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## **HASLINGFIELD ENDOWED PRIMARY SCHOOL**

### **ANNUAL GOVERNANCE STATEMENT 2023/24**

This statement seeks to outline the impact of governance arrangements at the school throughout the course of the 2023/24 academic year.

#### **Governor Membership, Vacancies and Attendance**

The Instrument of Government allows for 10 governors across different categories.

Current membership: Donna Peck (HT), Hayley Chadwich (Staff), Poppy Short (Parent), Natalie Gillies (Parent), Brian Sewell (Foundation), Emily Wells (LA), Pieter Hall (Co-opted), Jenny Reavell (Associate)

Current vacancies: 3 - 1x foundation, 2x co-opted.

The Governing Body is made up of a group of committed volunteers from a variety of backgrounds who bring a range of skills and expertise. Through the course of the 2023/24 academic year, four new governors have joined replacing one co-opted and one Local Authority governor. Recruitment is ongoing, supported by Haslingfield United Charities. The Chair and Vice-Chair are elected by the Governing Body and work closely with the Headteacher and the Clerk.

Chair: Natalie Gillies

Vice-Chair: Pieter Hall

Clerk: Helen Andrews

Attendance: Overall meeting attendance is positive, and governors have continued to develop their support and challenge on the school's work and development. Attendance of each governor is recorded and can be viewed at the link below.

[Governors - Haslingfield Endowed Primary School](#)

#### **The Structure of Governance**

As well as meeting as a Full Governing Board, there are also two committees, to ensure sufficient oversight, support, and accountability towards areas of identified priority and statutory coverage.

The school names these committees as:

- Standards Committee – curriculum planning and delivery, assessment and improvement, and engagement.

- Resources Committee –financial policy and planning, financial monitoring, buildings, and personnel.

All sub-committees have a continued oversight of the school's safeguarding responsibilities and oversee the adherence to school policy delegated to each area of responsibility.

In addition to the above, the school also constitutes a Pay Committee and Headteacher Performance Management Panel annually. Committees related to adhoc purposes, such as responding to complaints, are convened according to the expertise and availability of each governor, in line with the determining policy guidance.

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of the Governing Body at Haslingfield Endowed Primary School 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

The Governing Body and its sub-committees all have clear Standing Orders and Terms of Reference to define their scope and remit. All governors are required to abide by a Governor Code of Conduct and to declare any pecuniary interests in their governor roles annually. The Governing Body is committed to their strategic function whilst being acutely aware that they are not responsible for the day-to-day operational management of the school.

### **Impact of the work of the Full Governing Body**

The Full Governing Body meets at least twice each term. Throughout the 2023/24 academic year the Full Governing Body have met to scrutinise and ratify school policies and monitor progress against the School Development Plan. Each meeting was quorate with the majority taking place face to face.

This academic year, the Governing Body have supported the implementation of a robust policy management schedule and have created a Governor Induction Policy and Governor Visits Policy to support and improve their overall effectiveness. Governors supported the migration to a new website to a new, more user-friendly system, and Governors have prioritised their attendance at school events including assemblies, celebrations, school fairs and Sports Day to raise the profile of governance at the school with all stakeholders.

The Governing Body will continue to review and monitor their effectiveness as part of their strategic focus from the new academic year, in terms of development and streamlining governance processes.

The Chair of Governors has regular meetings with the Headteacher and Clerk outside of Full Governing Body meetings to maintain an essential focus on school governance priorities outside formal governor meetings.

The main challenges faced and addressed by the Board this year have been:

- At the beginning of the academic year the school community faced the sudden bereavement of the Headteacher, and the Governing Body worked closely with the school to provide support, through this difficult period, to provide stability for pupils, staff and the wider community.
- The Governing Body were reassured that feedback from the Local Authority correlated with conclusions from our own self-evaluation. The Governing Body have actioned steps for rapid improvement to address many issues identified over the course of this academic year. Measures were put in place in acknowledgement of a change of Governing Body leadership, resulting in an increased capacity of the governing board, a clearer priority for compliance, and the successful appointment of a new Headteacher.
- A thorough and rigorous recruitment process was undertaken to appoint the new Headteacher. Governors have also supported school leaders with the recruitment processes for the Assistant Headteacher and other personnel across the school.

