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

December 2025

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 However, we have 5 vacancies currently (one parent and 4 co-opted). This year has seen a change in Chair of Governors. Sheringham Primary has hugely benefitted from the expertise and skills of Mrs Jill Steward as Chair. This year Miss Deborah Leahy takes the helm with Mrs Steward taking the role of Vice-Chair. Governors and Leaders would like to thank Mrs Steward for her years of commitment to Sheringham Primary in the role of Chair. 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 termly and there are two committees that look in detail at different aspects of the school. The committees also meet termly. 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. In addition, we also have a Well-Being Working Party which is made up of staff and governors. This ensures that staff, and

	children's, well being is forefront of our minds and is considered in every decision we make. We aim for Sheringham Primary to be a happy place to work, as well as an excellent educational provider who cares about and considers the development of the whole child. Individual governors take on specific responsibilities including overseeing provision for children with special educational needs and disability (SEND), supporting Safeguarding, 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***. Your eligibility for Free School Meals provides the school with much additional income also, which supports the work of the school for your child. 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 Design and Technology, Modern Foreign Languages, PE and Sport and Science. Committee members also enjoyed a visit from two members of the school council. Governors enjoyed hearing directly from the pupils what they have been focusing on (promoting sustainability) and how the school council works. The Finance and Resources Committee receives monthly reports about funds received, how they are being spent and whether the school is "on budget". There has been a significant change to the way SEND funding is allocated to schools, this has taken up considerable time for Mrs Walls to ensure we are allocated adequate funds. School budgets remain tight, and this Committee supports leaders with the difficult decisions they must make to ensure the school maintains a balanced3 year 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. 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 undertaken 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	Annually leaders draw up a School Improvement Plan, based on priorities in school to refine and prefect practice to ensure children receive the best education possible. Governors monitor the priorities in the School Improvement Plan throughout the year. For 2025 – 2026 these priorities are: - Improve transitions and organisation at key points in the school day to support learning time and behaviour, - To focus on continued and improved outcomes in EYFS including nursery provision.

	- Embedding and sustaining previous priorities: writing and provision for pupils with SEND.
How you can contact the governing body	We welcome suggestions, feedback and ideas from parents and you can contact the Chair of Governors, Miss Deborah Leahy, 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 2025	20 Oct 2029	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	Finance & General Purposes Staff Wellbeing Group

				Pupil Progress, Data and Assessment Staff Wellbeing Group (Chair)	
Mrs Sarah Mapes	Parent Governor	19 Dec 2024	18 Dec 2028		Curriculum and Standards
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 - Attendance

Y = Attended, N = Apologies Accepted, NA = Apologies not Accepted, NS = No Apologies sent, ? = Attendance Not Marked, Blank = Not Required, CA = Consent for absence, - = Not applicable

Governor	Governor Type	Curriculum & Standards 1 03 Oct 2024	F&GP 1 10 Oct 2024	FGB 1 18 Oct 2024	Curriculum & Standards 2 05 Dec 2024	F&GP 2 13 Dec 2024	FGB 2 19 Dec 2024	Curriculum & Standards 3 23 Jan 2025	F&GP 3 30 Jan 2025	FGB 3 06 Feb 2025	Curriculum & Standards 4 13 Mar 2025	F&GP 4 20 Mar 2025	FGB 4 03 Apr 2025	Extra FGB 24 Apr 2025	F&GP 5 15 May 2025	FGB 5 22 May 2025	F&GP 6 26 Jun 2025	Curriculum & Standards 5 03 Jul 2025	FGB 6 17 Jul 2025
Mrs Alison Brain	Co-opted governor		Y	Y		Y	N		N	N		Y	Y	N	N	N	N		Y
Alec Burrows	Co-opted governor		Y	Y		N	N		N	N		N	N	Y	Y	Y	Y		N
Mrs Rachael Carter	Headteacher	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mrs Heather Duxbury	Co-opted governor	Y	N	Y	Y	N	Y	Y	Y	N	Y	Y	Y	N	Y	Y	N	Y	Y
Anita Gutteridge	Co-opted governor	Y		Y	Y		N	Y		Y	Y		Y	Y		Y		Y	N
Alison Hulme		Y		Y	Y		Y	Y		Y	Y		Y	Y		Y		N	Y
Zoe Law	Other		Y	-		Y	-		Y	Y		Y		Y	Y	-	Y		-
Ms Deborah Leahy	Local Authority Governor		N	Y		Y	Y		Y	Y		Y	Y	Y	N	Y	Y		Y
Sarah Mapes	Parent governor	-			-			Y		Y	Y		Y	Y	Y	Y	Y	Y	Y
Jade Murray	Staff governor	Y		Y	Y		Y	N		Y	Y		Y	Y		Y		Y	Y
Mr Melvyn Ruff	Clerk	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mrs Jill Steward	Co-opted governor	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y