

**Annual Governance Statement for the Governing Body of Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation
July 2016**

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 Body 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 Body of Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation proactively reconstituted in July 2016 and is now made up of:

One Head teacher
Two Parent Governors
One Staff Governor
One LA Governor
Two Foundation Governors
Five Co-opted Governors

The full Governing Body meets on 9 occasions during the school year (3 meetings per term). Each term one of the meetings has an 'Improvement Focus' one has a 'Resource Focus' and the third is an all-encompassing General meeting.

At the initial meeting of the school year Sue Pellatt was re-elected Chair and Keith Webster re-elected as Vice-Chair.

Over the last year there have been some changes to the members of the Governing Body. David Gray, a co-opted governor has stepped down. David's contribution has been much appreciated particularly for his input in the area of Computing and IT. We have also welcomed three new Governors: Richard Sharpe and Fiona Bowe have joined as Co-opted Governors and Sadie Bainbridge as a Parent governor.

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 2015 – 2016
Sue Pellatt (Chair)	<ul style="list-style-type: none"> • Care work, social work and special needs • Early Years • Teaching and Learning 	Termly SEND meetings
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 	Maths

Maeve O'Sullivan	<ul style="list-style-type: none"> • Health • Early Years • Care work, social work and special needs • Problem solving and consultancy • Listening, counselling and communication 	Safeguarding audit Literacy
Brenda Price	<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 	School meals Health and safety (accident records)
Meg Squires	<ul style="list-style-type: none"> • Early Years • 2 year old provision • Listening, counselling and communication 	Nursery provision
Les Nevin	<ul style="list-style-type: none"> • Religious Education and Church Schools • Listening, counselling and communication • Public speaking • Personnel and recruitment 	Climate for learning
Fiona Bowe	<ul style="list-style-type: none"> • Administration/ Secretarial • Building maintenance • Early years • Finance and accounting • Marketing/Design • Personnel and Recruitment 	
Sadie Bainbridge	<ul style="list-style-type: none"> • Administration/ Secretarial • Early years • Finance/ Accounting • IT/ Computing • Public speaking and event organisation. 	
Richard Sharp	<ul style="list-style-type: none"> • Education and teaching • Listening, counselling and communication • Personnel and recruitment • Statistics and data analysis 	
Gordon Stainsby	<ul style="list-style-type: none"> • Consultancy/ Problem solving • Education and teaching • IT/ Computing • Personnel and recruitment • Project work and implementation • Security/ Health and Safety 	

	<ul style="list-style-type: none"> • Statistics and Data Analysis • Training and Development 	
Clare Bastow	<ul style="list-style-type: none"> • Special Needs • Consultancy/ Problem solving • Education and teaching • Personnel and recruitment • Statistics and data analysis • Training and Development • Marketing/ Design/ PR/ Desktop publishing 	SENCO

Governing Body – Training

This year Governors have completed training in:
 Basic Awareness in Child Protection
 Channel General Awareness Module (WRAP/PREVENT)
 Data Interpretation Training: RAISEonline

Sue Pellatt has attended the Governor School Improvement Network Meetings in October 2015, March 2016 and May 2016.

Keith Webster has attended the Governor School Improvement Network Meetings in March 2016 and May 2016.

Sue Pellatt has attended the Alliance Network meeting in March 2013, the Swaledale Alliance Chair of Governors Meeting June 2016 and the North Yorkshire Governors Conference July 2016.

Governing Body Meetings – Annual Overview

Autumn Term

At first meeting of school year:

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

Resources

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - Approval
 - Matters arising
- Governor training
- Pupil Premium
- Sport Premium
- Revised budget
- Review outturn of school fund
- Schools Financial Value Standard
- Premises
- Health and safety
- Policies as appropriate

Improvement

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - Approval
 - Matters arising
- Governor training
- Data review and evaluation of progress against School Development Plan (SDP)
- Self Evaluation (rolling programme)
- External evaluation (e.g. EDA, Ofsted)
- Feedback from governor visits
- Timetable for governor visits (linked to SDP)
- Policies as appropriate

General

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - Approval
 - Matters arising
- Governor training
- Headteacher's report
- SEND report
- Curriculum matters (e.g. projects, initiatives, visits)
- New School Development Plan
- Self Evaluation (rolling programme)
- External evaluation (e.g. EDA, Ofsted)
- Feedback from governor visits
- Policies as appropriate

