

## Annual Governance Statement for the Governing Body of Sheringham Community Primary School and Nursery

September 2020

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Sheringham Community Primary School and Nursery Governing Body are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils;
- Overseeing the financial performance of the school and making sure its money is well spent.

### **Governance arrangements**

As the Governing Board of Sheringham Community Primary School & Nursery we are proud of the school and its welcoming, inclusive ethos. Our Governing Board is made up of 14 governors as follows:

- Two parent governors elected by parents at the school
- One Local Authority governor recommended by the Local Authority
- One staff governor elected by the staff
- One Headteacher governor
- Nine co-opted governors appointed by the Governing Board

We work closely with the Headteacher and senior leaders to ensure the children receive the best education possible, and to ensure that they are happy and safe in school.

The Full Governing Board (FGB) meets at least once a term and there are two committees that look in detail at different aspects of the school. The committees meet each half term. They are the Curriculum and Standards Committee which focuses on educational provision in the school and the Finance and General Purposes Committee which oversees finance, personnel, premises and health and safety.

Individual governors take on specific responsibilities including overseeing provision for children with special educational needs and disability (SEND), monitoring subject areas, overseeing health and safety, and overseeing a rolling programme of maintenance of the school buildings and grounds. The school receives funding each year from the Department of Education for specific areas such as the PE and Sport Grant and governors monitor how this money is spent and what impact it is having on the children's fitness and enjoyment of sport.

The school also receives a significant sum of money called the Pupil Premium Grant and this is determined by the number of children who are eligible for free school meals. This money is used to provide additional support and intervention for our children and governors

	<p>encourage all parents whose children are entitled to free school meals to register for these. Our colleagues in the school office can help with this process.</p> <p>The Full Governing Board and the two committees have terms of reference that set out their responsibilities. On page 4 you can see a list of governors, which committee they are members of and their individual responsibilities.</p>
<b>Attendance record of governors</b>	<p>Governors have excellent attendance at meetings, we have never cancelled a meeting because it was not “quorate” (the number of governors needed to ensure that legal decisions can be made). You can see a record of their attendance on page 6.</p>
<b>The work that we have done in our committees and in the governing body</b>	<p>The Curriculum and Standards Committee oversees curriculum planning and delivery by reviewing the school's Self Evaluation Form (SEF) which sets out how the Senior Leadership Team, led by Mrs Carter, feel the school is currently performing and also by reviewing the School Improvement and Development Plan (SIDP) which sets out the areas of focus for the academic year and how success will be achieved. Governors monitor the Quality of Education by linking with teachers to monitor subjects being taught in school including looking at children's books and their writing, for example. (The governors do not know whose books they are looking at; they are shown an anonymous selection of books.) Subject leaders are regularly invited to give presentations at meetings and governors have heard from the Maths, EYFS and Literacy leads. Governors are particularly concerned to monitor the impact of the new reading scheme, The Literacy Tree, on children's reading and writing, to make sure that the significant funding allocated to this is effective and value for money and it most certainly is; so much so that the school has become a Flagship School. Governors consider the attendance of pupils and behaviour in school and how these are being managed if there are any concerns. Through “Pupil Voice” governors can find out how children feel about different aspects of school life sometimes by speaking to children directly and sometimes through reports from teachers.</p> <p>The Finance and Resources Committee receives monthly reports about funds received, how they are being spent and whether the school is “on budget”. The committee also oversees staffing and HR, and will consider recruitment needs. Governors oversee the management of the school's premises including how capital funding is being spent to maintain the school buildings and grounds, and also ensure that the school complies with Health and Safety requirements and Fire regulations.</p> <p>The Full Governing Board (FGB) receives reports from both committees at each meeting so that all governors can keep informed on the work done in committee. Mrs Carter provides a Headteacher's Report detailing what is happening in school and the Chair of Governors will provide a report on work she has been doing. Some matters cannot be delegated to the committees and can only be approved by the FGB such as approval of the budget revisions that are done three times a</p>

	<p>year.</p> <p>Both committees and the FGB receive reports on safeguarding in the school as this is a priority concern to make sure your children are safe in school. There are a number of policies that require approval; some are delegated to the committees and some come to the FGB for approval.</p> <p><b>Covid-19</b></p> <p>The impact of the coronavirus on the work done in school has been enormous particularly once the country went into lockdown. It was important to restrict the number of visitors in school and so governors did not go into school and meetings were held virtually. To allow staff to concentrate on educating the children who were allowed to come into school, eg the children of key workers, and to develop the work needed to support the education children at home, committee meetings were suspended. The FGB met virtually to review the plans Mrs Carter and the senior staff developed to keep children safe in school including the extensive risk assessment needed. Governors also had to approve the budget for the new financial year that started on 1 April 2020. Governors met virtually in May 2020 to approve the arrangements for the partial reopening of school which included an updated risk assessment. Finally, we met in July 2020 to look at the first budget revision and to approve updated policies ready for school opening fully in September 2020.</p> <p>Mrs Carter and all staff have worked incredibly hard to maintain standards, keep your children safe at school and to make sure they continue to have access to high quality education and governors would like to formally congratulate everyone on the work they have done to achieve this.</p>
<p><b>Future plans for the governors</b></p>	<p>Governors met (virtually still) on 3 September to review and approve the plans to fully reopen school to all children from 6 September 2020. Governors discussed with Mrs Carter how they might safely begin to pick up their specific monitoring roles and to resume the normal working of the governing body. Much depends on how Covid-19 continues to impact every day life but governors hope to be back in school after half term, if it is safe to do so. Further information will be posted on the governors' page of the school website but our key priority is to keep the children and staff safe, and to support the return to normal school life.</p>
<p><b>How you can contact the governing body</b></p>	<p>We welcome suggestions, feedback and ideas from parents and you can contact the Chair of Governors, Mrs Jill Steward, via the school office or via email at <a href="mailto:chairofgov@sheringhamprimary.norfolk.sch.uk">chairofgov@sheringhamprimary.norfolk.sch.uk</a> You can see the full list of governors; their attendance at meetings; and their individual areas of responsibility in the following documents.</p>

