Annual Governance Statement for the Governing Board of Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation July 2017

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 2014 and is now made up of:

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

The full Governing Board 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.
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 2016 – 2017
Sue Pellatt (Chair)	• Care work, social work and special needs • Early Years • Teaching and Learning	Termly SEND meetings Dyslexia Quality Mark audit Pupil progress data analysis
Keith Webster (Vice Chair)	• Finance, accounting, legal, purchasing and contracts • Consultancy and problem solving • Personnel and recruitment • Statistics and data analysis	Maths – book scrutiny Pupil progress data analysis
Maeve O'Sullivan	• Health • Early Years • Care work, social work and special needs • Problem solving and	Safeguarding audit Literacy – book scrutiny Pupil progress data analysis

	• consultancy • Listening, counselling and communication	
Brenda Price	• Personnel and recruitment • Public speaking and event organisation • Buildings maintenance and facilities management • Teaching and Learning • Health and safety	Health and safety (accident records) Sports Premium pupil meetings Pupil progress data analysis
Meg Squires	• Early Years • 2 year old provision • Listening, counselling and communication	Nursery provision Sports Premium pupil meetings Pupil progress data analysis
Les Nevin	• Religious Education and Church Schools • Listening, counselling and communication • Public speaking • Personnel and recruitment	Maths – measurement learning walk and book scrutiny Pupil progress data analysis
Fiona Bowe	• Administration / Secretarial • Building maintenance • Early years • Finance and accounting • Marketing/Design • Personnel and Recruitment	Pupil progress data analysis
Sadie Bainbridge	• Administration / Secretarial • Early years • Finance/ Accounting • IT / Computing • Public speaking and event organisation.	Reading – pupil meetings Maths – calculations meeting for parents Pupil progress data analysis
Richard Sharp	• Education and teaching • Listening, counselling and communication • Personnel and recruitment • Statistics and data analysis	Marking and feedback pupil meetings Pupil progress data analysis
Gordon Stainsby	• Consultancy / Problem solving • Education and teaching • IT / Computing • Personnel and recruitment • Statistics and data analysis • Project work and implementation • Security / Health and Safety	
Clare Bastow	• Special Needs • Consultancy / Problem solving • Education and teaching • Personnel and recruitment • Statistics and data analysis • Training and Development • Marketing / Design / PR / Desktop publishing	

Governing Board – Training

This year all governors have completed training in RAISEonline data interpretation.

Sadie Bainbridge attended the New Governors Training.
Fiona Bowe attended the New Governors Training.
Richard Sharp attended the New Governors Training and Effective Monitoring and Challenge for Governors Training.

Sue Pellatt attended the Governor School Improvement Network Meetings in October 2016, February 2017 and May 2017.
Sue Pellatt attended the Swaledale Alliance Chair of Governors Meetings in January 2017, March 2017 and June 2017.
Keith Webster attended the Swaledale Alliance Chair of Governors Meetings in November 2016, March 2017 and June 2017.
Brenda Price attended the Swaledale Alliance Chair of Governors Meetings in March 2017 and June 2017.

Governing Board 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

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

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

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
- 'Governor Knowing Your School summary' Policies as appropriate

Spring Term

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
- Policies as appropriate

Resources

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
  - Approval
  - Matters arising
- Governor training
- Pupil Premium
- Sport Premium
- Budget monitoring report
- Benchmarking
- Lettings arrangements
- Contracts review
- Premises
- Health and safety
- 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)
- Self Evaluation (rolling programme)
- External evaluation (e.g. EDA, Ofsted)
- Feedback from governor visits
- 'Governor Knowing Your School summary'
- Policies as appropriate

Summer Term

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
- Policies as appropriate

Resources

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
  - Approval
  - Matters arising
- Governor training
- Pupil Premium
- Sport Premium
- Start budget
- Outturn statement
- Governor Strategy Document Update
- Annual Governor Statement
- Staffing
- Premises
- Health and safety
- Policies as appropriate

General

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
  - 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
- 'Governor Knowing Your School summary'
- Governor Strategy Document Update - Approval
- Annual Governor Statement – Approval
- Policies as appropriate

The work we have done as a governing body – 2016/2017

The work of the governors has tied in clearly with the key areas of the school development plan; this has been important in providing a focus for meetings, governor visits and in turn, gathering an evidence base to enable evaluation of progress against identified objectives.

This year's school development plan has focussed on the following areas: teaching and learning, curriculum development, early years and leadership. Unforeseen midyear staff changes added an additional priority for both governors and school leaders to address, to ensure the best possible outcomes for all pupils.

Pupil progress has been closely monitored over the course of the year. Ambitious targets were set in the autumn term and progress towards these has been evaluated on a termly basis using PUMA and PIRA assessment data and teacher assessment records. Meeting minutes clearly show how governor questions have challenged the head teacher on these results. Governors have attended RAISE online training to develop their understanding of pupil progress data both within school and in comparison with national levels.

There has been change and improvement in the focus of governor visits to the school; these have been more clearly focussed on monitoring the school development plan. This has provided transparency for teaching staff and direction for the governors. Findings are shared with staff and with the governing board. The head teacher, the school improvement adviser and governors have valued evidence from these visits as they evaluate the impact of initiatives and identify emerging priorities.

Additionally, each governor has an on-going focus area, linked to his or her skills, interests and experience. There have been several important visits to monitor these areas. For example, Brenda Price has completed termly health and safety visits, and Keith Webster provided his support with an on-going contract on completion of the early years teaching facilities.

This year's safeguarding audit, completed by the head teacher and all governors, represents the most rigorous yet.

In light of staffing changes, two governors have been involved in the interviews of all new appointments, including a key stage 1 teacher, a temporary specialist (0.2) key stage 2 teacher, and three teaching assistants. Additionally, the governors have reviewed several long-term staffing finance structures to achieve the most effective balance of teaching and leadership. A staffing structure now exists with a 0.2FTE teaching role for the head teacher (previously 0.4FTE).

Key policies have been reviewed and developed (e.g. behaviour, marking and feedback, calculations).

A series of motivational learning experiences have been discussed and evaluated by the governors (including an outdoor education for all KS2 pupils). These days have raised aspiration and commitment to challenge. The trips have also allowed deep learning in many areas of the curriculum, as evidenced by pupil feedback.

IT is an important part of our Strategy Document, maintaining the high-standards we achieved with the ICT Mark. In light of this, governors approved the purchase of several new laptops for the Reeth site.

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

Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation Governors' Attendance Record for 2016 – 2017 (%)

Governor	FGB
Sue Pellatt (Chair)	89%
Keith Webster (Vice Chair)	89%
Gordon Stainsby	100%
Clare Bastow	100%
Les Nevin	78%
Meg Squires	78%
Maeve O'Sullivan	78%
Brenda Price	100%
Sadie Bainbridge	100%
Fiona Bowe	50%
Richard Sharp	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.
The Full Governing Board has approved all absences.