Spring Term

Resources

- Welcome and apologies

Improvement

- Welcome and apologies

General

- Welcome and apologies

<ul style="list-style-type: none"> • Declarations of interest / confidential items • Minutes of last meeting <ul style="list-style-type: none"> ○ Approval ○ Matters arising • Governor training • Pupil Premium • Sport Premium • Budget monitoring report • Benchmarking • Lettings arrangements • Contracts review • Premises • Health and safety • Policies as appropriate 	<ul style="list-style-type: none"> • Declarations of interest / confidential items • Minutes of last meeting <ul style="list-style-type: none"> ○ Approval ○ Matters arising • Governor training • Data review and evaluation of progress against School Development Plan (SDP) • Self Evaluation (rolling programme) • External evaluation (e.g. EDA, Ofsted) • Feedback from governor visits • Policies as appropriate 	<ul style="list-style-type: none"> • Declarations of interest / confidential items • Minutes of last meeting <ul style="list-style-type: none"> ○ Approval ○ Matters arising • Governor training • Headteacher's report • SEND report • Curriculum matters (e.g. projects, initiatives, visits) • Self Evaluation (rolling programme) • External evaluation (e.g. EDA, Ofsted) • Feedback from governor visits • Policies as appropriate
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Summer Term

<h3>Resources</h3> <ul style="list-style-type: none"> • Welcome and apologies • Declarations of interest / confidential items • Minutes of last meeting <ul style="list-style-type: none"> ○ Approval ○ Matters arising • Governor training • Pupil Premium • Sport Premium • Start budget • Outturn statement • Staffing • Premises • Health and safety • Policies as appropriate 	<h3>Improvement</h3> <ul style="list-style-type: none"> • Welcome and apologies • Declarations of interest / confidential items • Minutes of last meeting <ul style="list-style-type: none"> ○ Approval ○ Matters arising • Governor training • Data review and evaluation of progress against School Development Plan (SDP) • Self Evaluation (rolling programme) • External evaluation (e.g. EDA, Ofsted) • Feedback from governor visits • Policies as appropriate 	<h3>General</h3> <ul style="list-style-type: none"> • Welcome and apologies • Declarations of interest / confidential items • Minutes of last meeting <ul style="list-style-type: none"> ○ Approval ○ Matters arising • Governor training • Headteacher's report • Finalise staffing arrangements • SEND report • Curriculum matters (e.g. projects, initiatives, visits) • Self Evaluation (rolling programme) • External evaluation (e.g. EDA, Ofsted) • Feedback from governor visits • Policies as appropriate
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A review of the work we have done as a Governing Body – 2015 / 2016

Ensuring clarity of vision, ethos and strategic direction

Over the last year the Governors have proactively reviewed and amended the constitution of the Governing Body. There were two parent governor vacancies which went unfilled and therefore Governors have looked at ways of maximising the structure of the Governing Body to ensure that it collectively has the skill and expertise to fulfil its role.

The Governors have reviewed the Strategy Document (Feb 2016) which recognises and sets the vision and ethos of the school and details Governors' overview of the school's direction and priorities over the next three years.

To fully understand the schools Governors recognise the importance of school visits. These include lesson observations, assessing the implementation of school policies (for example the Marking Policy or the Behaviour policy), talking to children, looking at the school structure and arrangements, and the wider school environment. Governors will also often accompany the children on school trips or attend assembly or church services. Feedback regarding the governor visits is given to the head teacher and Governing Body with recognition to the School Development Plan.

All Governors have completed safeguarding training. The Health and Safety Governor ensures that any Health and Safety issue is addressed. This governor regularly reviews the Accident Books and participates in site surveys and reports back to the full Governing Body. The Health and Safety Officer who visited in November commented that Reeth and Gunnerside Schools were one of the best for policies and procedures in place, which is pleasing. During one governor's school visit a fire alarm practice was held and the governor was able to observe firsthand how this was managed, and reported back to the Governing Body that children and staff appeared calm and organised and aware of the procedure to be followed.

There is a rolling programme of school policies which are reviewed and approved at the

Governing Body meetings- for example, 'Standards of Conduct Policy' and 'Budget Management Policy.'

The Safeguarding Audit is completed annually with input from the Safeguarding Governor and presented to the Governing Body for approval.

Holding the Head teacher to account for the educational performance of the school and its pupils

The Governors regularly review with the head teacher the educational progress made by the pupils by detailed analysis of Pupil Progress Data.

In November Governors undertook RAISEonlineTraining, providing them with a better understanding of how pupils' progress was monitored and how best to scrutinise the data.

Grammar, punctuation and spelling have been a focus for accelerated progress over the year. Governors have reviewed the good progress made, and it will remain an area of focus over the next year.

The Governors have also reviewed Reeth and Gunnerside Schools' position against the North Yorkshire Schools Benchmarking Data 2015-16 and explored any differences.

The School Development Plan was presented by the head teacher in October, identifying the key issues. This allowed Governors to identify areas in the School Development Plan that could be linked in with a school visit so that Governors could then feedback to the Governing Body on these targeted areas. The Governors work with the head teacher to continue to monitor the implementation of the School Development Plan.

Governors recognise that there have been significant changes to the curriculum and pupil assessments over the last couple of years and the challenge that this means to the teaching staff.

