

Annual Governance Statement

Reedham Primary and Nursery School

2023/24

By learning together we learn, we achieve, we care

In accordance with the Government's requirement for all Governing Bodies the three core strategic functions of the Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Headteacher to account for the educational performance of the school and its pupils; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

Governance Arrangements

The Governing Board of Reedham Primary and Nursery School is made up of:

- 2 elected parent governors
- The Head Teacher
- 1 elected staff governor
- 1 governor appointed by the Local Authority
- 5 Co-opted governors.

Co-opted governors are appointed by the Governing Board and are people who, in the opinion of the Governing Board, have the skills required to contribute to the effective governance and success of the school. Governors are volunteers and receive no payment for what they do although they can claim expenses.

The full governing board meets every half term. In addition, the governors arrange targeted term-time visits that look at specific areas of activity that are linked to the school's vision or development plan. Governors will also meet in smaller working groups to consider specific issues, for example when the school took over running of the nursery, or to meet statutory need.

The Governing Body appoints a professional clerk who is responsible for arranging meetings, taking minutes and following up on all actions. The clerk also advises on procedural matters and plays a key and crucial role in the work of the Governing Body.

Governors have excellent attendance at meetings and a meeting has never had to be cancelled because it was not quorate (the number of governors needed to ensure that legal decisions can be made).

At this present time there is a vacancy for a co-opted governor due to one governor having changed their status to Associate Governor.

The following people make up our governing body

| Name | Date of Appointment | Term of Office | Appointed by | Business and/or Financial Interests | Category | Roles and responsibilities | Attendance Record Academic Year 2022/3 |
|-----------------|---------------------|----------------|------------------|-------------------------------------|-----------------|---|--|
| De Jarvis | 01/ 2016 | 4 yrs +4 | Joe Kilner | None | LA | Chair Leadership and Management Arts Finance Safeguarding/LAC Staffing | 6/6 |
| Hayley Smith | 01/2015 | 4 yrs + 4 | Joe Kilner | Chair of Governors Worstead | Co-opted | Vice Chair English/EAL/MFL Leadership and Management, Bringing Good Practice | 6/6 |
| Mary Jones | 07/2016 | 4 yrs + 4 | Joe Killner | None | Co-opted | Attendance/Exclusion EYFS Humanities RE SEND | 6/6 |
| Samantha Osborn | 05/2023 | 4 yrs | De Jarvis | Post at Edith Cavell | Parent | Behaviour/Mental Health/Wellbeing Cyber Security PSHE/RSE SEND | 1/1 |
| Serena Bastillo | 10/2022 | 4 yrs | De Jarvis | None | Parent | Equality and Diversity Science, Stakeholder Voice | 5/5 |
| Benita Ogg | 09/2023 | 4 yrs | De Jarvis | None | Co-opted | Finance Staffing | |
| Ian Catlow | 12/2022 | 4 yrs | De Jarvis | Treasurer Acle Tennis Club | Co-opted | Health and Safety IT PE Premises Pupil Premium, Sports Premium | 4/4 |
| Donna Kelf | 05/2023 | 4 yrs | De Jarvis | None | Staff | | 1/1 |
| Beth Spaul | 09/2023 | | De Jarvis | None | Head Teacher | | |
| Anups de Silva | 09/2020 | 4 yrs | Christine Walton | None | Associate | Maths | 3/6 |

Governor Training

To ensure they remain up-to-date with current affairs and legislation the Governors have undertaken the following training:

- Safeguarding Children in Education
- Cyber Security
- Behaviour and Exclusions
- Workload and Wellbeing
- Effective Budget Monitoring
- Chair of Governors – Roles and Responsibilities
- Ofsted for Governors
- Managing the Single Central Record

- Effective Monitoring
- SEND
- Safer Recruitment
- Head Teacher Appraisal
- Understanding Behaviour of Young children
- Online Safety
- Complaints
- Little Wandle
- Prevent
- Vision, Ethos and Strategic Planning

The Work of the Governing Body

The Full Governing Body met 6 times over the 2022/23 academic year to inspect, review and agree school policies and to monitor progress against the School Improvement Plan which identifies the key areas on which the school and the Governing Body wish to focus during the year. At each meeting governors were able to question the school on its decisions and actions. This was to ensure that the school's standards and expectations remained high and that pupils from all backgrounds and abilities were accommodated.

At each FGB meeting the school budget was scrutinised and reviewed in detail. Benchmarking information allows governors to compare the school's spending with similar school and ensure resources are being used in the most effective ways to support the best education for all children. The governing body felt that the school was maximising its finances and noted the continued strain on finances due to increasing costs.

Between full governing body meetings, governors carried out monitoring visits relating to their specific roles and responsibilities, reports of which are shared amongst all governors. Monitoring visits also enable governors to ensure that staff are being supported appropriately.

The Chair and Vice Chair remained in close contact with the Head Teacher throughout the year, providing support and challenge, and monitoring the continued provision of learning. Together with an expert external advisor the Chair and Vice Chair also carried out the Head Teacher's annual appraisal. This process allows the GB to look closely at the Head Teacher's performance, discuss areas of strength, and where necessary, areas for development. Targets were then set against criteria on which the Head Teacher's performance would be evaluated.

Specific areas of focus during the year

Curriculum Leadership – training for teachers and time given to monitor their subjects

Targeted use of capital expenditure to improve buildings and ensure cyber security

The future of the school within an ever-changing educational landscape

How to contact the Governing Body

The Governors always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors via the school office.

Statutory Information

Current information about our governance can also be found at [Get Information About Schools](#)