

Annual Governance Statement for the Governing Body of Hevingham and Marsham Primary School Federation
September 2015 to July 2016

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of Hevingham and Marsham Primary Schools Federation are:

1. **Ensuring clarity of vision, ethos and strategic direction in order to ensure the best possible outcomes for all pupils;**
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	<ul style="list-style-type: none"> • From September 2015 to July 2016 the Governing Body of Hevingham and Marsham Primary Partnership Schools was made up of 2 elected parent governors 1 LA governor 1 elected staff governor (school A) 1 Head Teacher 2 Foundation Trust Governors 5 Co-opted governors to include a staff governor (school B) Total number of governors 12. When appointing governors we try to ensure that all sections of our community are represented. • The full Governing Body meet five times a year or more if the need arises. In the Autumn of 2015 we reorganised our committee structure to better reflect the Ofsted criteria for school inspections. We have a Leadership and Management Committee which looks at the effectiveness of Leadership and Management and Outcomes for Pupils, a Teaching and Learning Committee which looks at Quality of Teaching, Learning and Assessment and a Personal Development which looks at Personal Development, Behaviour, Welfare and Health and Safety. These committees meet once a term and report back to the full Governing Body meetings. Each committee now prepares questions in line with that committees remit for the Headteacher to answer at the next committee meeting. This ensures full and detailed answers can be given. We also have committees that meet if required. eg Appeals Committee.
Attendance record of governors	<ul style="list-style-type: none"> • Governors have excellent attendance at meetings and we have never cancelled a meeting because it was not "quorate" (the number of governors needed to ensure that legal decisions can be made).
Governor Roles	<ul style="list-style-type: none"> • As governors we have different roles and attend training sessions provided by Norfolk Governance and Leadership Service at the Professional Development Centre in Norwich so that we are well informed in order to support the Headteacher and staff. Currently the governors' roles are as follows: SEND Governor – Mrs Lindsay Peaston Equalities Governor – Mrs Lindsay Peaston Safeguarding governor – Ms Jo Field Finance Governor – Mr Harvey Bullen Trustees of Aylsham Co-operative Trust – Mrs K Hutchison and Mrs Lindsay Peaston
The work that we have done on our committees and in the governing body	<ul style="list-style-type: none"> • The Governing Body has this year carried out a Governing Board Health Check and developed an action plan to cover gaps by dividing areas to be looked at between committees. • We now have a framework for reviewing policies which the clerk oversees. • The Leadership and Management committee have looked at the budget in line with recent national cutbacks and worked hard to ensure that money was allocated across both schools to ensure that the children of Hevingham and Marsham will continue to receive the best education possible in the next academic year.

	<ul style="list-style-type: none"> • The Teaching and Learning committee have monitored the development and implementation of the Immersive classrooms and through talking to the Head teacher, staff and children have evidenced the improvement in the children's social and academic progress. • The Personal Development committee have spent time discussing absenteeism with the Headteacher and through her information have a better understanding of how absenteeism is managed across the schools. • Our Health and Safety Governor and Chair of Governors have carried out checks of the premises. • Governors are vigilant about Safeguarding and we have a nominated governor for Safeguarding who gives a termly report to the governors about safeguarding matters. • One of the roles for the governors is reviewing and agreeing school policies and this year we have considered a number of key policies, including Extremism and Radicalisation Policy. • Minutes of Governing Body meetings are public documents – you can either find them on the Governors’ page of our website or you can ask at the school office.
<p>Future plans for the governors</p>	<ul style="list-style-type: none"> • The Governing Body faces a challenging year ahead supporting the Acting Head teacher and Acting Deputy Head teacher ensuring that both schools continue to improve in line with expectations to reach “outstanding” by the time of the next Ofsted inspection. • Governors will check the Immersive and Engaging Learning opportunities and that they continue to provide the relevant statutory requirements and interests of pupils. Also that the Talk for Writing is monitored across the schools. • We will also continue to be involved as a member of the Aylsham Cluster Trust.
<p>How you can contact the governing body</p>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, via the school office. The full list of governors, minutes of governing body meetings and more information about what we do are available on the Governors’ page of the school website.</p>