The last Ofsted inspection was four years ago and therefore Governors are aware that another inspection is due.

Head teacher performance management is carried out annually by Governors who have undergone training and are familiar with the appraisal process.

Governors monitor how Pupil Premium and Sports Premium grants are used and assess their impact on the children's progress.

The Governing Body recognises the benefit of education 'outside of the classroom' and have supported a variety of school trips. This has included a Cultural Residential Outdoor Education Trip for Years 3-6 to York where the children visited York Minister, The Viking Centre, a Mosque and stayed overnight in a youth hostel. Very positive feedback has been received from the children, parents and staff.

Pupil attendance is reviewed as part of the Head teacher's report and is generally above the national average.

The Special Educational Needs (SEN) governor meets termly with the school's Special Educational Needs Co-ordinator (SENCO) and feeds back to the Governing Body the progress of those children requiring extra support.

The School Self Evaluation report was initially presented to Governors in November. Subsequent meetings have been used by Governors to review different aspects of this and look at what could be included in the School Development Plan as a result of this evaluation.

In February, in preparation for the SIAMS inspection, the Governing Body reviewed the SIAMS Self Evaluation and discussed the rationale for the grades selected, areas of development and key strengths. On 3rd March 2016 Gunnerside School underwent a SIAMS inspection (Statutory Inspection of Anglican and Methodist Schools) with several Governors contributing. The previous inspection in 2010 had rated the school as 'Good'. The Staff and Governors were very pleased that the most recent inspection has rated the school as 'Outstanding'.

Overseeing the financial performance of the school and making sure its money is well spent

The Governing Body oversees the financial management of the schools. The Schools Financial Value Standard is followed. The Governing Body approves the school budget and the School Business Manager presents the budget monitoring statements to the Governors on a regular basis.

For 2015-16, the Governors have approved the purchasing of 15 laptops for each school in line with the recognition of the importance that the children have ready access to good quality computers.

The Governors are also trustees for the Joint School Fund Account and regularly review the financial statement and how best to spend the money for the benefit of the children.

The Governors also monitor how the Sports Premium money is used. Due to the inspired idea of the Head teacher, Mr Stainsby, some of the money has been used to purchase 9 bikes and a bike trailer which has enabled the children to experience cycling (on and off road) in the Dale; something they have very much enjoyed. It has proved a great way to encourage the children to exercise and develop experience in cycling and the equipment will be available for years to come. The Sports Premium money has also been used to provide the schools with weekly sports sessions provided by specialist sports teachers, outdoor education experiences and shared sporting events with the Wensleydale Cluster - a programme of events which the schools buy into to enable children from our schools to compete with children from other local schools in a variety of sports events throughout the year.

To improve the educational provision for the Nursery, Reception and Key Stage One children, the Governors have agreed to a change in the way that the children are taught. As a result, the Nursery children and the Reception children are now to be taught in the Early Years Classroom (which was previously the Nursery), with Year One and Year Two Children in the Key Stage One Classroom in the main school building. This arrangement has been achieved by substantial structural alterations to the previous nursery building, work which was completed over the summer holidays.

Changes in staffing structure are presented at Governing Body meetings for discussion and ratification.

Governors approved the increased provision of lunchtime and after school clubs for the children and there is now a varied choice of extra-curricular activities that the children can participate in including German, Cooking, Craft, Ukulele, Athletics, Cycling and various other Sports, enriching their educational experience.

Strategic Planning for the Future

To review pupil progress and monitor the School Development Plan to ensure that children are appropriately challenged and make expected or more than expected progress.

To review the re-organisation of the Early Years and Key Stage One provision to ensure the perceived benefits are achieved.

Governor training, including an introduction to school governance for all new Governors.

How to contact your Governing Body

Information about the school's Governing Body is available on the Governors' page of the school's website <http://reethandgunnerside.org.uk/Governors/>

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

Governor	Category	Term of office expiry date
Sue Pellatt (Chair) Keith Webster (Vice Chair)	Foundation Co-opted	December 2019 November 2018
Gordon Stainsby Clare Bastow Les Nevin Meg Squires Maeve O’Sullivan Brenda Price	Headteacher Staff Foundation Co-opted LA Governor Parent	N/A November 2018 Ex Officio November 2019 July 2020 January 2020
Sadie Bainbridge Fiona Bowe Richard Sharp	Parent Co-opted Co-opted	April 2020 April 2020 July 2020

The Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation Governors’ Attendance Record for 2015 – 2016 (%)

Governor	FGB
Sue Pellatt (Chair) Keith Webster (Vice Chair)	100% 100%
Gordon Stainsby Clare Bastow Les Nevin Meg Squires Maeve O’Sullivan Brenda Price David Gray Sadie Bainbridge Fiona Bowe Richard Sharp	100% 100% 67% 78% 78% 100% 56% 100% 100% 100%

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.

All absences have been approved by the Full Governing Body.