

Annual Statement for the Governing Body of Southwood Infant School

In accordance with the Government's requirements for all Governing bodies, the 3 core strategic functions of the Southwood Infant School Governing Body are:

- To ensure the clarity of vision, ethos and strategic direction of the school.
- To hold the head teacher to account for the educational performance of the school and its pupils.
- To oversee the financial performance of the school to ensure the budget is well spent.

Constitution

The Governing Body of Southwood Infant School was re-constituted in October 2015 and is now made up of:

Two parent governors

One local authority governor

One head teacher

One staff governor

Seven co-opted governors

Co-opted Governors are appointed by the Governing Body and are people who, in the opinion of the governing body have the skills to contribute to the effective governance and success of the school.

We currently have three vacancies for co-opted governors.

The Full Governing Body (FGB) meets once every half term and we also have three committees to consider different aspects of the school in detail. At Southwood Infants School we have a Personnel committee which focuses on all personnel matters including the quality of teaching and learning. We have a Resources committee which focuses on Health and Safety including safeguarding and the school finances and finally a Curriculum and Standards committee which focuses on pupil progress, development of the curriculum, pupil achievement and looks at children's work. We also have a pay committee in line with the Teachers Pay and performance management policies. We also have sub committees if required to consider pupil discipline and staffing matters and a number of our governors have specific responsibilities listed below.

Governor attendance

Governors have excellent attendance at meetings as detailed.

The Personnel Committee

Ensures the school's staffing is effective in delivering high quality teaching and learning for all children and achieving the priorities in the School Improvement Plan.

The committee will undertake the following:

School Improvement Plan & Monitoring

To monitor progress and evaluate the effectiveness of any priorities within the School Improvement Plan allocated or delegated to committee members or which fall within the remit of the committee.

Staffing Structure

To review the staffing structure as vacancies occur, and at least annually in relation to the School Improvement Plan and budgets. Staff interview panels may include a Governor, but members of the Personnel Committee may be asked to participate in the first instance.

Staffing Issues Whistleblowing Policy

To ensure that all staff are aware of the school's Whistle Blowing Procedure for Protected Disclosure as per Manual of Personnel Practice.

Safeguarding

Ensure that the Safeguarding report is submitted to LA in May by the Safeguarding Governor

Performance Management

To manage the performance of the Headteacher, ensuring that they have SMART annual objectives and that they are supported and developed to meet them. The Headteacher Performance Management Group may be formed from this Committee and its members should receive appropriate training and ensure an external adviser is appointed to support the process. To monitor the implementation and effectiveness of the Performance Management system across the school, including scrutinising anonymous performance management of teachers and TAs termly.

Personnel Policy

To determine and review all policies relating to staff within the school, including on issues such as: discipline and grievance, consultation, performance management, redundancy, and equal opportunities.

Equality Monitoring

Equality Monitoring of recruitment at the school will be reviewed by the committee when recruitment occurs. Information will be obtained in accordance with the school's Equal Opportunity Policy. For each advertised vacancy, the monitoring will report the following statistics: number of applicants male and female; number of shortlisted applicants male and female; number of appointed applicants male and female; the ethnicity of applicants, shortlisted applicants and appointed applicants. To keep abreast of staffing issues within the school, to predict and manage potential issues. Including, but not limited to appointments, dismissals, well-being, absence.

Pay, Terms and Conditions

To review the pay and performance management policies, liaising with the Pay Committee where appropriate and recommending any amendments to the full governing body. To interpret for local policy development the national guidance on teachers terms and conditions and to make recommendations on policy to the full governing body. To liaise with the Resources Committee on direct and indirect staffing costs.

The Resources Committee

This committee supports the governing body in fulfilling its aims by:

- Ensuring that the school budget is spent in the most effective ways to maximise the educational opportunities in line with the School Strategic Plan, to provide the best possible education for each pupil in the School.
- Planning and costing appropriate development projects regarding the school to meet the needs of the National Curriculum and the School Improvement Plan, adhering to the adopted "Best Value" statement.
- Generating and presenting a draft budget annually for ratification by the FGB. (The budget is to include options put forward by the Governor's committees).
- Monitoring actual expenditure against budget figures at each meeting.
- Reporting significant variations from anticipated levels of expenditure to the FGB, together with a recommended course of action.
- Considering proposed alterations to the budget and making decisions in line with delegated powers. This does not include the following areas where the Head teacher has delegated authority:
 - Alterations to the budget to reflect the resources made available by the LA for statements of Special Educational Needs and for cases of extended sickness.
 - Alterations to the budget, including virements, which do not exceed £1,500 and which neither increase nor decrease total net expenditure. Where these powers are exercised, the Head teacher must report to the next available Resource Committee Meeting.
 - To authorise expenditure within budget limits.

- Considering individual items of non-staffing expenditure not exceeding £1,500 where these have been specifically agreed by the Governing Body as part of its approval of the budget for the year. All other spending in accordance with the approved budget may be incurred by the Head teacher, without reference to the Governing Body or its committees.
- Monitoring the budget allocated by the DfE Devolved Capital Fund.
- Ensuring that the official funds are monitored termly and that the auditor's reports are discussed and acted upon.
- Monitoring Health & Safety procedures including completion of bi-annual Health and Safety Audit within the school and site.
- Maintaining an overview of maintenance and repair issues concerning the school building & site.
- To liaise, where appropriate, with LA officers and contractors
- To refer significant issues to the FGB and to prepare and present progress reports
- To ensure all Risk Assessments are carried out within the given timescales.
- Ensuring governor visits are carried out in line with the Policy Review Document and Governor visit forms completed accordingly.
- To monitor and record the effectiveness of the resources committee by minuting at each meeting, the attendance figures, and policies reviewed, risk assessments, training and governor visits.
- To ensure Off Site Activities and educational visits policy is on every agenda and that the Key Functions of the Governing Body as determined in this policy are adhered to.

