

Annual Governance Statement for the Governing Board of Hevingham and Marsham Primary School

September to July 2022

In accordance with 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 schools and pupils.**
- 3. Overseeing the financial performance of the school and making sure its money is well spent.**

Governance Arrangements

From September 2021 to July 2022 the Governing Board Hevingham and Marsham Primary Schools Federation was made up of:

- 4 Co-opted governors
 - 2 Foundation Trust governors
 - 2 Staff governors
 - 2 Parent governors
 - 1 HeadTeacher
 - 1 LA governor
- We currently have a full Governing Board and all vacancies have been filled.
- When appointing governors, we try to ensure that all sections of our community are represented.
- The full Governing Board meet 5 times a year or more if the need arises.
- The committee structure of the Governing Board from September 2021 to July 2022 has two committees:
- Management Committee – Which looks at the effectiveness of leadership and management, outcomes for pupils, personnel, welfare and health and 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.

	<ul style="list-style-type: none"> ➤ We also have committees that meet if required e.g. Appeals Committee. ➤ The current structure was established in 2018 following a review in July 2018
Attendance Record of Governors	Governors have an 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	<p>As governors we have different roles and attend training sessions provided by Educator Solutions and Modern Governor which are held in school, at other training venues or on-line.</p> <p>The Governor roles during the year were:</p> <ul style="list-style-type: none"> • SEND, Equalities – Caroline Martin • Nurture Governor, Governor Training and Policy Renewal – Olivia Corfield • Chair of Governors, Curriculum and Safeguarding - Alison Maskrey • Vice-chair and Finance Governor – Harvey Bullen • Trustees of Aylsham Co-operative Trust – Lydia Board, Alison Maskrey and Sue Simmons • English, Curriculum and Pupil Premium – Sue Simmonds • Maths – Christopher Yates • PE Funding – Christopher Yates • Premises and Health & Safety – Sam Gibbons • Science – Moira Stansfield • Attendance – Laura Richardson • Headteacher Performance Management – Alison Maskrey, Sue Simmons and Moira Stansfield.
The work of the Governing Board During this Year.	<ul style="list-style-type: none"> ❖ During this year there have been further restrictions due to the Covid-19 pandemic and the schools have been impacted by continued lockdowns. ❖ The Governing Board has worked closely with and supported the Senior Leadership Team (SLT) as they have navigated the large amount of ever-changing guidance around Covid to ensure support for all members of our school community. ❖ Throughout this time the focus has been on the well-being and education of the children and the well-being and safety of the staff. ❖ The staff have continued to meet virtually and have monitored the work of the school regularly: reviewing and updating policies, discussing data and agreeing budget expenditure and targets.

	<ul style="list-style-type: none"> ❖ As restrictions were lifted, the focus has been looking at the impact of disruptions to education for the children. ❖ Monitoring visits have been made in person by Governors now restrictions are no longer in place. ❖ Regular meetings regarding Safeguarding have taken place. ❖ Minutes of Governing Boards meetings are public documents. You can find them on our website or ask for them at the school office.
<p>Future plans for the Governing Board</p>	<ul style="list-style-type: none"> ▪ The Governing Board will continue to work closely with the SLT as the impact of 2 years of disruptions are analysed. We will focus on ensuring well-being for staff and children as well as targeting ‘catch-up’ priorities where necessary. ▪ The Governing Board will continue to act as a ‘critical friend’ in challenging and supporting the school. ▪ Monitoring will continue and will be focussed on the requirements of the School Improvement and Development Plan. ▪ The Schools’ Vision Statement will be revisited and there will be a focus on its importance in all aspects of school life. ▪ 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 – please contact the Chair of Governors (Alison Maskrey), via the school office. The full list of Governors, minutes of meetings and more information about what we do are available on the Governors’ page of the school website.</p>