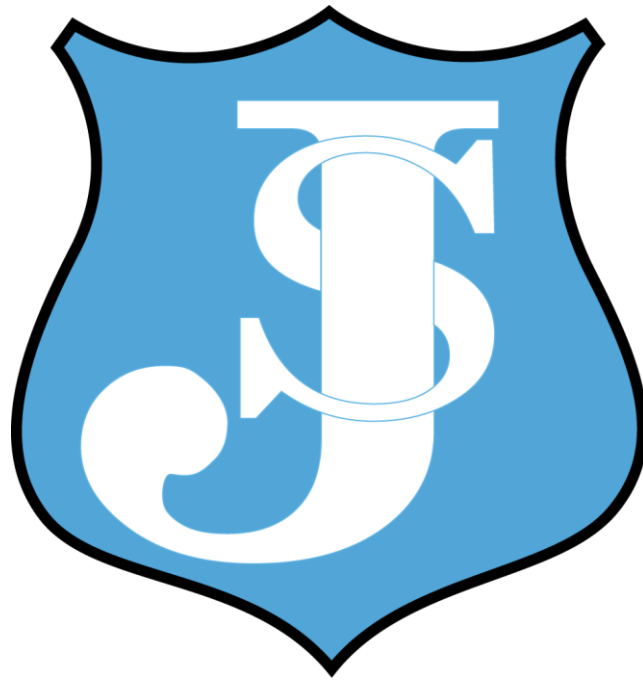


St. John's C.E. Primary School
'High standards – through a caring community'



**Review of Governance
Report for Parents and Carers**

Academic year 2018/19

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1. Introduction from the Chair

Welcome to a review of the governance activities of St John's CE Primary School for the academic year 2018/19.

While a "report to parents" is no longer a statutory requirement in England, the governing board agreed that an annual report for parents and carers would be a useful way to share information.

We hope that you find the information helpful in explaining our role and responsibilities as a governing board, as well as being able to read how we have fulfilled these during the last academic year.

Minutes of our governing board meetings are available to view through the school office. We also allow observers at our meetings. Our meeting dates are included in the Headteacher's letter and the school calendar on the website. If you wish to attend a meeting, or discuss any aspect of this report, contact the Chair through the school office.

2. Who are the governors of St John's?

The governing board is made up of the following governors:

- 3 parent governors – Lynsey Williams, Andrew Moore and Richard Penberthy
- 3 foundation governors - Rev Marcus Maxwell, Keith Ross and John Hodgkinson
- 1 Local Authority governor – (position currently vacant)
- 1 Head teacher - Patrick Rayner

- 1 member of staff - Lynne Ingham (elected by staff)
- 3 Co-opted - Richard Valentine, Annie Harrison (Chair) and Peter Smith
- 2 associate governors – Andy Clerc and Louisa Iqbal

Each of the governor posts has a term of office of 4 years

The attendance of each governor at board meetings is published on the school website and updated each academic year.

3. What do governors do?

School governors have three core strategic functions:

- ensuring clarity of vision, ethos and strategic direction
- holding the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff and
- overseeing the financial performance of the school and making sure its money is well spent

In practice this involves attending 3 termly meetings of the full governing body, one with a resources focus, one with a teaching and learning focus and one to deal with other business matters.

In addition we have a steering committee which consists of the Headteacher, the Chair of governors, the Vice chair and development governor. The steering committee meets at the beginning of each term to identify the priorities for the term, identify any deadlines and decide upon the agenda items for each of the 3 full governing body meetings, as well as identifying areas of development for the governing board.

We also have a “presentation to governors” twice a year to review whole school data. The staff present the progress and attainment data of their class to the governors. Governors take part in learning walks around the school and feedback their findings to the rest of the board.

There are also a number of delegated roles which are given to individual governors in line with their knowledge and skills.

The governing board also ensures that their statutory duties are fulfilled.

4. Summary of governance activities 2017/18

Changes to the governing board (GB)

There have been a number of changes to the governing Board this year:

- 1 co-opted governor and 1 parent governor have been elected to the board

We still have one vacancy for a Local Authority governor.

e-Safety

All governors have a school email for use for governor duties and business.

Edubase

The data required for the national database has been collected for governors at St John's

New Build

Governors have worked with the school, the council and the ESFA to support the school in the completion of a successful new build, opening in September 2019.

Safeguarding

Our Board complies with the requirement for all governors and associate members to have a DBS check. The school have developed a safeguarding team which includes governor representation.

Training and development

Governors have attended training throughout the year provided by Stockport MBC and GOVAS (local governor association), this is monitored by the development governor.

Attainment and progress of pupils

Throughout the year governors have received detailed information on the progress and attainment of pupils of all ages, to enable them to monitor progress against the standards of the national curriculum. This has included presentation of the new "Analysing School Performance" system.

Health and Safety

Regular Health and Safety monitoring and audits are carried out around the school by the health and safety governor, the results of which are reported back to the governing board.

The 'Managing Medical Needs' group meets regularly to ensure that the school is abiding by the latest SMBC guidance, that all the staff First Aid training is up-to-date and we are confident in our storage, management and delivery of medication to children as required.

Finance

There have been regular budget monitoring meetings throughout the year to ensure that the school remains financially sound through the rebuild process and the associated costs with moving to and buying furniture and resources for a new building.

5. What has been challenging this year?

This year much of the focus has been on the rebuild. This has been a very demanding time for the staff at St John's and the role of the governing board has been to support the staff in completing the rebuild process as smoothly as possible. At the same time, the school is awaiting an Ofsted inspection and it has been imperative that the governors have ensured that the school has been able to maintain it's positive work throughout all areas of the curriculum during the rebuild process.