# Sheringham Community Primary School

## Membership of the Governing Board for the academic year 2020/21

<b>Name</b>	<b>Governor Type</b>	<b>Term From</b>	<b>Term To</b>	<b>Roles</b>	<b>Committee membership</b>
Mrs Rachael Carter	Headteacher Governor			Headteacher	Curriculum & Standards Finance & General Purposes
Mrs Kathryn de Ferrer	Local Authority Governor	26 Mar 2019	25 Mar 2023	Safeguarding HTPM (Headteacher's Performance Management) Wellbeing	Curriculum & Standards
Mrs Heather Duxbury	Co-opted governor	05 Mar 2018	4 Mar 2022	Vice Chair of Governors C&S Committee Chair Monitoring Curriculum Maths	Curriculum & Standards
Ms Deborah Leahy	Co-opted governor	22 Jul 2019	21 Jul 2023	LAC (Looked After Children) SEND (Special Educational Needs and Disability)	Finance & General Purposes
Mrs Kate Munro	Parent governor	16 Nov 2018	15 Nov 2022	Pupil Voice Bright Stars	Curriculum & Standards
Dr Michele Otway	Co-opted governor	16 Oct 2018	15 Oct 2022	HTPM GDPR English	Curriculum & Standards

Mr John Perrem	Staff governor	20 Jul 2018	19 Jul 2022	PE & Sports Premium	Curriculum & Standards
Mrs Stephanie Purslow	Parent governor	16 Nov 2018	15 Nov 2022	Health & Safety	Curriculum & Standards Health & Safety Governor Finance & General Purposes
Mrs Jill Steward	Co-opted governor	20 Mar 2019	19 Mar 2023	Chair of Governors Pupil Premium F&GP Committee Chair Finance Governor HTPM SFVS	Curriculum & Standards  Finance & General Purposes
Ms Truda White	Co-opted governor	22 Jul 2019	21 Jul 2023	SFVS (Schools Financial Value Standard)	Curriculum & Standards  Finance & General Purposes

# Sheringham Community Primary School

## Attendance at meetings 2019/20

Y = Attended, N = Apologies Accepted, NA = Apologies not Accepted, NS = No Apologies sent, Blank = Not Required

Governor	Governor Type	Curriculum and Standards	Finance and General Purposes	FGB	Curriculum and Standards	Finance and General Purposes	FGB	Curriculum and Standards	Finance and General Purposes	FGB	Curriculum and Standards	Finance and General Purposes	FGB via weblink	FGB via weblink	FGB via weblink
		26 Sep 2019	26 Sep 2019	17 Oct 2019	20 Nov 2019	20 Nov 2019	05 Dec 2019	23 Jan 2020	23 Jan 2020	13 Feb 2020	12 Mar 2020	12 Mar 2020	22 Apr 2020	21 May 2020	09 Jul 2020
Mrs Rachael Carter	Headteacher	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mrs Kathryn de Ferrer	Local Authority Governor				Y		N	N		Y	Y		Y	Y	Y
Mrs Heather Duxbury	Co-opted governor	Y		Y	Y	Y	Y	Y		N	Y		Y	Y	Y
Mrs Carole Fields	Co-opted governor	Y		Y	Y		Y	Y		N	Y			Y	
Mr Steve Guratsky	Co-opted governor	Y		Y	Y										
Ms Deborah Leahy	Co-opted governor		Y	Y		Y	Y		Y	Y		Y	Y	Y	Y
Mrs Kate Munro	Parent governor	N		Y	N		Y	N		Y	Y		Y	Y	Y

Dr Michele Otway	Co-opted governor	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mr John Perrem	Staff governor	Y		Y	Y		Y	Y		Y	Y		Y	Y	Y
Mrs Stephanie Purslow	Parent governor	N	N	N	Y	Y	N	N	N	N	N	N	Y	Y	Y
Mrs Jill Steward	Co-opted governor		Y	Y		Y	Y		Y	Y		Y	Y	Y	Y
Ms Truda White	Co-opted governor		Y	N		Y	Y		Y	Y		Y	N	Y	Y

Mr Steve Guratsky resigned November 2019.

Mrs Carole Fields died June 2020.