

Annual Governance Statement for the Governing Board of Hevingham and Marsham Primary School Federation September 2017 to July 2018

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.**

Governance Arrangements

- From September 2017 to July 2018 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)
 - The Head Teacher
 - 2 Foundation Trust Governors
 - 5 Co-opted governors (to include a staff governor school B)
- During the year we sadly had the death of one of our longest serving Governors, Alan Price. Wendy Durrant also stepped down as a governor, although we welcomed a new governor on to the board.
- Vacancies exist for 1 parent, 1 co-opted and 1 trust governor
- When appointing governors, we try to ensure that all sections of our community are represented.
- The full Governing Board meet five times a year or more if the need arises.
- There are three committees of the Governing Board:
 - Leadership and Management Committee - which looks at the effectiveness of Leadership and Management and Outcomes for Pupils
 - Teaching and Learning Committee - which looks at Quality of Teaching, Learning and Assessment
 - 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.
- We also have committees that meet if required. e.g. Appeals Committee.
- The current structure was established in 2015 and following a review in July 2018 will be changed from September 2018

Attendance Record of Governors

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).

<p>Governor Roles</p>	<p>As governors we have different roles and attend training sessions provided by Educator Solutions which are held at school or other training venues around the county – this ensures we are well informed and kept up to date with current requirements in order to support the Headteacher and staff.</p> <p>The governor roles during the year were:</p> <ul style="list-style-type: none"> • SEND Governor – Mrs Wendy Durrant • Equalities Governor – Mrs Wendy Durrant • Safeguarding Governor – Revd. David Hagan-Palmer • Finance Governor – Mr Harvey Bullen • Trustees of Aylsham Co-operative Trust – Ms Lydia Board and Revd David Hagan-Palmer
<p>The Work of the Governing Board During this Year</p>	<ul style="list-style-type: none"> • The Governing Board has recruited a new Executive Headteacher of the Schools' Partnership • The Governing Board has supported Hevingham School through an Ofsted inspection. The school was judged as Good throughout including its management. • A special training session was held focussing on moving pupils to 'greater depth' • Policies have been reviewed as per the agreed framework. • The Leadership and Management committee have looked at the budget in line with current county financial challenges 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. • The Teaching and Learning committee have monitored the introduction of the new maths curriculum and policy. It has reviewed committee structures and the need to focus monitoring visits on the SIDP. • The Personal Development committee have spent time monitoring staffing. They have also supported the building and development plan in providing new play facilities. • An audit of the school website has taken place ensuring key information is provided. • A Full Health and Safety Inspection has been carried out at both schools. • Governors are vigilant about Safeguarding and we have a nominated governor for Safeguarding who carries out termly inspections which is reported to governors. The process has also been externally audited. • 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.

<p>Future Plans for the Governing Board</p>	<ul style="list-style-type: none"> • The Governing Board will continue to support the Head Teacher in her transition in to the role and in preparation for the likely Ofsted Inspection of Marsham School • The Governing Board will continue to be a 'critical friend' in challenging when necessary but in a supportive manner. • The monitoring carried out by Governors will be reviewed to be more focussed on the requirements of the School Improvement and Development Plan (SIDP) • A new committee structure will be introduced to better use governor and school time and resources • 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. • The Governing Board will continue to be involved as a member of the Aylsham Cluster Trust
<p>Contacting the Governing Board</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>