

Annual Governance Statement for the Governing Body 2018

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Killinghall CE 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.

Governance arrangements

The governing Body of Killinghall CE Primary School is made up of:

- 2 parent governors (elected by the parent body)
- 1 Local Authority governor (appointed by the LA)
- 2 Foundation governors (appointed by the Diocese)
- 3 co-opted governors (appointed by the governing body)

A key consideration in the appointment and election of governors is the skills and experience they can bring to the governing body for it to be effective. We intend that governors have the skills and experience to drive school improvement. Commitment is vital, and having the time to carry out the role effectively is essential.

Our school governors have an incredibly important role in setting high standards, holding the headteacher to account and ensuring money is well spent. We drive aspiration in school and help our pupils to develop high standards of attainment, progress and enjoyment. We are confident in challenging the headteacher and acting as a critical friend to the school.

Governors need to know what good management looks like and should bring in skills from the other parts of their life. Governors need the ability to build partnerships and relationships dealing honestly with issues. Our governing body has a range of viewpoints allowing for open debate and leading to good decisions in the interests of the whole school community

Getting to know the school is of paramount importance, this is done through visits, discussions, meetings and reading evidence, including attainment and progress data, and budget statements.

We need to develop the skills and knowledge needed to provide strategic challenge by, for example, understanding how to interpret data, and finance is well spent. This is a demanding task for which all governors need to have, or develop, relevant and appropriate skills; we must be prepared to access training and support as required. Foundation governors have a particular role in safeguarding the Christian character of our school, although all governors do ensure that this is the case. We currently have a skilled and knowledgeable group of governors.

The governing body has a programme of meetings throughout the school year, and a structure that focuses on specific areas of governance. All meetings adhere to clear agenda and minutes are taken by a local authority qualified clerk and then published on the school website. Meetings focus upon strategic school improvement, finance, health & safety, and premises management.

Attendance record of governors

A record is kept by the clerk to the governing body of governor's attendance at meetings. If a governor is unable to attend a meeting they must send apologies with a reason for their absence. The meeting has to approve absence. If a governor fails to attend sufficient meetings they can be removed from office. Meetings need to be 'quorate' to ensure that decisions can be made. Killinghall governors have an excellent record of attendance.

The work we have done as a governing body.

It is important for the governing body to work with the headteacher to ensure that initiatives have been implemented and all statutory duties fulfilled. Governors have been active in working with the staff to ensure that the new more challenging curriculum is embedded across the school and that the school has actively ensured that pupil attainment and progress is consistently good. Data analysis and tracking evidence has been thoroughly interrogated by governors to ensure that pupil progress and school improvement is clearly evidenced. The governing body has also worked with the headteacher to ensure that financial management is effective.

Monitoring activity

All governors have an important part to play in monitoring various aspects in school; class, subjects, Christian ethos and Health & Safety and pupil safeguarding. Governors' monitoring needs to be challenging with written evidence taking into account our school priority areas and ensuring that policies are being adhered to. If we have any concerns these are immediately raised with the Headteacher. Governors each plan to make a half termly visit to school to carry out their individual monitoring responsibility. A monitoring overview report is written for the Chair of Governors and the Headteacher, this is shared with all governors.

Financial management

Governors closely monitor the school's financial position and challenge the Headteacher regarding best value. Termly meetings are held where budget monitoring reports are discussed. These reports are produced and maintained by an NYCC bursar who works closely with the Headteacher. Each year the governing body complete the Schools' Financial Value Standard Audit and this has to be presented to NYCC. The governing body delegates much of the control of the budget to the Headteacher, but during meetings evidence of effective budget controls are expected. Pupil premium expenditure is reported on in meetings and monitored by the governor with responsibility for this aspect of finance. The impact of sports premium funding is monitored and there is a specific governor who reports on this.

Policy review

Within the three year strategic plan the governors have a programme of policy reviews. It is necessary to review and update some policies annually, others on a two or three year basis. Governors have statutory duty to be responsible for certain school policies and also to ensure that these appear on the school website. Policies are read and agreed by the full governing body.

Governing Body Minutes

All meetings are fully minuted by an NYCC Clerk. These are available on the school website.

Strategic Planning for the future

With constant reference to the school's values and aims, the Governing Body agrees the implementation of its strategic plan in practice via the School Development Plan, which sets the plans for improvement and priorities for focus. This is done following evaluation of this year's progress and impact having been discussed. The priorities for 2018/19 will be agreed as 'priority action plans' with implementation in September, a three year strategic overview is used to ensure that future planning is in place.

The following framework outlines how the Governing Body will seek to fulfil these functions.

Strategic responsibility	Monitoring to include	How....
Curriculum & Learning	Quality of teaching and learning Benchmarking performance Teaching and learning policies Curriculum developments Safeguarding School Drivers – SMSC and British Values Pupil attendance, racial incidents etc	Learning walks against SDP priorities. Meetings with subject leaders. Pupil discussion NYCC Educational Adviser reports Data analysis review – NYCC profile an Raiseonline analysis Review as appropriate Learning walks, documentation, HT reports. HT reports, learning walk, pupil discussion, H&S checks. Learning walks, displays, pupil discussion, newsletters, questionnaires. Reports available to CofG via HT. HT reports to FGB
Staffing & Pay	Performance Appraisals Staffing structure & pay policy Training Attendance	HT appraisal meetings. HT reports. Pay recommendations made by HT to FGB. Agreed in lines with NYCC in September CPD opportunities and attendance monitored through HT reports and discussion with subject leaders. NYCC attendance policy agreed each September – monitored by HT and CofG.
Finance & Premises	Financial regulation and control Best value Benchmarking Health and Safety	NYCC bursar visits – monitoring reports to finance lead governor. Full discussion at Finance focus FGB meetings End of year audit, schools financial values standard statement agreed and sent to NYCC, and Annual Accounts return to NYCC H&S reporting. Termly site survey by Govs and NYCC officer. Reported to FGB by H&S lead governor.
FGB	Self-evaluation	Governor survey of skills audit.

As a Church of England School we also monitor the Christian ethos and Distinctiveness of the school.

How to contact your governing body

Information about the school's governing body is available on the governors' page of the school's website.
Mrs Helen Potter, Chair of Governors.