

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 governors.

The Full Governing Body (FGB) meets a minimum of once a term and we also have two committees to consider different aspects of the school in detail.

At Southwood Infants School we have a Resources and Personnel committee which focuses on the school budget, the school building, including Health and Safety, safeguarding and staffing structure. The Curriculum and Standards committee focuses on pupil progress, development of the curriculum, pupil achievement and standards of teaching and learning. We also have a pay committee in line with the Teachers Pay and performance management policies. The Headteachers performance management is under taken by a performance management committee made up of governors and an external advisor. 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 in appendix 2.

Resource and Personnel Committee

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

Finance

- Ensuring that the school budget is spent in the most effective ways to maximise the educational opportunities in line with the School Strategic Plan and School Improvement Plan, to provide the best possible education for each pupil in the School.
- Considering the school strategic and improvement plans when developing the budget and detailing this when presenting an annual and revised budget to the Governing Body for approval.

- 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. Considering proposed alterations to the approved budget and submit a revised budget to the Governing Body for approval. 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 LEA 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 and Personnel 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.
 - Reporting significant variations from anticipated levels of expenditure to the FGB, together with a recommended course of action.
 - Monitoring actual expenditure against budget figures at each meeting.

Personnel

- 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.
- 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.
- 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 ensure that all staff are aware of the school's Whistle Blowing Procedure for Protected Disclosure as per Manual of Personnel Practice.
- Ensure that the Safeguarding report is submitted to LA in May by the Safeguarding Governor
- To manage the performance of the Headteacher, ensuring that she has SMART annual objectives and that she is 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.
- To ensure that good practice is employed within the school in all matters relating to the employment of staff (e.g. conditions of employment, equal opportunities, recruitment and selection processes) in accordance with Hampshire's Manual of Personnel Practice and Procedures.
- 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.

Other Delegated Responsibilities

- Financial implications of appointment & dismissal of staff
- Issuing of contracts for supply of goods/services
- Comparison of statistical information with other schools (Benchmarking through Raise Online)

Curriculum and Standards Committee

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

- Contributing, in collaboration with the head and staff, to establishing, monitoring and evaluating sections of the School Improvement Plan relating teaching, learning, curriculum and quality of provision and to oversee any key issues relating to curriculum delivery in line with guidance. This includes, but is not limited to, key documents such as Subject Action Plans, Curriculum maps and cohort reports.
- Keeping the relevant sections of the Self-Evaluation Form under review and update as necessary.
- Ensuring that the National Curriculum and Early Years Foundation Stage Curriculum are delivered and the assessment procedures are carried out in line with the legal framework.

- Ensuring that the whole school curriculum is: broad and balanced; relevant to the needs of all children; provides continuity and progression; adequately resourced.
- Establishing, monitoring the impact of and reviewing the school's Teaching for Learning policy, SEND policy and other policies and provision relevant to this committee, as detailed in the Policy Review Document. Ensuring this is done in line with the agreed cycle and making recommendations to the governing body for change as necessary.
- Ensuring governor visits are carried out in line with the Policy Review Document and Governor visit forms completed accordingly.
- Ensuring the identification, assessment and provision given to children with Special Educational Needs and High Attaining Children is swift, challenging and has impact on pupil achievements.
- Ensuring the identification, assessment and provision given to disadvantaged pupils enables them to make progress in line with their peers.
- Ensuring governors' legal responsibilities for SEND and the Code of Practice are met.
- Reviewing available information about the schools' performance, including national and county benchmark information and considering strengths and weakness.
-
- Working with the Leadership Team and School Improvement Partner to advise the governing body of appropriate targets for school improvement.
- Reporting to parents on progress in relation to curriculum issues.
- Monitoring and recording the effectiveness of the curriculum committee by minuting at each meeting the attendance figures, policies reviewed, number of visitors attending meetings, topics covered, assessments undertaken, training and governor visits.

Policies

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

Appendix 1

List of Governors

Name	Type	Date of Joining	Term of Office	Sits on which committees?
Laura Dobson	Co-Opted	16 th November 2016	15 th November 2020	C&S (vice-chair), Pay
Hannah Stiff	Co-Opted	16 th November 2016	15 th November 2020	C&S (Chair)
Caroline Stacey	Co-Opted	6 th September 2011	5 th September 2019	C&S, Pay(Chair), R&P, HTPM
Lena Potamianou	Co-Opted	11 th July 2017	10 th July 2021	R&P, Pay

Nina Lynch (Chair)	Co-Opted	22 nd November 2011	21 st November 2019	C&S, R&P(vice-chair), HTPM
Carly Jones (Vice Chair)	Co-opted	24 th November 2014	25 th November 2018	R&P(Chair), Pay
Wendy Southgate	Headteacher	1 st May 2016	No end date	All
Rachel Park	Staff	1 st September 2017	31 st August 2021	C&S
Madi Jabbi	Parent	2 nd July 2016	1 st July 2020	R&P
Vacancy	Parent			
Vacancy	Co-Opted			
Vacancy	LEA			

Appendix 2

Governor Attendance Sept 2016 – end July 2017

Name	Number of meetings governor should have attended	Number of meeting attended	Attendance rate (%)
Laura Dobson	Co-Opted	4/4	100%
Hannah Stiff	Co-Opted	3/4	75%
Caroline Stacey	Co-Opted	4/5	80%
Lena Potamianou	Co-Opted	1/1	100%
Nina Lynch (Chair)	Co-Opted	5/5	100%
Carly Jones (Vice Chair)	Co-opted	5/5	100%
Wendy Southgate	Headteacher	5/5	100%
Chris Bickerstaff	Co-opted	2/3	67%
Madi Jabbi	Parent	3/5	60%
Mehul Lakhani	Co-opted	2/4	50%

Resources and Personnel			
Name	Number of meetings governor should have attended	Number of meeting attended	Attendance rate (%)
Caroline Stacey	Co-Opted	2/2	100%

Lena Potamianou	Co-Opted	1 attended as a guest	n/a
Nina Lynch	Co-Opted	4/4	100%
Carly Jones	Co-opted	4/4	100%
Wendy Southgate	Headteacher	4/4	100%
Chris Bickerstaff	Co-opted	1/2	50%
Maddi Jabbi	Parent	4/4	100%

Curriculum and Standards			
Name	Number of meetings governor should have attended	Number of meeting attended	Attendance rate (%)
Caroline Stacey	Co-Opted	4/4	100%
Mehul Lakhani	Co-Opted	1/3	34%
Nina Lynch	Co-Opted	4/4	100%
Becky Blamires	Staff	4/4	100%
Wendy Southgate	Headteacher	4/4	100%
Laura Dobson	Co-opted	3/3	100%
Hannah Stiff	Co-opted	2/3	67%

Pay			
Name	Number of meetings governor should have attended	Number of meeting attended	Attendance rate (%)
Caroline Stacey	Co-Opted	2/2	100%
Nina Lynch	Co-Opted	1/2	50%
Carly Jones	Co-opted	2/2	100%
Wendy Southgate	Headteacher	2/2	100%
Chris Bickerstaff	Co-opted	1/2	50%