

## Annual Governance Statement for the Governing Board of Hevingham and Marsham Primary School September 2024 to July 2025

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 2024 to July 2025 the Governing Board Hevingham Primary was made up of:

- 2 Co-opted governors
- 2 Foundation Trust governors
- 1 Staff governor
- 2 Parent governors
- 1 Head Teacher
- 1 LA governor

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 2023 to July 2024 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.

We also have committees that meet if required e.g. Appeals Committee.

The current structure was established in 2024 when the new governing Board was formed for Hevingham Primary School following the closure of Hevingham and Marsham Primary Schools Federation

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. The Governor roles at present are:</p> <ul style="list-style-type: none"> <li>• Alison Maskrey – Chair of Governors, Safeguarding, Child Protection, Safer Recruitment, Attendance, Aylsham Cluster Trust Representative, Headteacher Performance Management.</li> <li>• Sue Simmons – Vice Chair, English, Pupil Premium Funding, Chair of Teaching and Learning Committee, Website compliance, Aylsham Cluster Trust Representative, Headteacher Performance Management, History and Geography</li> <li>• Keir Howlett – Chair of Management Committee, Headteacher Performance</li> <li>• Management, Cyber Security, Finance, GDPR, Health and Safety, Premises.</li> <li>• Olivia Corfield – Governor Training, Finance, Policy renewal.</li> <li>• Laura Richardson – Science, Computing, PE and PE funding.</li> <li>• Charlotte Haynes – Equalities, Looked After Children, EYFS, Phonics, Art, D and T, Music.</li> <li>• Tanya Wiseman – Maths, PSHE, RE</li> <li>• Nick Rout – Nurture and SEND</li> </ul>
The work of the Governing Board During this Year.	<p>During this year there have been many changes as the Federation with Marsham formally ended in July 2024 with the closure of Marsham School. A new Governing Board was formed for Hevingham Primary School with a new Constitution.</p> <p>The Governing Board has worked closely with and supported the Senior Leadership Team (SLT) as they have identified areas of strength and development.</p>

	<p>Regular meetings regarding Safeguarding have taken place.</p> <p>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>We hope to fill our 2 vacancies and are always keen to welcome new governors who are interested in supporting the school to develop and continue to support the pupils and all members of our school community.</p>
Contacting the Governing Board	<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>