

**Annual Governance Statement for the Governing Board of Hevingham and Marsham Primary School Federation**  
**September 2016 to July 2017**

In accordance with the Government's requirement for all governing boards, 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.**

<b>Governance arrangements</b>	<ul style="list-style-type: none"> <li>• From September 2016 to July 2017 the Governing Board 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.</li> <li>• The full Governing Board meet five times a year or more if the need arises. 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 Board meetings. Each committee now prepares questions in line with that committees remit for the Head teacher 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. The current structure was established in 2015 and will be reviewed in September 2017.</li> </ul>
<b>Attendance record of governors</b>	<ul style="list-style-type: none"> <li>• 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).</li> </ul>
<b>Governor Roles</b>	<ul style="list-style-type: none"> <li>• 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 Wendy Durrant  Equalities Governor – Mrs Wendy Durrant  Safeguarding governor – Ms Jo Field  Finance Governor – Mr Harvey Bullen  Trustees of Aylsham Co-operative Trust – Ms Lydia Board and Mr Alan Price</li> </ul>
<b>The work that we have done on our committees and in the governing board</b>	<ul style="list-style-type: none"> <li>• The Governing Board has this year carried out the action plan to ensure we are meeting the targets set by the Governing Board Health Check.</li> <li>• Policies have been reviewed as per the agreed framework.</li> <li>• 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.</li> <li>• The Teaching and Learning committee have monitored the development of a new maths curriculum and policy and introduced new class visit and subject monitoring</li> </ul>

	<p>forms.</p> <ul style="list-style-type: none"> <li>• The Personal Development committee have spent time monitoring staffing levels and recruitment. They have also agreed to the purchase of an outdoor play pirate ship as part of the building and development plan. They also carried out an audit of the school website using the audit tool from the Governor Tool kit.</li> <li>• A Full Health and Safety Inspection has been carried out at both schools.</li> <li>• Governors are vigilant about Safeguarding and we have a nominated governor for Safeguarding who gives a termly report to the governors about safeguarding matters.</li> <li>• Minutes of Governing Board meetings are public documents – you can either find them on the Governors’ page of our website or you can ask at the school office.</li> </ul>
<p><b>Future plans for the governors</b></p>	<ul style="list-style-type: none"> <li>• The Governing Board will continue to support the Acting Head teacher and Acting Deputy Head teacher for the remaining duration of the secondment and then to ensure a smooth transition at the end of the secondment period ensuring that both schools continue to improve in line with expectations to reach “outstanding” by the time of the next Ofsted inspection.</li> <li>• Governors will continue to monitor the Immersive and Engaging Learning opportunities available to pupils and continue to provide the relevant statutory requirements in the best interests of pupils.</li> <li>• We will also continue to be involved as a member of the Aylsham Cluster Trust.</li> </ul>
<p><b>How you can contact the governing body</b></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 board meetings and more information about what we do are available on the Governors’ page of the school website.</p>