

**Annual Governance Statement for the Governing Board of Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation
July 2023**

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation Governing Board are:

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

Governance Arrangements

The Governing Board of Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation was reconstituted in November 2018 and is now made up of:

- One Headteacher
- Two Parent Governors
- One Staff Governor
- One LA Governor
- Two Foundation Governors
- Three Co-opted Governors

The full Governing Board meets on 8 occasions during the school year (3 meetings autumn and spring term, 2 meetings summer term). Each term one of the meetings has an 'Improvement Focus' one has a 'Resource Focus' and the third is an all-encompassing Monitoring & Evaluation meeting. At the initial meeting of the school year Brenda Price continues as Chair and Keith Webster and Richard Sharp continue as Vice-Chairs. The Governors have a broad range of skills and expertise which they bring to their roles and also take responsibility for monitoring an aspect of the School Development Plan.

Governor	Skills, interests, experience	Monitoring 2022 – 2023
Brenda Price (Chair)	<ul style="list-style-type: none"> • Personnel and recruitment • Public speaking and event organisation • Buildings maintenance and facilities management • Teaching and Learning • Health and safety • Marketing/Design/PR/Desktop publishing 	<ul style="list-style-type: none"> • Health and safety (accident records and termly site visits) • Safeguarding • Pupil progress data analysis • Assemblies • School identity
Keith Webster (Vice Chair)	<ul style="list-style-type: none"> • Finance, accounting, legal, purchasing and contracts • Consultancy and problem solving • Personnel and recruitment • Statistics and data analysis • Marketing/Design/PR/Desktop publishing 	<ul style="list-style-type: none"> • Sports premium • Pupil progress data analysis • Curriculum • Stretch and challenge
Richard Sharp (Vice Chair)	<ul style="list-style-type: none"> • Education and teaching • Listening, counselling and communication • Personnel and recruitment • Statistics and data analysis • Growing things 	<ul style="list-style-type: none"> • Pupil progress data analysis • Writing in depth • Curriculum planning and assessment • Adaptive teaching • Maths

Sadie Bainbridge	<ul style="list-style-type: none"> • Administration / Secretarial • Early years • Finance/ Accounting • IT / Computing • Public speaking and event organisation • Logistics 	<ul style="list-style-type: none"> • Termly SEND meetings • Pupil progress data analysis • Curriculum planning and assessment
Mike Keenan	<ul style="list-style-type: none"> • Administration/ Secretarial • Buildings maintenance/ Facilities management • Consultancy/ Problem solving • DIY/Practical work • Finance/ Accounting • IT/ Computers • Legal/Contracts/ Purchasing/Negotiation • Project work/ Implementation • Statistics/ Data analysis 	<ul style="list-style-type: none"> • Pupil progress data analysis • Literacy development • Reading • Sport premium evaluation • Website audit
Gordon Stainsby	<ul style="list-style-type: none"> • Consultancy / Problem solving • Education and teaching • IT / Computing • Statistics and data analysis • Project work and implementation • Security / Health and Safety 	
Jackie McCartney	<ul style="list-style-type: none"> • Administration/Secretarial • DIY/Practical work • Finance and accounting • Listening/Counselling/Communication 	<ul style="list-style-type: none"> • Pupil progress data analysis • SIAMS
Melanie Reed	<ul style="list-style-type: none"> • Administration/Secretarial • Listening, counselling and communication • Public speaking and event organisation • Training / Development 	<ul style="list-style-type: none"> • Pupil progress data analysis • SIAMS • Long term learning
Tom Fremlin	<ul style="list-style-type: none"> • DIY/Practical work • Education and teaching • Public speaking and event organisation • Music • Outdoors 	<ul style="list-style-type: none"> • Pupil progress data analysis
Jessica Holliday	<ul style="list-style-type: none"> • Administration/Secretarial • Care work/Social work / special needs • Listening, counselling and communication • Personnel and recruitment • Public speaking and event organisation 	<ul style="list-style-type: none"> • Early Years • Pupil progress data analysis

Governing Board – Training

All Governors have completed the Safeguarding training session for Governors.
All Governors have read Keeping Children Safe in Education.
All Governors attended the Preparing Governors for Ofsted Training.
Tom Fremlin and Jessica Holliday attend the New Governor training.
Sadie Bainbridge attended the Safer Recruitment training.

Governing Board Meetings – Annual Overview

Autumn Term 2022

At first meeting of school year:

- Election of Chair and Vice Chair
- Consider terms of office
- Declaration forms
- Schedule of meetings for year

Improvement – 29.09.22

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - Approval
 - Matters arising
- Safeguarding
- Governor training
- External evaluation (e.g. SIA, Ofsted)
- Data review
- Feedback from governor visits
- Summer term parent questionnaires
- Self-evaluation (SEF)
- School Development Plan (SDP)
- Timetable for governor visits
- Curriculum matters (e.g. projects, initiatives, visits)
- Policies as appropriate

Resources – 20.10.22

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - Approval
 - Matters arising
- Safeguarding
- Governor training
- External evaluation (e.g. SIA, Ofsted)
- Pupil Premium
- Sport Premium
- Budget monitoring report
- Review outturn of school fund
- Related party transactions
- Premises
- Health and safety
- Policies as appropriate

Monitoring & Eval – 01.12.22

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - Approval
 - Matters arising
- Safeguarding
- Governor training
- External evaluation (e.g. SIA, Ofsted)
- Revised budget
- ASP data update
- Headteacher's report
- SEND report
- Feedback from governor visits
- Evaluation of progress against SDP
- Policies as appropriate

