

## Annual Governance Statement for the Governing Board of Hevingham and Marsham Primary School Federation September 2020 to July 2021

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 2020 to July 2021 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
  - 2 staff governors
- Vacancies existed for 2 parent and steps were taken to fill these places for which we have interest expressed.
- In July 2021 our Chair of Governors resigned as a governor as he was moving to become Vicar of Old Catton. A new Chair of Governors, Alison Maskrey was elected to the position of Chair.
- 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 2020 has two committees:
  - 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 at least 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).

<p><b>Governor Roles</b></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"> <li>• SEND, Equalities - Alison Maskrey and Hannah Banstead</li> <li>• Nurture Governor – Hannah Banstead</li> <li>• Chair of Governors and Safeguarding Governor – Revd. David Hagan-Palmer</li> <li>• Vice Chair and Finance Governor – Harvey Bullen</li> <li>• Trustees of Aylsham Co-operative Trust – Lydia Board and Revd David Hagan-Palmer</li> <li>• English – Sue Simmonds</li> <li>• Maths &amp; PE Sports Funding – Christopher Yates</li> <li>• Pupil Premium – Sue Simmonds</li> <li>• Premises – Samuel Gibbons</li> <li>• Science – Moira Stansfield</li> <li>• Attendance – Olivia Corfield</li> <li>• HT Performance Management – Moira Stansfield, Sue Simmonds and Revd. David Hagan-Palmer</li> </ul>
<p><b>The Work of the Governing Board During this Year</b></p>	<ul style="list-style-type: none"> <li>• From September 2020 the impact of COVID on the country and therefore schools continued with further lockdowns and restrictions.</li> <li>• The Governing Board has worked closely with and supported the senior leadership team as they navigated the large amount of ever-changing guidance around COVID to ensure support for both children and parents.</li> <li>• Throughout this time the focus has been on children’s wellbeing and education and the wellbeing and safety of staff. The Governors have continued to monitor the work of the school through additional on-line meetings.</li> <li>• It has been a challenging time and although it is hoped that restrictions will soon be lifted the impact on education is likely to continue as we move into the new academic year.</li> <li>• Policies have continued to be reviewed and updated as per the agreed framework and Covid-19 guidance.</li> <li>• The 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. Additional allowances have been made with regard to COVID pressures on budgets.</li> <li>• 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 is currently focused on the ‘catch-up’ from the impact of COVID.</li> </ul>

	<ul style="list-style-type: none"> <li>• Governors are vigilant about Safeguarding and we have a nominated governor for Safeguarding who carries out termly inspections which are reported to governors.</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>
<b>Future Plans for the Governing Board</b>	<ul style="list-style-type: none"> <li>• The Governing Board will work closely with the senior leadership team as the school looks to return to more ‘normal’ times in September with a particular focus on ensuring children’s wellbeing and education in light of all that has happened with COVID. As well as support for staff.</li> <li>• The Governing Board will continue to be a ‘critical friend’ in challenging when necessary but in a supportive manner.</li> <li>• 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)</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>• The Governing Board will continue to be involved as a member of the Aylsham Cluster Trust</li> </ul>
<b>Contacting the Governing Board</b>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors (Alison Maskrey), 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>