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

**July 2016**

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**
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. The Governing Body now consists of:

* The Headteacher
* 1 x staff governor (elected by the staff)
* 2 x parent governors (elected by the parents)
* 3 x foundation governors (Priest in charge and 2 appointed by the PCCS of Duxford 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 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 3 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 on our committees and in the governing body this year**

The Governing Body has again had a busy year, focusing on school improvement and an investigation into Academy conversion. With the Government’s clear intent for all local authority schools to become academies, governors have been investigating which options will provide the greatest benefit to our children whilst retaining our school’s character and ethos.

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 reports from teachers. Much of this work is done through the Standards committee which regularly examines pupil achievement and progress data to ensure that the school is on track to meet its targets and to assist in identifying new areas for improvement. We are also concerned about our “vulnerable” groups of children and focus on how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes. The Standards Committee have continued to monitor the implementation of Assertive Mentoring and during the year, conducted a parent questionnaire to seek views on the new style pupil reports. The outcomes of this survey have been used to finalise the Summer term reports.

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 2016/2017 budget plan for the school and we are pleased to report that the school is in a healthy position financially and can afford to run five classes in Key stage 2 from September. Due to the higher than average number of pupils in Year 3, there will be two Year 3 classes, and then separate Year 4, 5 and 6 classes. 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.

One of the roles for the governors is reviewing and agreeing school policies, and this year we have considered a number of key policies including Bullying & Harassment, Behaviour, Special Educational Needs, and Safeguarding & Child protection.

The school had its church inspection in December and was found to be outstanding .

Minutes of the Governing Body are public documents subject to data protection and freedom of information.

**Future plans for the governors**

Governors are continuing to investigate and evaluate the options for joining or forming a multi academy trust. We will keep parents informed as these options become clearer. Arrangements have been made for the conversion of the resources room to a classroom for the use of the additional Year 3 Class in September. Our long serving Clerk is retiring at the end of the Summer term and so we have begun the process of recruiting a new Clerk to the Governing Body.

**How you can contact the governing body**

We always welcome suggestions, feedback and ideas from parents – please contact one of our co- chairs, Mrs Nicola Insley or Mr Gordon Lister who can be contacted via the school office or directly via email at [NInsley@duxford.cambs.sch.uk](mailto:NInsley@duxford.cambs.sch.uk). [Glister@duxford.cambs.sch.uk](mailto:Glister@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’ page of the school website.