



## **Annual Governance Statement for the Board of Governors of Duxford Church of England Community Primary School July 2019**

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 the performance of management and staff**
- 3. Overseeing the financial performance of the school and making sure its money is well spent**

The Governing Body delegates the operational management of the school to the Headteacher. The governors do not get involved in the day to day running of the school or in individual child-related issues. The governors are concerned with matters such as the school development plan, performance targets, school policies and finance.

### **Governance Arrangements**

The Governing Body was re-constituted in September 2016 in keeping with statutory guidance from the Department for Education. These changes were introduced to reflect the fact that the role of governors has become more demanding and it is important that each school has governors with a good set of skills whilst also representing the community. You can read the complete Instrument of Government on the school website; however the Governing Body now consists of:

- The Headteacher
- 2 x Staff Governors (elected by staff)
- 2 x Parent Governors (elected by parents)
- 3 x Foundation Governors (Local Rector and 2 appointed by the PCCS of Duxford, Hinxton and Ickleton)
- 1 x Local Authority governor (appointed by Cambridgeshire County Council)
- 4 x Co-opted Governors (appointed by the Governing Body for the skills they bring)

The standard term of office for a governor is four years. The chair(s) and vice-chair are usually elected annually at the first meeting of the academic year; The Full Governing Body meets six times each year; however, much of the work of the Governing Body is done

by committees which consider different aspects of the school in detail. At Duxford Primary, we have the following committees:

- **The Standards Committee** – which meets at least 5 times a year and is responsible for the quality of teaching and learning, the curriculum and the provision for Special Educational Needs.
- **The Resources committee** – which meets each half term and is responsible for finance, premises, staffing and employment and health & safety matters.

### **Attendance Record of Governors**

Governors have excellent attendance at meetings and have never had to cancel a meeting because it was not quorate – please see the website for details of individual governors' attendance at meetings.

### **The work that we have done as a Governing Body this year**

The Governing Body has had a busy year, focusing on embedding a new management structure, managing school finances, and tracking progress in key areas of the curriculum.

We have been considering the School Development Plan and evaluating its effectiveness in providing improvements for our children through exercises such as Governor Monitoring Visits, analysis of data and the triangulation of evidence which illustrates progress and attainment. Much of this work is done by the Standards Committee which regularly examines pupil attainment and progress data to ensure that the school is on track to meet its targets and to assist in identifying new areas for improvement. This monitoring is also conducted by a number of specific structured governor visits.

This year the focus has been on ensuring that all pupils make the best progress possible in maths. This has required a critical review of maths progress, teaching and curriculum changes at the Standards Committee. It has also involved frequent reviews of local authority reports with the Headteacher and Subject Leaders to ensure that change is being effectively embedded throughout the school.

Progress of children with SEND across Cambridgeshire has been identified by the local authority as below national. Duxford School has a relatively small cohort which makes mapping the progress of SEND children against national or even county standards challenging. Governors are satisfied that this cohort is receiving the support that it needs, and have intensified their efforts in monitoring this group. This has been delivered by presenting the Standards Committee with new information for scrutiny, to ensure that the most effective interventions are being used to support this group of children. The school's success in this area was endorsed by Ofsted when they visited in the Autumn term.

The Resources Committee looks at the maintenance and development of the school premises, monitors expenditure against budget and makes decisions about how the school should spend its budget for the benefit of the children. In April, the Resources Committee examined and approved the 2019/2020 budget plan for the school and we are pleased to report that the school is in a healthy position financially despite the low funding per pupil

received by Cambridgeshire schools. School has been able to respond flexibly to changes in pupil numbers and adjust class sizes accordingly. This has ensured financial health.

Our Health & Safety Governors carry out regular checks of the premises and grounds and ensure that any deficiencies identified are followed up and rectified. Governors are also particularly concerned about safeguarding and we have a nominated governor for safeguarding who makes regular visits and reports on any safeguarding matters to the Governing Body. The Safeguarding Governor is supported by at least one other governor with the required training. All Governors have attended Safeguarding Training and our nominated governors have attended several advanced courses. This has enabled the highest levels of governor monitoring and safeguarding, which reflects how the topic of safeguarding is a top priority for the Governing Body.

The Governing Board currently has no vacancies. This year we have recruited Yang Feng as a Parent Governor and James Varley as a Co-opted Governor. Co-opted governors are selected because they bring additional skills identified as needed in our annual skills audit. The 2019 Governor Skills Audit will shortly be conducted and as vacancies arise Governors shall seek candidates with the skills that we have been identified in order to develop as a Governing Board.

The school had a short inspection from Ofsted during the autumn term and was pleased to retain its "Good" rating. The school staff were especially pleased with commentary received from Ofsted regarding its care for the most vulnerable pupils.

### **Future Plans for Governors**

Governors are continuing to have a role working with the Headteacher to develop the School Development Plan this year. This means that Governors are now involved in the full life cycle monitoring of the aims and objectives set by the school. This process will be fully documented with the goal of demonstrating to external bodies that governance and leadership at Duxford School is outstanding. This will create more opportunities for Governors to seek feedback from staff, parents and children on how the school is progressing against its aims and objectives. It will also give Governors a formative role in those aims and objectives going forwards.

Looking into next year, the focus of the Governing Body will be on supporting staff wellbeing. Governors plan to support staff and children and parents at the school by being present and visible at key school events.

### **How you can contact the Governing Body**

We always welcome suggestions, feedback and ideas from parents – please contact the Co-chairs of Governors Mrs Nicola Insley and Mrs Frances Payne, who can be contacted via the school office or directly via email at [ninsley@duxford.cambs.sch.uk](mailto:ninsley@duxford.cambs.sch.uk) or [fpayne@duxford.cambs.sch.uk](mailto:fpayne@duxford.cambs.sch.uk). You can see the full list of governors; their attendance at meetings; newsletters and more information about what we do on the Governors' pages of the school website.