

Annual Governance Statement 2021-22



Governors hold an important public office, and in the interests of transparency, their identity and arrangements for governance should be known to the school and the wider community.

The Board of Governors

Name	Date of appointment	End of office	Role/type
Gill Mitchell/Sarah Baker	N/A	N/A	Headteacher
Sarah Bowman	04/01/2022	03/01/2026	Staff
Ian Thoroughgood	12/12/18	12/12/2022	Parent
Richard Wheatley	13/11/2020	12/11/2024	Parent
Rev Stephne Van der Toorn	01/04/2015	31/3/2023	Foundation
Chris Burns	01/09/2015	31/08/2023	Co-opted
Janet Plumstead (Vice-Chair)	01/11/2016	08/12/2024	Co-opted
Helen Armstrong (Chair)	01/11/2015	31/08/2023	Co-opted
Mark Hurley	08/12/2021	07/12/2025	Co-opted
Kathryn Sumner	12/12/2018	31/08/2022	Co-opted
Simon Rothwell	17/01/2020	17/01/2024	Foundation
Sue Williams	01/07/2020	01/07/2024	Co-opted

The Board of Governors maintains a skills matrix which demonstrates the diverse skills held by the Board of Governors. This document informs any appointments to ensure the Board of Governors maintain the skills required to be effective. Current Governor details can be found within the Governor profiles on the website.

Clerk to Governors

Schools Choice Clerking Service.

Committees

Terms of reference for the Committees are available upon request. Some committees or named Governors receive specific training to be able to carry out their functions effectively.

This academic year we restructured our committees to create efficiencies and to enable deeper monitoring of school life.

Resources Committee	Headteachers Performance Review Group	Learning, Standards and Achievements (LSA) Committee
Janet Plumstead (Chair) Headteachers Helen Armstrong Simon Rothwell Ian Thoroughgood Amanda Woollard	Chris Burns (Chair) Sue Williams Stephne van der Toorn External advisor	Chris Burns (Chair) Headteachers Helen Armstrong Sue Williams Ian Thoroughgood Sarah Bowman (SEND staff)

Appeals Committee	Hearing's Committee	Pupil Discipline Committee
Minimum of three Governors subject to impartiality and availability.	Minimum of three Governors subject to impartiality and availability.	Minimum of three Governors subject to impartiality and availability.

Area of Governance	Named Governors
Training	Helen Armstrong
Data and Assessment	LSA Committee
Pupil Premium/Catch up Premium	LSA Committee
SEND	LSA Committee
Safeguarding	Chris Burns/Richard Wheatley
GDPR	Jan Plumstead
Siams, Caw and RE	Simon Rothwell/Stephne Van der Toorn
Sports and PE	LSA Committee
Website compliance	FGB
Early Years	Kathryn Sumner
Behaviour and Attitudes	Kathryn Sumner
Curriculum	LSA Committee
Finance	Finance Committee

As school returns to normal ways of working post pandemic we have been able to get into school once again to undertake our monitoring duties.

Attendance

Attendance records for the Board and committee meetings can be found on the school website.

Training undertaken by Governors

During the academic year, Governors have attended training sessions run by Schools Choice, NGA and e-learning modules which are now generally held online. When considering the skills and training Governors require, particular attention is given to four core strategic functions of the Board of Governors:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the headteacher to account for the educational performance of the school and its pupils and
- Overseeing the financial performance of the school and making sure its money is well spent.
- ensuring the voices of stakeholders are heard.

The following training has been undertaken this academic year:

Helen Armstrong

Safer Recruitment Training	10 Oct 2021
Safeguarding - The Governors Role (2021)	10 Oct 2021
FGM	10 Sep 2021

Sarah Bowman

FG1 Introduction to Governance for New Governors	21 Jun 2022
FG4 Governors' role in school improvement	28 Mar 2022
Understanding Schools Finance (e-learning)	8 Mar 2022
Safeguarding: The governor's role (e-learning)	7 Mar 2022
NGA - Introduction to the suite	7 Mar 2022

Chris Burns

AG1 Setting the vision and being strategic	20 Jun 2022
CG1 Termly Governor Briefing	12 Jan 2022
NG1 Named Governor for Safeguarding	12 Nov 2021
AG4 Effective Headteacher Performance Management	14 Sep 2021

Clerk

GovernorHub MAT Co-ordinators Summer Conference	12 Jul 2022
GovernorHub Clerks and Governance Professionals' Conference	11 Jul 2022
Termly briefing for Schools' Choice Governance Professionals	26 Apr 2022
Termly briefing for Schools' Choice Governance Professionals	6 Jan 2022
Governorhub Annual Conference	5 Oct 2021
Stone King - Getting it Right as a Clerk or Company Secretary of an Academy Trust	23 Sep 2021
GovernorHub Training for Clerks and Admins	17 Sep 2021