Spring Term 2023

Improvement – 19.01.23

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - Approval
 - Matters arising
- Safeguarding
- Governor training
- External evaluation (e.g. SIA, Ofsted)
- Data review
- Feedback from governor visits
- Self-evaluation (SEF)
- School Development Plan (SDP)
- Timetable for governor visits
- Curriculum matters (e.g. projects, initiatives, visits)
- Policies as appropriate

Resources – 02.03.23

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - Approval
 - Matters arising
- Safeguarding
- Governor training
- External evaluation (e.g. SIA, Ofsted)
- Pupil Premium
- Sport Premium
- Budget monitoring report
- Schools Financial Value Standard
- Benchmarking
- Lettings arrangements
- Contracts review
- Related party transactions
- Premises
- Health and safety
- Policies as appropriate

Monitoring & Eval – 30.03.23

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - Approval
 - Matters arising
- Safeguarding
- Governor training
- External evaluation (e.g. SIA, Ofsted)
- Headteacher's report
- SEND report
- Feedback from governor visits
- Evaluation of progress against SDP
- Policies as appropriate

Summer Term 2023

Improvement / Resources – 18.05.23

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - Approval
 - Matters arising
- Safeguarding
- Governor training
- External evaluation (e.g. SIA, Ofsted)
- Start budget
- Outturn statement
- Staffing
- Related party transactions
- Premises
- Health and safety
- Data review
- Feedback from governor visits
- School Development Plan (SDP)
- Timetable for governor visits
- Curriculum matters (e.g. projects, initiatives, visits)
- Policies as appropriate

Monitoring & Eval – 06.07.23

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - Approval
 - Matters arising
- Safeguarding
- Governor training
- External evaluation (e.g. SIA, Ofsted)
- Headteacher's report
- SEND report
- Feedback from governor visits
- Evaluation of progress against SDP
- Annual Governor Statement
- Finalise staffing arrangements
- Policies as appropriate

The work we have done as a governing body – 2022/2023

Reeth and Gunnerside Schools were inspected jointly by OFSTED in March. Both schools continue to be good, and received reports full of complimentary comments about teaching, the behaviour of the pupils and the excellent management of the schools. The high aspirations of governors, and their commitment to consider staff workload and wellbeing were recognised as strengths. Governors were praised for being a very supportive team with one of the largest attendances for a meeting with the inspection team. The governors are delighted by the outcome, and relieved on behalf of all the staff who could finish the year focusing on their important work.

The governors increase their insight into the work of the school through classroom visits and discussions with teachers and pupils. These visits facilitate monitoring of components of the school development plan (SDP), a document that sets out the priorities, actions and targets needed to secure continued progress and growth. A key component of the SDP is improving the 'Quality of Education', and a series of monitoring activities were arranged to evaluate the actions detailed in the plan. Early in the year Mike visited lessons where 'Little Wandle' was used to teach reading through the use of phonics. Richard used a book scrutiny of all classes and subjects to look at 'Writing in depth across the curriculum', Reverend Melanie Reed investigated 'Long-term learning', and Sadie and Richard discussed 'Learning to learn' with pupils. Based on our observations and Mr Stainsby's discussions with staff, the relevant section of the SDP is graded using a traffic light approach according to the progress in that area. Sadie has continued to oversee Special Educational Needs with the SENCO, and has worked closely with leaders to review and refine school systems in recent months.

It is often the unpredictable events that take up a lot of additional time and energy for a Head of school and to some extent the governing team too. There is always the important ongoing work associated with safeguarding, and this year the additional load of dealing with an oil leakage that started during the Christmas holidays. A team of governors have been involved in meetings at school with the contractors and the local authority, the aim being to resolve the incident as effectively as possible for the school, landowners and the environment.

Governors have been involved in the planning phase of two building projects that have been completed over the summer holiday. A large canopy has been built in the orchard at Reeth School, providing an all-weather outdoor learning area for the youngest pupils in Early Years. At Gunnerside School, the Year 5&6 classroom has been extended, creating a much improved learning environment.

How to contact your governing board

Information about the school's governing board is available on the governors' page of the school's website <http://reethandgunnerside.org.uk/governors/>

Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation Governing Board – Membership

Governor	Category	Term of office expiry date
Brenda Price - (<i>Chair</i>)	Co-opted	November 2026
Keith Webster - (<i>Vice Chair</i>)	Co-opted	November 2026
Richard Sharp - (<i>Vice Chair</i>)	Local Authority	March 2026
Gordon Stainsby - (<i>Headteacher</i>)	Headteacher	N/A
Sadie Bainbridge	Parent	March 2025
Jessica Holliday	Parent	October 2026
Mike Keenan	Co-opted	November 2026
Tom Fremlin	Staff	September 2026
Jackie McCartney	Foundation	December 2023
Melanie Reed	Foundation	October 2026

Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation Governors' Attendance Record for 2022–2023 (%)

Governor	FGB
Brenda Price - (<i>Chair</i>)	100%
Keith Webster - (<i>Vice Chair</i>)	50%
Richard Sharp - (<i>Vice Chair</i>)	88%
Gordon Stainsby - (<i>Headteacher</i>)	100%
Sadie Bainbridge	88%
Jessica Holliday	75%
Mike Keenan	75%
Tom Fremlin	100%
Jackie McCartney	25%
Melanie Reed	63%

The clerk keeps a record of governors' attendance at meetings; details of attendance can be found on page 1 of the minutes of each meeting.
 Meetings need to be 'quorate' to ensure that decisions can be made.
 The Full Governing Board has approved all absences.