**Annual Governance Statement for the Board of Governors of**

**Duxford Church of England Community Primary School**

**July 2017**

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 (Local rector and 2 appointed by the PCCS of Duxford, Hixton 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 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 on our committees and in the governing body this year**

The Governing Body has again had a busy year, focusing on school improvement and managing excellence in teaching and learning with financial pressures.

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 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. This year there has been particular focus on ensuring curriculum introduced in the 2015/2016 academic year has become imbedded and that all children are able to reach their potential.

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, and how this has been adapted to meet the specific needs of the children and staff at our school.

The standards committee have focused on the progress of children with special educational needs this year. Progress of children in this group across Cambridgeshire has been identified by the County Council as below national. Duxford has a relatively small cohort which makes mapping the progress of SEN children against national or even county standards challenging. However governors and staff have worked together to develop methodologies to produce data and other triangulated evidence to show that this group is making good progress.

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 2017/2018 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 managed to fund a smaller reception class and mixed reception year 1 class to ease the transition for our youngest pupils into school. Class sizes have also been carefully managed in the early part of key stage 2 by introducing mixed year 3 and 4 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.  All governors have attended safeguarding training this year, 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 board.

The governing board currently has no vacancies following the successful recruitment of John Williams and Gill Hinks this year. Nicola Insley was also re-elected as parent governor and Jane Downey has agreed to continue as local authority governor. Our new recruits were selected on the basis of the skills that they bring to the governing board following our 2016 governor skills audit. The 2017 governor skills audit has now been conducted and as vacancies arise governors shall seek candidates with the skills that we have identified that we need to develop as a governing board.

The school had an inspection this year from Ely Diocese who we are pleased to report rated the school as outstanding. This was due to the strong emphasis placed on the school's values and its excellent relationship with the church and the community.

Governors have also taken on a new clerk this year who has settled into the role and has provided the governing body with excellent advice and support.

**Future plans for the governors**

Governors are planning to have a role working with the headteacher to develop the School Development Plan this year and are introducing 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 body's 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.

**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 Mr Gordon Lister, who can be contacted via the school office or directly via email at [ninsley@duxford.cambs.sch.uk](https://mail.cambsed.net/OWA/redir.aspx?C=KCljgks-MtzX1n2Gr66JFmJnhFciVRVyf1QJ7RZYFnku-MjI_sjUCA..&URL=mailto%3ajdowney%40duxford.cambs.sch.uk) or [glister@duxford.cambs.sch.uk](https://mail.cambsed.net/OWA/redir.aspx?C=SoosrdfeBekaGqSnYqZPXHKIvYTit0Kwxwt9ZjmpLRku-MjI_sjUCA..&URL=mailto%3aglister%40duxford.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.