

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

## September 2022

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 half termly 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 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. As a result of the impact of Covid over the last two years, the school has also received additional funding to provide support for children who need additional support.

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,

	<p>which committee they are members of and their individual responsibilities.</p>
<p><b>Attendance record of governors</b></p>	<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>
<p><b>The work that we have done in our committees and in the governing body</b></p>	<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, History and Literacy leads, and Mr Amies has presented on the CARES Curriculum. Governors continue to monitor the impact of The Literacy Tree on children's reading and writing, and are delighted with the positive impact it continues to have. 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 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>Future plans for the governors</b></p>	<p>Governors will monitor the priorities in this year's SIDP – looking at behaviour management; at a whole school approach to oracy and vocabulary; at the development of guided reading provision; and further work on key areas of highly effective teaching and learning. These four strands will support and enhance the education of the children in our school.</p>

	<p>We say goodbye to two governors this term – Michele Otway and Steph Purslow – who have both been hardworking members of the governing board. Steph is a parent governor so there will be an election in the second half of the autumn term for a new parent governor. Thanks to both outgoing governors for their time and commitment to the school.</p> <p>John Perrem was staff governor until his term of office ended in the summer of 2022 and we would like to thank John for his time and commitment to this role. Jade Murray joins the board as the new staff governor.</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></p> <p>You can see the full list of governors; their attendance at meetings; and their individual areas of responsibility in the following documents.</p>