The Curriculum and Standards Committee

This committee focuses on the achievement of the schools' aim in respect of all curriculum issues. It oversees the provision of a broad and balanced curriculum within a caring, stimulating environment, which enables every child to develop academically, personally and socially. Specifically, it is the intention of this committee to:

- Promote and maintain high quality teaching and learning for all children.
- Assist the governing body with its understanding of the Key Stage One curriculum and Early Years Foundation Stage curriculum (EYFS), current trends, needs and development within each curriculum area.
- Work with the Headteacher and staff to monitor and evaluate curriculum provision and standards of attainment throughout the school.
- Ensure that assessment without levels is monitored consistently within the school and is reported to the committee on a regular basis.

Policies

One of the roles of the governors is to review and agree school policies many of which you can see on the website.

Ofsted inspection

The Governing body has worked closely with the school since the Ofsted inspection of January 2014 to concentrate on the main focus areas:

- **To make teaching consistently good and to ensure all pupils are making good progress.**
- **To ensure that there are excellent levels of challenge for children of all abilities.**
- **To further develop school based assessment systems without levels.**
- **To drive constant improvement with all members of staff.**
- **To build on our strengths including children's behaviour, pupil's moral, social, cultural and spiritual development and our positive relationships with parents and the local community.**

Head teacher recruitment

The Governing Body is responsible for the recruitment of a new Head Teacher for the school. This is currently underway.

Communication and Feedback

The Governing Body produce a termly newsletter to all parents and carers which gives details of what we have done as a Governing body during the term and about various activities which have taken place within the school. We always welcome suggestions, feedback and comments from parents and carers. Please contact the Chair of Governors via the school office

Appendix 1

List of Governors

| Name | Type of Governor | Date of Joining Gov body | Term of Office Expiry Date |
|--------------------|-------------------------|---------------------------------|-----------------------------------|
| Jane Redhead | Co-opted | 26 November 2014 | 25 November 2018 |
| Caroline Stacey | Co-opted | 6 September 2015 | 5 September 2019 |
| Debbie Pammer | LEA | 27 November 2014 | 15 February 2017 |
| Simon Lincoln | Co-opted | 27 November 2014 | 26 November 2018 |
| Nina Lynch | Parent | 22 November 2015 | 21 November 2019 |
| Carly Jones | Co-opted | 26 November 2014 | 25 November 2018 |
| Heather Clarke | Head teacher seconded | 4 January 2016 | No end date |
| Becky Blamires | Staff Governor | 1 September 2015 | 31 August 2019 |
| Natasha Huddleston | Parent | 25 November 2014 | 24 November 2018 |
| Mehul Lakhani | Co-opted | 14 January 2016 | 13 January 2020 |
| Vacancy | Co-opted | | |
| Vacancy | Co-opted | | |

Appendix 2

Governor Attendance

Sept 2014 – end July 2015

FGB

| FGB meetings 2014-2015 | | | |
|-------------------------------|---|------------------------------------|----------------------------|
| Name | Number of meetings the governor should have attended | Number of meetings attended | Attendance rate (%) |
| Jane Redhead | 6 | 5 | 83 |
| Caroline Stacey | 6 | 6 | 100 |
| Debbie Pammer | 6 | 4 | 67 |
| Simon Lincoln | 6 | 6 | 100 |
| Nina Lynch | 6 | 6 | 100 |
| Penelope Kinsella | 6 | 6 | 100 |
| Alison Padday | 6 | 6 | 100 |
| Vivienne Favell | 6 | 6 | 100 |
| Rachel Park | 6 | 6 | 100 |
| Elizabeth Gunner | 6 | 4 | 67 |
| Carly Jones | 6 | 6 | 100 |
| Natasha Huddlestone | 5 | 3 | 60 |

Personnel

| Personnel Committee 2014-2015 | | | |
|--------------------------------------|---|------------------------------------|----------------------------|
| Name | Number of meetings the governor should have attended | Number of meetings attended | Attendance rate (%) |
| Caroline Stacey | 6 | 6 | 100 |
| Simon Lincoln | 6 | 6 | 100 |
| Jane Redhead | 6 | 4 | 67 |
| Alison Padday | 6 | 6 | 100 |
| HT Viv Favell | 6 | 6 | 100 |
| | | | |

Resources

| Resources Committee 2014-2015 | | | |
|--------------------------------------|---|------------------------------------|----------------------------|
| Name | Number of meetings the governor should have attended | Number of meetings attended | Attendance rate (%) |
| Debbie Pammer | 6 | 6 | 100 |
| Simon Lincoln | 6 | 4 | 67 |
| Nina Lynch | 6 | 6 | 100 |
| Penelope Kinsella | 6 | 5 | 83 |
| Alison Padday | 6 | 6 | 100 |
| Vivienne Favell | 6 | 5 | 83 |
| Elizabeth Gunner | 6 | 5 | 83 |
| Carly Jones | 6 | 5 | 83 |
| Natasha Huddleston | 4 | 3 | 75 |

Curriculum

| Curriculum and Standards Committee 2014-2015 | | | |
|---|---|------------------------------------|----------------------------|
| Name | Number of meetings the governor should have attended | Number of meetings attended | Attendance rate (%) |
| Nina Lynch | 6 | 6 | 100 |
| Jane Redhead | 6 | 5 | 83 |
| Caroline Stacey | 6 | 6 | 100 |
| Penelope Kinsella | 6 | 5 | 83 |
| Rachel Park | 6 | 6 | 100 |
| Vivienne Favell | 6 | 6 | 100 |
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