



Annual Governance Statement for the Board of Governors of Duxford Church of England Community Primary School October 2020

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 Head Teacher 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**

The Governing Body delegates the operational management of the school to the Head Teacher. 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. The Governing Body now consists of:

- The Head Teacher
- 1 x Staff Governor (elected by the staff)
- 2 x Parent Governors (elected by the parents)
- 3 x Foundation Governors (Local rector (current vacancy) 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 4 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 at least 5 times a year 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.

This year has been a peculiar year for governors meeting. Many of our meetings have taken place virtually. We have also changed our usual programme of meetings to have "Extraordinary" governing body meetings so that we are able to react quickly to changes in government guidance relating to COVID 19. Attendance has continued to be strong.

The work that we have done on our committees and in the Governing Body this year:

The Governing Body has had a busy first part of the year, focusing on embedding new highly motivated KS1 staff, and managing school finances in the context of fluctuating numbers.

During the first part of the year governors were 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 through 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.

There have also been very clear challenges resulting from COVID 19. School staff worked hard to keep school open for our most vulnerable and key worker children throughout the pandemic. This presented unique management and logistical issues. The governing board was involved with strategy and kept informed on operational matters throughout.

There has also been the need to run a "dual curriculum" for much of the year. This is because some age groups/categories of children have been in school being taught in small "bubbles", while others have been home schooled. School has needed to balance the needs of both groups as well as staff well-being. Governors have supported the senior leadership team in crafting this delicate balance.

Following approval of the school budget most of the committee work this year ceased and was replaced with extraordinary governor meetings "as required". This allowed the governors to carefully scrutinise the budget, but then move on to focus on matter on an "as required" basis. This was necessary to enable all stakeholders in the school to respond rapidly to fast changing government guidance.

School experienced a significant fire during the summer holidays which resulted in the demolition of the key stage 1 block and pre-school. This has been devastating for all parts of the school and wider community. Governors were present to offer support on the night of the fire. We also set up a fundraising page which has raised significant monies for all 3 affected organisations. Since the summer governors have been working closely with the senior leadership team and the local authority to provide temporary teaching accommodation for 3 classes, the after school club and pre-school. Governors are also working with the senior leadership team and the local authority on how the school will be re-built.

The Governing Board currently has vacancies for a Foundation Governor, 1 Parent Governor and 1 Co-Opted Governor.

Future plans for the Governors:

Governors are planning to work with the Head Teacher to develop the School Development Plan again this year but this will come later than normal because first school needs to assess children's base line following the COVID closure. 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 aim of demonstrating to external bodies that governance and leadership at Duxford 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 enabling the children and staff to holistically recover from the fire and the pandemic. This includes both academic progress, and personal well-being.

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 via the Clerk at clerk@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.