

## Annual Governance Statement for the Governing Board of Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation July 2020

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. A schedule of meetings, found below, provides focus and details key agenda items for each meeting. Each term there is provision for improvement, resources, and monitoring and evaluation.

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.

<b>Governor</b>	<b>Skills, interests, experience</b>	<b>Monitoring 2019 – 2020</b>
Brenda Price (Chair)	<ul style="list-style-type: none"> <li>• Personnel and recruitment</li> <li>• Public speaking and event organisation</li> <li>• Buildings maintenance and facilities management</li> <li>• Teaching and Learning</li> <li>• Health and safety</li> <li>• Marketing/Design/PR/Desktop publishing</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety (accident records)</li> <li>• Library development</li> <li>• Pupil progress data analysis</li> </ul>
Keith Webster (Vice Chair)	<ul style="list-style-type: none"> <li>• Finance, accounting, legal, purchasing and contracts</li> <li>• Consultancy and problem solving</li> <li>• Personnel and recruitment</li> <li>• Statistics and data analysis</li> <li>• Marketing/Design/PR/Desktop publishing</li> </ul>	<ul style="list-style-type: none"> <li>• Sports premium</li> <li>• Pupil progress data analysis</li> </ul>
Richard Sharp (Vice Chair)	<ul style="list-style-type: none"> <li>• Education and teaching</li> <li>• Listening, counselling and communication</li> </ul>	<ul style="list-style-type: none"> <li>• Metacognition</li> <li>• Pupil progress data analysis</li> </ul>

	<ul style="list-style-type: none"> <li>• Personnel and recruitment</li> <li>• Statistics and data analysis</li> <li>• Growing things</li> </ul>	
Les Nevin	<ul style="list-style-type: none"> <li>• Religious Education and Church Schools</li> <li>• Listening, counselling and communication</li> <li>• Public speaking</li> <li>• Personnel and recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• Pupil progress data analysis</li> </ul>
Sadie Bainbridge	<ul style="list-style-type: none"> <li>• Administration / Secretarial</li> <li>• Early years</li> <li>• Finance/ Accounting</li> <li>• IT / Computing</li> <li>• Public speaking and event organisation</li> <li>• Logistics</li> </ul>	<ul style="list-style-type: none"> <li>• Termly SEND meetings</li> <li>• Pupil progress data analysis</li> </ul>
Mike Keenan	<ul style="list-style-type: none"> <li>• Administration/ Secretarial</li> <li>• Buildings maintenance/ Facilities management</li> <li>• Consultancy/ Problem solving</li> <li>• DIY/Practical work</li> <li>• Finance/ Accounting</li> <li>• IT/ Computers</li> <li>• Legal/Contracts/ Purchasing/Negotiation</li> <li>• Project work/ Implementation</li> <li>• Statistics/ Data analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Pupil progress data analysis</li> </ul>
Gordon Stainsby	<ul style="list-style-type: none"> <li>• Consultancy / Problem solving</li> <li>• Education and teaching</li> <li>• IT / Computing</li> <li>• Personnel and recruitment</li> <li>• Statistics and data analysis</li> <li>• Project work and implementation</li> <li>• Security / Health and Safety</li> </ul>	
Sharon Atkinson	<ul style="list-style-type: none"> <li>• Care work/Social work/Special needs</li> <li>• Early years</li> <li>• Education/Teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Pupil progress data analysis</li> </ul>
Ian Rowland Hill	<ul style="list-style-type: none"> <li>• Administration/Secretarial</li> <li>• Consultancy/Problem solving</li> <li>• IT/Computers</li> <li>• Listening/Counselling/Communication</li> <li>• Project work/Implementation</li> <li>• Statistics/Data analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Pupil progress data analysis</li> </ul>
Jackie McCartney	<ul style="list-style-type: none"> <li>• TBC</li> </ul>	

### **Governing Board – Training**

All governors completed Safeguarding training session for governors.  
 Brenda Price attended Leadership of More Than One School.  
 Les Nevin attended training on an Overview of the Ofsted Inspection Framework and also on Behaviour Management.  
 Brenda Price attended the Swaledale Alliance Chair of Governors Meetings in Autumn Term 2019.