Jan Plumstead

WB1 SEND - Governors' Role	17 May 2022
Journey to Outstanding	7 Mar 2022
Addressing Educational Advantage	28 Feb 2022
FGM-Recognising and Preventing FGM	28 Dec 2021
Key to Inclusion	8 Dec 2021
NSPCC-Safer Recruitment 2.0	9 Sep 2021
Safeguarding Training (Bures CEVC/Schools Choice)	7 Sep 2021
NSPCC-Safeguarding Children and young people with SEND	6 Sep 2021

Simon Rothwell

WB1 SEND - Governors' Role	17 May 2022
FG2 Safeguarding for Governors	14 Dec 2021
Ofsted: Training to Heads/Governors (Diocese of St Edmundsbury and Ipswich)	12 Oct 2021

Kathryn Sumner

WB1 SEND - Governors' Role	14 Oct 2021
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Richard Wheatley

NG1 Named Governor for Safeguarding	18 Mar 2022
SIAMS training	15 Mar 2022
AG12 Online Safety for Governors	14 Mar 2022
FG4 Governors' role in school improvement	7 Feb 2022
FG3M The Fundamentals of Maintained School Finance	27 Jan 2022
FG2 Safeguarding for Governors	18 Jan 2022
Prevent Training	8 Dec 2021
Female Genital Mutilation: Recognising and Preventing FGM	8 Dec 2021
FG1 Introduction to Governance for New Governors	3 Nov 2021
WB1 SEND - Governors' Role	14 Oct 2021

Chair's statement/statement from the Board

It has been so good to return to some element of normality this year and for Governors to meet face to face once again. Walking around the school, the children have clearly quickly adapted to being back in the classroom and it's great to see the smiles again.

We strive to continue to support the work of the school. We have worked together in our strategic role:

- To oversee the curriculum to ensure that we address any gaps created by the pandemic and homeschooling
- To ensure pupils still enjoy school, feel valued and part of the school community
- To ensure clarity of vision, ethos and strategic direction
- To ensure pupil attainment is monitored and maximised
- To oversee and approve the schools budget
- To ensure the staff are supported as needed
- To oversee policies and procedures

This year we have combined the Governor Action Plan within the School Development plan to show that we are all one team and working towards the same objectives. We have made good progress against the plan and our Year 6 SAT results were above average, showing that we have not let the pandemic impact our outcomes and our children continue to thrive at school.

We are always looking at ways to improve and this year we have also restructured our committees to allow for better monitoring and more in-depth conversation in important areas such as curriculum and progress data. We are still embedding this new way of working but it is proving a positive approach and means we are more efficient with staff time. We are very conscious of their well-being and the demands placed upon them.

We regularly review our roles and the experience, knowledge and skills we individually bring to the Board, ensuring there are no gaps that could affect our efficient governance of the school. We continue to identify suitable training and were able to attend some remote training sessions. Heading into 2022/23 we have two vacancies on the board and will ensure we look at the skills needed to fill those gaps. We have a new staff governor, Sarah Bowman, who is now joining our LSA committee in addition to the full governing body meetings.

We continue to use the Schools Choice clerking service who are also available for advice if needed and who provide training and briefings to help us keep well informed. We are very happy with the support we receive from our clerk.

We continue to review policies and procedures to ensure that these are fit for purpose and meet not only our legal responsibilities, but also our vision and aims for the school and our pupils. The children and staff remain at the forefront of our decisions and we endeavour to provide the best educational environment for them.

Safeguarding continues to be of paramount importance. The school's policies are reviewed and approved by the Board of Governors and they ensure they meet the full requirements. Our Safeguarding Named Governors meet with the Head Teacher regularly to offer support, advice and challenge. All staff and Governors receive Part 1 of Keeping Children Safe in Education and a link to the full version.

We continue to closely monitor the school budget to ensure the school can cope with the funding received and the ever increasing costs. This is a constant challenge but our budget is well managed and healthy enabling us to continue the investment in our children's learning and development. This year we were able to purchase new CLUSP curriculum; something we never thought would be within our means. We continue to be grateful to the PFA for the fantastic support they give the schools in terms of fund raising, resources, time and commitment. Their work really does make a difference.

The school has achieved most of this year's School Development Plan (SDP) although with continue to work on some areas. Areas we have achieved are:

- To embed the new Co-Headship arrangement
- Implementation of a new data tracking system, Insights
- More focus on the teaching of reading across the school
- The planning and training of a new phonics scheme which will go live in September 2022
- Two members of staff trained as Mental Health First Aiders
- Continuation of the "this girl can" initiative
- Continued development of subject leadership
- SIAMS training for Governors

Items for the SDP 2022/23 include:

- CLUSP curriculum implementation
- My Happy Mind implementation – mental health focus
- Introduction of a Church Council
- Pond development project with Dedham Vale AONB/National Trust
- Focus on subject leadership to reflect OFSTED requirements

Meetings

The Full Board of Governors meets four times a year. The Resources Committee and LSA Committee also meet termly. Other committees meet as required.

Other Documents

Other documents available from the Governor's section of the website:

- The Board of Governors Code of Conduct
- Governor profiles
- Register of Business and Pecuniary Interests