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

December 2024

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. 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.
Attendance record of governors	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.
The work that we have done in our committees and in the governing body	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.) 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. Governors receive presentations from subject leaders and this year heard about IT; RSHE; Science including the new scheme of work being introduced; and Art. 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. We are delighted to report that the school buildings do not contain any RAAC (Reinforced Autoclaved Aerated Concrete) recently reported to be present in schools up and down the country. 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. 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.
Future plans for the governors	Governors will monitor the priorities in the School Improvement Plan for 2024 – 2025 and these are: **Writing** – to increase the standards of writing across the school at both the

	expected and greater depth standard. **SEND Procedures and Provision** - To continue and enhance the procedures and systems currently in place so that all pupils with SEND receive support tailored to their specific needs. This will ensure pupils achieve as well as they could. **Embedding** - Ensuring that the priorities from last year (2023 – 2024) on the Curriculum, Oracy and Behaviour continue to be embedded. **Sustaining** – Ensuring that the priorities from (2022 – 2023) are being sustained.
How you can contact the governing body	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 chairofgov@sheringhamprimary.norfolk.sch.uk You can see the full list of governors; their attendance at meetings; and their individual areas of responsibility in the following documents.

Sheringham Community Primary School & Nursery School

Membership of the Governing Board for the academic year 2024 - 2025

Name	Governor Type	Term From	Term To	Roles	Committee membership
Mrs Alison Brain	Co-opted governor	27 Mar 2024	26 Mar 2028		Finance & General Purposes
Mr Alec Burrows	Co-opted governor	21 Oct 2021	20 Oct 2025	Pupil Premium Pupil Voice HT Performance Management Pupil Voice	Finance & General Purposes
Mrs Rachael Carter	Headteacher governor			Headteacher	Curriculum & Standards Finance & General Purposes
Mrs Heather Duxbury	Co-opted governor	05 Mar 2022	4 Mar 2026	Vice Chair of Governors C&S Committee Chair Monitoring GDPR/Cyber Security EYFS	Curriculum & Standards Finance & General Purposes Staff Wellbeing Group
Mrs Anita Gutteridge	Co-opted governor	20 Oct 2022	19 Oct 2026	English RHSE	Curriculum & Standards
Mrs Alison Hulme	Parent governor	29 Sept 2021	28 Sept 2025	Wellbeing Website Compliance	Curriculum & Standards
Ms Deborah Leahy	Local Authority governor	22 Dec 2022	21 Dec 2026	HT Performance Management Curriculum Maths Pupil Progress, Data and Assessment Staff Wellbeing Group (Chair)	Finance & General Purposes Staff Wellbeing Group

Mrs Sarah Mapes	Parent governor	19 Dec 2024	18 Dec 2028	To be advised	To be advised
Ms Jade Murray	Staff governor	13 July 2022	12 July 2026	Sports Premium	Curriculum & Standards Staff Wellbeing Group
Mrs Jill Steward	Co-opted governor	20 Mar 2023	19 Mar 2027	Chair of Governors F&GP Committee Chair Safeguarding Looked After Children Finance Governor SFVS Governor Training	Curriculum & Standards Finance & General Purposes

Sheringham Community Primary School

Governors' Attendance at Meetings in the Academic Year 2023 - 2024

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

Governor	Governor Type	Finance & General Purposes 05 Oct 2023	Full governing board and C&S Meeting Combined 19 Oct 2023	Curriculum & Standards Committee 23 Nov 2023	Finance & General Purposes 30 Nov 2023	Full governing board 14 Dec 2023	Curriculum & Standards 01 Feb 2024	Full governing board 15 Feb 2024	Curriculum & Standards Committee 14 Mar 2024	Finance & General Purposes 21 Mar 2024	Full governing board 27 Mar 2024	Curriculum & Standards Committee Meeting 25 Apr 2024	Finance & General Purposes 16 May 2024	Full governing board 23 May 2024	Curriculum & Standards Committee Meeting 13 Jun 2024	Finance & General Purposes 27 Jun 2024	Full governing board 18 Jul 2024
Mrs Rachel Baillie	Co-opted governor	N	N	N													
Mrs Alison Brain	Co-opted governor																N
Mr Alec Burrows	Co-opted governor	Y	N		Y	N		Y		Y	Y		Y	Y		Y	Y
Mrs Rachael Carter	Headteacher	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mrs Heather Duxbury	Co-opted governor	Y	Y	Y	N	Y	Y	N	Y	N	Y	Y	N	Y	N	Y	Y
Mrs Lauren Flannery	Co-opted governor		Y														
Mrs Anita Gutteridge	Co-opted governor		Y	Y		N	Y	Y	Y		Y	Y		Y	Y		Y
Mrs Alison Hulme	Parent governor		Y	Y		Y	Y	Y	Y		Y	Y		Y	Y		Y
Ms Deborah Leahy	Local Authority Governor	Y	Y		Y	Y		Y		Y	Y		N	Y		Y	Y
Ms Jade Murray	Staff governor		N	N		Y	Y	Y	Y		N	Y		Y	Y		Y
Mrs Jill Steward	Co-opted governor	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y