# 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
- Schedule of meetings for year

### Improvement – 24.09.19

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
  - Approval
  - Matters arising
- 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 – 17.10.19

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
  - Approval
  - Matters arising
- Governor training
- External evaluation (e.g. SIA, Ofsted)
- Pupil Premium
- Sport Premium
- Budget monitoring report
- Review outturn of school fund
- Premises
- Health and safety
- Policies as appropriate
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### Monitoring & Eval – 26.11.19

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

### Improvement – 23.01.20

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
  - Approval
  - Matters arising
- 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 – 05.03.20

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

### Monitoring & Eval – 31.03.20

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
  - Approval
  - Matters arising
- 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
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## Summer Term

### Improvement / Resources – 14.05.20

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
  - Approval
  - Matters arising
- Governor training
- External evaluation (e.g. SIA, Ofsted)
- Start budget
- Outturn statement
- Staffing
- 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 – 02.07.20

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
  - Approval
  - Matters arising
- 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 – 2019/2020

The governor year started with an ambitious plan to increase the frequency and focus of governor visits to school. Visits to both Reeth and Gunnerside were once again planned to monitor key components of the School Development Plan, this year with a particular emphasis on development of the new curriculum in subject areas. Early in the year there were visits to monitor the metacognition ('Learning to Learn') project (Richard Sharp) and reading (Les Nevin). Personally, whenever I visit the school the teachers and pupils always make me very welcome in their classrooms and it seems that every student is engaged in their learning and there is a very positive atmosphere. The pupils are all very articulate and take turns to speak in a very considerate manner

Obviously once we hit March the role of the governors changed, there was much less monitoring of the school development plan, business as usual came to an abrupt end with lockdown. Our role became a much more supportive one, as the Head Teacher and all the staff worked incredibly hard and creatively to ensure the continued education and progress of as many of the pupils as practicably possible. The Chair of Governors (Brenda Price) was particularly involved in helping Mr Stainsby make key decisions about staffing and school opening. Through their ingenuity and incredible hard-work the school reopened well in advance of many schools. Governors think that the school has done an incredible job of providing education for the pupils. Towards the end of the school year 75% of pupils were in school at some point with staff determined to reduce the obvious gap inflicted by so many missed learning opportunities.

It is a delight to see the numbers of pupils at the school going forwards is in a very healthy position, together with this is a healthier budget situation than over the past couple of years. This has helped with making positive budget decisions about staffing and school improvement plans for Gunnerside classrooms to make the learning environment even better for some larger class sizes. Lockdown also meant some key members of staff had to stay out of school for health reasons, consequently governors were involved in the recruitment of several teacher and teaching assistants. It is noteworthy that all the positions had large numbers of very well experienced and qualified applicants.

Once again the governors would like to thank all the staff in the school for their incredible hard work and ingenuity. When many of us were in lockdown, many staff were providing classroom education for keyworkers, and individual education for pupils at home, even through the holiday periods.

### 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 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
Sadie Bainbridge	Parent	September 2020 (extended)

Mike Keenan Ian Rowland Hill Sharon Atkinson Jackie McCartney  <i>Sue Pellatt</i>	Co-opted Co-opted Staff Foundation  <i>Foundation</i>	November 2022 November 2022 August 2022 January 2024  <i>December 2019</i>
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**Reeth Community Primary School and Gunnerside Methodist (Voluntary Controlled) Primary School Federation Governors' Attendance Record for 2019–2020 (%)**

<b>Governor</b>	<b>FGB</b>
Brenda Price (Chair)	100%
Keith Webster (Vice Chair)	86%
Richard Sharp (Vice Chair)	100%
Gordon Stainsby	100%
Les Nevin	86%
Sue Pellatt	100%
Sadie Bainbridge	71%
Mike Keenan	71%
Ian Rowland Hill	71%
Sharon Atkinson	100%
Jackie McCartney	50%

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.