

Annual Governance Statement for the Governing Board of Hevingham and Marsham Primary School Federation September 2018 to July 2019

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 2018 to July 2019 the Governing Board of Hevingham and Marsham Primary Partnership Schools was made up of:
 - 4 Co-opted governors
 - 2 Foundation Trust Governors
 - The Head Teacher
 - 1 LA governor
 - 1 elected parent governors
 - 2 staff governors
- During the year we welcomed 3 new governors on to the board.
- Vacancies exist for 1 parent and steps are being taken to fill this place
- 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.
- The committee structure of the Governing Board from September 2018 has two committees:
 - Leadership and Management Committee - which looks at the effectiveness of leadership and management, outcomes for pupils, personnel, welfare and health & safety
 - Teaching and Learning Committee - which looks at quality of teaching, learning and assessment, personal development, behaviour and safeguarding.
- 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 September 2018 following a review in July 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).

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| <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, Equalities and Nurture Governor – Hannah Banstead • Chair of Governors and Safeguarding Governor – Revd. David Hagan-Palmer • Vice Chair and Finance Governor –Harvey Bullen • Trustees of Aylsham Co-operative Trust –Lydia Board and Revd David Hagan-Palmer • English – Vicki Millington • Maths – Christopher Yates • Pupil Premium & PE Sports Funding – Sue Simmonds • Premises – Samuel Gibbons • Science – Moira Stansfield |
| <p>The Work of the Governing Board During this Year</p> | <ul style="list-style-type: none"> • The Governing Board has supported Marsham School through an Ofsted inspection. The school was judged as Good throughout including its management. • A special training session was held to review the work of the Governing Board to ensure it is meeting its duties • 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 continued to monitor children’s progress across the subjects, as well as factors that can affect the children such as behaviour and attendance. It also looked at the assessment of children and the introduction of school ‘houses’ and rewards. • 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 are reported to governors. The process has also been externally audited as part of Marsham’s Ofsted review. • 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. |

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| <p>Future Plans for the Governing Board</p> | <ul style="list-style-type: none"> • 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 is under constant review to ensure it is focussed on the requirements of the School Improvement and Development Plan (SIDP) • 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 • The Governing Board is reviewing the vision and ethos statement of the school. • As we have welcomed new governors, we will look at how best to use and develop the skills they bring to the school. |
| <p>Contacting the Governing Board</p> | <p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors (Revd. David Hagan-Palmer), 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> |