make decisions on behalf of the governing body. The admissions committee and the pay review committee both meet once annually. The Headteacher performance management committee meet twice per year. Additional meetings have been held this year by a working group who have been working with the Headteacher on Vision & Values.

Despite governors' workload being high and having a great deal of responsibility, all governors are volunteers. Governors are committed to training and have good attendance at meetings. Apologies for non-attendance are considered on an individual basis; governors are aware through the agreed code of conduct that non-attendance may result in their removal. Further details about the composition of the governing board, committee structure, who the governors are, and governor attendance at meetings are on the school website

## **4. The effectiveness and impact of the governing body 2023/4**

The governing board ensured that all its legal functions were met. This included monitoring that the school fully complies with statutory safeguarding procedures and determining and admissions policy that complies with the DfE's Admissions Code. Governors also completed the DfE's School Financial Value Standard, which includes evidencing how the school meets standards for good financial health and resource management.

#### *Membership*

During 2023/4 there were no changes to the membership of the governing body, the newest appointment being Vanessa Riley (Foundation Governor) in July 2023. There are no vacancies carried this year. There will be a parent governor vacancy to be filled in October 2024 and information has gone to parents in July 2024 seeking expressions of interest.

#### *Training and development*

During 2023/4 Jess Jubb attended SEND training update. Vanessa Riley completed new governing induction training. During this year various governors have received training on the Ofsted inspection framework, pupil attendance and safer recruitment training. Governors have also completed training on Prevent, Child Protection & Safeguarding and KCSiE. All governors have access to the NGA materials/training and local authority governor updates.

#### *Headteacher/SLT*

The Governing Body has been supporting the new Headteacher who was appointed on 1 June 2023. The Chair of Governors and the Headteacher meet regularly. The Governors have agreed a change to the SLT structure from September 2024 where there will be one Deputy headteacher in place of two Assistant headteachers and that post has been appointed to with Governor involvement in the interview process. The Headteachers performance management objectives are linked to the School Development Plan and progress is reviewed by the Headteacher Performance Management committee.

#### *Admissions*

A public consultation on the admissions policy was held during the 2018/19 academic year. The governing board determined the admissions policy for 2025/6 in February 2024. The next point that a public consultation will be required, based on the seven year cycle, is in 2025/26 (for entry in September 2027).

#### *Building Works*

The premises are in poor state of repair in many places around the school site due to years of neglect and the age of the building. The Governors have supported the Headteacher and Business Manager in applications to the Diocese for funding to carry out substantial building works. Two applications have been successful which will see a new fire alarm system and total refurbishment (including tanking) of the Y5 & Y6 classrooms and toilets/cloakrooms which suffer with damp. The school have had to make a 10% contribution to those works which are c.£300k. This is of course in an environment when the school funds are very limited. The PTA is active in their support and have provided some new chairs and tables for some classrooms.

#### *Ofsted*

The school was inspected by Ofsted in June 2024, having not been inspected previously under the current framework (last inspection was in 2013). The school has been on a huge journey in the past 2 years, as shown by external reports and audits done in 2022 and more recently. The Governing Body met with the HMI and were able to demonstrate

the hard work, integrity and commitment of the Governing Body and the manner in which the school leadership is held to account and challenged. The Ofsted report is not yet finalised/published but the Governing Body is proud of the way the entire school community engaged during the inspection period and the survey results from parents were a huge credit to the school.

### *Resources*

Governors have continued to fulfil their statutory responsibility to oversee the financial performance of the school. With some very careful budget management the outturn for the 2024/5 financial year was a small surplus position. At the time of writing this annual effectiveness statement a surplus budget is forecast for 2024/5 because of changes made to the staffing structure and increased contribution to the main budget from the extended school budget. There are continued costs pressures (e.g. staff pay increases, fuel costs). The governing board are monitoring the budget closely. Regular budget reviews take place. As with all schools, the financial situation is extremely challenging.

The governing body (with support of the headteacher) conduct an annual staff well-being survey, the results of which are shared with staff. An action plan is implemented by SLT in light of the results, which the governing body monitor. There is a link governor for staff well-being.

Performance management all staff has been monitored by governors and has been completed in 2023/4.

### *School development planning/Teaching and Learning*

Following an extensive evaluation, governors have worked with the headteacher to create a 3 year strategy which includes the strategic vision, values, strategic objectives and pillars. This has helped shape the direction of the school and help to ensure its long-term success. The strategy will be disseminated to all stakeholders during autumn 2024.

Governors work co-operatively with the headteacher and senior leadership in monitoring of the School Development Plan. The School Development Plan sets aims for the school. The current SDP is based on priorities identified from data, school self-evaluation and Ofsted priorities. The SDP is set out with clear aims, the key tasks which will be completed in order to achieve these aims and the success criteria in order to measure outcomes. The SDP objectives and programme of work are monitored and reviewed termly, with an evaluation overview being completed and presented to governors within the HT report. As part of monitoring and holding the leadership to account, all governors are linked to an SDP priority and as a result have undertaken a programme of monitoring visits during 2023/4.

Data is made available to governors through termly meetings with verbal and written presentations, followed by question and answer sessions with the headteacher and members of the senior leadership team. The governors are then able to benchmark their data against national data to ensure the school's standards and expectations are high. Scrutiny is placed on pupil progress across all ability groups, including vulnerable groups, and on the effective use of the Pupil Premium.

### *Policies*

Governors review all relevant policies on a programmed basis to ensure that all guidance is current and up to date. Specific attention is paid to ensure that the school complies with the Department for Education's mandatory policy list and the Local Authority's recommended list.