

Annual Governance Statement for the Governing Board of Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation July 2019

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 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 Brenda Price was re-elected Chair and Keith Webster and Richard Sharp re-elected 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 2018 – 2019
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) • Pupil Premium progress data analysis
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 	<u>PE/Sports</u> <ul style="list-style-type: none"> • Impact of Sports Premium • Pupil progress data analysis
Richard Sharp (Vice Chair)	<ul style="list-style-type: none"> • Education and teaching • Listening, counselling and communication 	<u>ICT</u> <ul style="list-style-type: none"> • Science work scrutiny • Computing and ICT provision

	<ul style="list-style-type: none"> • Personnel and recruitment • Statistics and data analysis • Growing things 	<ul style="list-style-type: none"> • Use of Tapestry in EY • Pupil progress data analysis
Sue Pellatt	<ul style="list-style-type: none"> • Care work, social work and special needs • Early Years • Teaching and Learning 	<u>SEND</u> <ul style="list-style-type: none"> • Termly SEND meetings • Literacy review • Pupil progress data analysis
Les Nevin	<ul style="list-style-type: none"> • Religious Education and Church Schools • Listening, counselling and communication • Public speaking • Personnel and recruitment 	<u>Numeracy</u> <ul style="list-style-type: none"> • Numeracy monitoring • Pupil progress data analysis
Sadie Bainbridge	<ul style="list-style-type: none"> • Administration / Secretarial • Early years • Finance/ Accounting • IT / Computing • Public speaking and event organisation • Logistics 	<u>Literacy</u> <ul style="list-style-type: none"> • Literacy book scrutiny • Pupil progress data analysis
Mike Kean	<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 	<u>Geography / History</u> <ul style="list-style-type: none"> • Scrutiny of pupils' work in Geography and History • Pupil interviews around reading • Pupil progress data analysis
Gordon Stainsby	<ul style="list-style-type: none"> • Consultancy / Problem solving • Education and teaching • IT / Computing • Personnel and recruitment • Statistics and data analysis • Project work and implementation • Security / Health and Safety 	<ul style="list-style-type: none"> • Evaluate the impact of Pupil Premium arrangements • Book scrutiny, reviewing books across the curriculum • Sport Premium Funding • Pupil progress data analysis
Sharon Atkinson	<ul style="list-style-type: none"> • Care work/Social work/Special needs • Early years • Education/Teaching 	<ul style="list-style-type: none"> • Pupil progress data analysis
Ian Rowland Hill	<ul style="list-style-type: none"> • Administration/Secretarial • Consultancy/Problem solving • IT/Computers • Listening/Counselling/Communication • Project work/Implementation • Statistics/Data analysis 	<u>DT/Art</u> <ul style="list-style-type: none"> • Pupil Conferencing around the 'Learning to Learn' project • Evaluate the impact of Pupil Premium arrangements • Pupil progress data analysis

Governing Board – Training

All governors completed IDSR training.

Mike Keenan attended the Governor Monitoring in Practice training.

Sharon Atkinson attended the Swaledale Alliance New Governor training.

Sue Pellatt completed the Methodist Safeguarding, Creating Safer Spaces training - the advanced module

Les Nevin completed the Methodist Safeguarding, Creating Safer Spaces training - the advanced module.
 Gordon Stainsby has completed Partnership Review Training with the Swaledale Alliance.
 Brenda Price completed governance training with the Swaledale Alliance.
 Gordon Stainsby completed governance training with the Swaledale Alliance.
 Keith Webster attended the PE and Sport Premium training looking at the Role of a Governor.
 Sharon Atkinson attended PE and Sport Premium training looking at the Role of a Governor.
 Brenda Price attended the Governor School Improvement Network Meetings in November 2018 and May 2019.
 Brenda Price attended the Swaledale Alliance Chair of Governors Meetings in Autumn Term 2018.

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

Resources

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - Approval

General

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - Approval

<ul style="list-style-type: none"> ○ 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"> ○ 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 	<ul style="list-style-type: none"> ○ 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
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The work we have done as a governing body – 2018/2019

The frequency and focus of governor visits to school has built on the successful framework developed over the last three years. Visits to both Reeth and Gunnerside have once again formed a significant part of governor time. Our role is increasingly linked to the School Development Plan, and our visits are mostly to monitor key components of the plan. In the future our goal is to have governors applying their areas of expertise consistently to particular areas of the school. This year subject visits and book 'looks' were carried out in these areas; numeracy (Les Nevin), literacy (Sadie Bainbridge), Science (Richard Sharp), Geography and History (Mike Keenan), DT and Art (Ian Rowland-Hill).

Additional governor visits have taken place to monitor particular areas such as 'Pupil Premium', 'Learning to Learn' and 'Sports Premium'. In relation to 'Pupil Premium' students fed back that they are motivated to learn, that home learning tasks are *becoming* part of daily routine, and most pupils have someone to talk to about their schoolwork. This has been the first year of the sharing of the 'Learning to Learn' project through all teachers to all year groups. The visit to monitor the implementation of this project revealed lots of evidence that pupils of all year groups knew about the project and know how to prepare for learning and that some pupils also know how to apply metacognition skills to their learning.

As a result of both governor training events and experience of inspecting previous results, governors have been able to rigorously challenge the leadership on the reported analysis of PUMA and PIRA pupil progress data (provided in the head teacher's reports, as evidenced in the detailed minutes provided by the clerk, Julie Doyle). One particular area of concern over the first few months of the year was the assessment results on pupil progress in spelling. I am pleased to be able to say that towards the end of the year there was consistent improvement across all age ranges in pupil spelling progress. This was a consequence of a huge push by all members of the teaching team to implement new strategies.

With the prospect of significant funding changes for all schools over the next few years, governors have considered many ways to economise and maximise the impact of funding.

In order to maximise the impact of the school budget and in response to growing pressure on school finances across the local authority, governors have carefully monitored income and expenditure. Discussions have been holistic, exploring all aspects of school provision. Ian-Rowland Hill was also directly involved in saving the school a significant amount of money by shopping around for a better broadband deal.

An ongoing role of the chair of governors and to a lesser extent the vice chairs has been to interview new prospective teaching staff and teaching assistants to ensure staff are in place to teach across the age ranges next year. The role of governors is mostly to oversee the recruitment process and to add professional input where appropriate. Reeth and Gunnerside offer a rigorous and fair appointments procedure in order to identify the best candidates for the positions.

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/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 2022
Keith Webster - (<i>Vice Chair</i>)	Co-opted	November 2022
Richard Sharp - (<i>Vice Chair</i>)	Local Authority	March 2022
Gordon Stainsby – (<i>Headteacher</i>)	Headteacher	N/A
Les Nevin	Foundation	Ex Officio
Sue Pellatt	Foundation	December 2019
Sadie Bainbridge	Parent	April 2020
Mike Keenan	Co-opted	November 2022
Ian Rowland Hill	Co-opted	November 2022
Sharon Atkinson	Staff	August 2022

Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation Governors’ Attendance Record for 2017–2018 (%)

Governor	FGB
Brenda Price (Chair)	100%
Keith Webster (Vice Chair)	78%
Richard Sharp (Vice Chair)	78%
Gordon Stainsby	100%
Les Nevin	89%
Sue Pellatt	78%
Sadie Bainbridge	56%
Mike Keenan	89%
Ian Rowland Hill	67%
Sharon Atkinson	89%

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.