### **Impact of the work of the Resources Committee**

Over the course of the last academic year, the Resources Committee has continued to meet termly to oversee the financial performance of the school and ensure funds are managed efficiently and effectively. The Resources Committee reports to the Full Governing Body each term.

The school and Governing Body liaised with specialists from the Local Authority to set a budget which was scrutinised and unanimously approved. Key governors undertook important training to be able to monitor the financial procedures of the school in line with statutory governance procedures. An annual review was conducted to provide assurance that the school is securing value for money and acting with financial integrity. Governors have remained focussed on the school's financial position to reassure themselves of the future sustainability of the school. Results of this were reported to the Full Governing Body and submitted in an annual Statement of Financial Value Standards (SFVS) to Cambridgeshire County Council, as per our statutory obligations.

Main challenges faced by this committee this year:

- Our recent skills audit concluded that the Governing Body did not possess the right expertise to scrutinise the budget. An Associated Member joined the Governing Body to support with this and advice was also sought from the Local Authority to ensure that a robust consideration of all budgetary scenarios were considered before ratifying the most viable option.

### **Impact of the work of the Standards Committee**

Over the course of the last academic year, the Standards Committee has worked with school leaders to ensure that the quality of teaching and learning is continuously developed and improved. Standards Committee members have robustly challenged the reports of the Headteacher relating to the development of the curriculum, pupil performance data, and strategic teaching and learning issues facing the school.

Link governors have worked with Subject Leaders to increase their knowledge and understanding of all aspects of the curriculum, particularly the areas of teaching, learning and assessment, pupil well-being, and child protection. The impact of specific government initiatives, such as the Pupil Premium and Sports Premium grants, were monitored to ensure they were being used to the benefit of children in school. Governors have utilised the reports concluding from LA School Improvement Adviser visits to triangulate evidence to support their curriculum related monitoring visits across the school.

Main challenges faced by this committee this year:

- Due to some small year groups, it has been paramount to consider class numbers on the impact on data particularly when making comparisons. Governors have also prioritised their focus on how learning is differentiated to meet the needs of all learners in mixed-age classes to ensure the school remains inclusive and that progress is made by all.

### **Governor Training**

Governor's work is collective, so we are always able to benefit from our different points of view and considerations within meetings. However, the Governing Body has also benefitted from training courses on the following topics throughout the course of the year:

- Safeguarding
- PREVENT
- Safer Recruitment
- Schools Funding, Budgeting and Financial Monitoring
- Health and Safety
- New to Governance Induction
- Headteachers Performance Management
- SEND

It's crucial for all governors to possess the necessary skills and knowledge to aid in accomplishing the school's priority objectives, as this is key to fulfilling the governing body's role effectively.

Training has been a mixture of online and in person courses led by sessions endorsed by the LA.

### **Governor Monitoring**

As well as attending meetings, governors also visit the school to understand more about school life and particular areas of priority linked to statutory compliance and the School Development Plan.

Throughout the course of this year, Governors have undertaken monitoring in relation to;

- Pupil Premium
- Safeguarding
- Health & Safety
- SEND
- Curriculum

- EYFS
- Pupil voice
- Website

## **Compliance**

The Governing Board has ensured that an effective safeguarding culture is in place. Our work includes:

- Mandatory safeguarding and PREVENT training for all members and regular safeguarding audits.
- The Governing Board has ensured that the relevant policies and procedures are in place by the implementation of a robust policy management schedule.
- The Governing Body appoints a professional accredited clerk who plays a key and crucial role in the work of the Governing Body. They are responsible for advising on procedural matters and governance administration.

## **Forward Planning**

A skills audit was conducted to identify the breadth and depth of skills within the Governing Body as well as areas that needed strengthening. This will form part of the Governing Body's recruitment strategy into the next academic year.

Governors are committed to their own personal development to appropriately challenge the school whilst remaining their strategic focus.

The Governing Body is currently looking at ways to improve the visibility of the Governing Body in the school community. The Governing Body will reflect on its own demographic to ensure it remains inclusive and reflects the school community that it serves. Members of the Governing Body remain focussed to ensure the school is providing a safe and nurturing environment for all Haslingfield Endowed Primacy School children.

## **Other information and contact**

Further information regarding the work of the Governing Body can be found at:

[Governors - Haslingfield Endowed Primary School](#)

You can contact the Clerk to Governors with any enquiry at [clerk@haslingfield.cambs.sch.uk](mailto:clerk@haslingfield.cambs.sch.uk).