6. What has been encouraging this year?

The incredible hard work by all members of staff in supporting the rebuild process whilst also maintaining high standards of learning and development of the pupils.

The amazing support of the wider school community in raising funds to support the school with the rebuild.

The continued development of the forest school area.

Gaining Leading Parent Partnership Award (LPPA) accreditation.

Successful assessment and accreditation of 'The Arts Mark'

7. How else do governors fulfil their role?

The work of the governing board is a collective responsibility. However individual governors have particular areas of responsibility delegated to them. They remain accountable to the governing board for the role they perform and report back to the sub-committees or Full Governing Board meetings.

ST. JOHN'S C.E. PRIMARY SCHOOL GOVERNING BOARD COMMITTEE STRUCTURE 2016/17

CHAIRPERSON
Annie Harrison (one year term of office)
VICE-CHAIRPERSON
Keith Ross (one year term of office)
DEVELOPMENT GOVERNOR
Keith Ross

LINK CLASS GOVERNORS		CURRICULUM LINK GOVERNORS			
Reception – Annie Harrison Year 1 – Andy Moore Year 2 – Lynsey Williams Year 3 – Rev Maxwell Year 4 – Keith Ross Year 5 – Richard Valentine Year 6 – John Hodgkinson		English – Peter Smith Art and DT- Lynsey Williams Computing- Richard Penberthy Maths- John Hodgkinson Science – Keith Ross Music- Annie Harrison Geography and history- Andy Moore RE & collective worship- Rev Maxwell PE-Richard Valentine PHSE- Louisa Iqbal LPPA- Lynsey Williams Wellbeing- Peter Smith			
ATTENDANCE GOVERNOR		SAFEGUARDING GOVERNOR		INCLUSION GOVERNOR	
Keith Ross		Louisa Iqbal		Annie Harrison	
PAY REVIEW	PAY APPEALS	EDUCATIONAL VISITS GOVERNOR		PUPIL PREMIUM GOVERNOR	
Marcus Maxwell Keith Ross Andrew Moore	John Hodgkinson Annie Harrison	Richard Valentine		Richard Valentine	

8. What were the governing board objectives for 2018/19?

1. To further enhance the Governing Board's knowledge and understanding of data and key information in order to provide effective challenge and support to the school.
2. As part of the Priority Schools Building Programme, continue to work towards a successful rebuild of the school.
3. To support the school in securing parental engagement.

9. How were they met?

1. Training and support provided by Tom Gadsby on data to allow clear questioning and challenge at board meetings.
2. Regular meetings and updates at FGB meetings to ensure that rebuild process on track.
3. Implementation of LPPA link governor and successful accreditation of LPPA award.

10. Meeting the 3 strategic objectives

10.1 Setting the vision and strategic direction of the school

This year, the Governors have:

- Been part of the annual school vision day which reviews the academic year and agrees objectives for the next.
- Reviewed a wide range of data and feedback for the school to identify areas of both strength and weakness, and ensured that these are fed into the school development plan. Set, reviewed and monitored performance targets for the Head Teacher, and ensured that these link to school improvement.
- Considered and approved a number of new policies and reviewed and updated key existing policies.
- Governor representation on critical incident team.
- Regular meetings with Inclusion governor and SENDCo to provide updates on SEND and EAL children and their progress throughout the school.
- Continued development of Strategic plan with a 3 year focus.

10.2 Holding the headteacher to account for the performance of the school

This year, the Governors have:

- Performed regular and detailed analysis of all school data to identify the school's strengths and weaknesses, and actively challenge the Head Teacher to ensure robust systems are in place to address areas of weakness. This included a presentation from the School Improvement Partner on the analysing school performance system.

- Actively questioned the Head Teacher on details of the School improvement plan
- Taken part in discussions and received feedback on the key priorities set by the school as well as completing learning walks around the school looking closely at these being carried out in practice.
- Carried out regular Health and Safety monitoring.
- Regularly received in-depth information from senior leaders regarding Curriculum and Attainment in the core subjects. This has ensured that the Governors have a clear and broad understanding of the context of their work and helped shape strategic questions and decisions.

10.3 Ensuring financial resources are well spent

This year, the Governors have:

- Reviewed documentation in advance of the audit by SMBC of our financial processes and received and noted the audit report.
- Set and monitored a budget which demonstrates spending choices are made in line with school priorities.
- Approved financial delegation scheme.
- Reviewed the buybacks from the LA
- Looked at benchmarking data comparing our school expenditure
- Ensured that all spending is in line with 'best value' principles.
- Ensured the strategic planning for the spending of grants such as the Pupil Premium and PE grant is robust, with a strong focus on the impact for pupil outcomes (reports on school website).
- Reviewed pay recommendations for teaching staff in line with the appraisal and pay policies.
- Completed additional regular budget monitoring meetings to ensure that the financial impact of a rebuild does not have a negative affect upon the school budget.

11.Meeting statutory requirements

This year, Governors have:

- Continued to have a specific Safeguarding Governor (associate member) to ensure that all safeguarding responsibilities continue to be met.
- Continued to roll out a robust schedule for monitoring compliance of our statutory duties in respect of policies with link governors completing an initial review.
- Ensured that we continue to have a specific Governor with responsibility for Health & Safety ensure the school is compliant with all requirements.

12.What are the governing board objectives for 2019/20?

There will be a focus on Financial stability, continued development of Governor link roles and community cohesion.

13.What are the longer term plans of the Governing Board?

These will be discussed at the Governor Development meeting in the Autumn term.

14.For further information

The school website has pages for Governance which include pen portraits of the governors, as well as details of the current GB composition, terms of office, and attendance at meetings. There is a governors notice board in the reception area of the school with names and photos of the governors. In addition, PP report, PE grant report, key policies, school calendar and term dates are also published on the school website.