

## Elveden Church of England Primary Academy

### Annual Governance Statement for the Governing Body

September 2018

In accordance with the Government's requirement for all governing bodies, the core strategic functions of Elveden Church of England primary Academy Governing Body are to:

- Ensure clarity of vision, ethos and strategic direction;
- Hold the Headteachers to account for the educational performance of the school;
- Oversee the financial performance of the school, ensuring value for money;
- Promote the highest possible standards for Safeguarding.

#### **Governance Arrangements**

The Governing Body of Elveden Church of England Primary Academy is partnered with Forest Academy, Brandon, Suffolk. This partnership allows best use of teaching time and resources for the schools, allowing with the provision of opportunities for mentoring and professional development for the staff and teachers. Equally, it allows the LGB to take a holistic look across the two schools in ensuring appropriate governance, support and challenge.

The LGB for Elveden Church of England Primary Academy is made up of five members, predominantly through the Diocese of Bury St. Edmunds. There remains 2 parent governor and up to 4 foundation governor vacancies within the LGB.

The full Governing Body met once each term with additional meetings held to update the Governing body member's knowledge and understanding of key issues. Specifically, this consisted of updated Safeguarding training for Governors, due diligence on the Schools' membership to the Diocese of Ely Multi Academy Trust (DEMAT). We also held sub-committee meetings to consider different and specific aspects of the school in detail. At Elveden Church of England Primary Academy in the academic year 2017/2018 we held the following committees:

- Finance
- Building & Premises

There has been regular Governor attendance at the Schools Excellence Officer visits by Governors as well as the undertaking of mandated termly audits.

#### **Attendance of Governors**

Governors have excellent attendance at meeting. A separate document (end of year accounts) on the school's website details the attendance of each individual Governor at these meetings.

#### **The work that we have done on our committees and on the Governing Body.**

The school has had a very busy year, in the main focussing on developing the decision to join a Multi Academy Trust, specifically, the Diocese of Ely. This aspect was by far the most important function fulfilled by the Governing Body during the 2017/2018 school year and consisted of undertaking a thorough affordability review and parental consultation. The result of this process was that the school has temporarily withdrawn from the membership process to DEMAT.

Over this reporting period the Governors have undertaken several mandated safeguarding training sessions. This includes emerging and current distance learning on the PREVENT strategy. All Governors have been appraised and been provided with the part 1 Keeping Children Safe in Education revisions, following the Governmental issue of 2018 new guidelines.

Regular Single Central Records (SCR) audits have been held by the Governors in ensuring our continued commitment in ensuring school, staff and pupil safety and wellbeing. The nominated Governor for safeguarding (Mr Munro) has met with the school's Safeguarding and Welfare Officer (Mrs Harris) to continue the oversight and support governing function. Furthermore, Mr Munro has undertaken the independent Nominated Safeguarding Governor training provided by Suffolk County Council.

The termly SEO visits have been widely attended and allowed Governors the opportunity to

## Elveden Church of England Primary Academy

	<p>become familiar with the School Development Plan and have oversight on the Headteachers and Senior Leadership Team delivery of school progress. Attainment targets for the end of Key stage 1 and 2 were also shared and discussed with KS1 results and writing and maths at KS2, being particular successes for the school against national averages.</p> <p>The Finance committee met to consider the latest budgetary information and opportunities to examine the schools' income and expenditure. The school's budget for 2018/2019 has also been considered and agreed.</p> <p>The Building &amp; Premises committee met to discuss various issues across both schools to ensure our continued compliance to Health and Safety and school maintenance. Various issues have been raised including the design and installation of doorways into an existing classroom to enable better utilisation of space and accessibility to outside learning.</p> <p>Governors have worked with Headteachers through their performance management reviews identifying school and personal objectives for the 2018/2019 school year.</p> <p>Several Governor visits have been undertaken to observe teaching delivery across the Key Stages and reported back to the Governing Body.</p> <p>Elveden Church of England Primary Academy and Governors have undertaken applications to enhance and develop the facilities for pupil sports and Physical Education. Business cases and bids have been submitted to secure funding for the design and build of a Multi-Use Games Area (MUGA) in consultation with the Elveden estate. The provision of which will open sporting opportunities to the schools, county competition and inter-school activities. Current planning will consider the wider community and reach out to diverse groups for inclusion.</p> <p>Governors have continued to review and agree school policies. This year they have considered several key policies, including, the new 'Safeguarding policy', the introduction of the 'Gifts &amp; Hospitality Policy', 'Staff and Teachers Dress &amp; Appearance', along with the newly introduced 'General Data Protection Regulation' to ensure the school's legal requirements to information handling are met.</p>
<b>Future plans for the Governors</b>	<p>Given the decision to withdraw from DEMAT membership, Governors will be working with Headteachers and the senior leadership team to identify opportunities this decision has created. One of which, is exploring greater financial opportunities to aid pupil learning and development, examples being maximising Pupil Premium and associated grants.</p> <p>The LGB will actively support both schools in continuing and embedding a strong school partnership to Forest Academy. An example of which is to look at the benefits in combining both Forest's and Elveden's Governors into one Body to ensure a wide and diverse capability and ensure continued resilience to the support, oversight and governance function.</p> <p>The current LGB will look to close off the Governor vacancies, utilising a structured and effective recruitment strategy to ensure a balance of critical skills and experience is brought to the developing LGB.</p> <p>The LGB will be working with Headteachers to ensure appropriate succession planning is applied to the school's staffing forecast and create career pathways for identified talented teachers and staff.</p> <p>Governors will continue to support the school in the application, design, build and financial bidding to develop the on-site school kitchen.</p>
<b>How you can contact the Governing Body</b>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of the Governing Body, Gordon Hodgkinson, via the school office. You can see more about the role of the LGB in the Governors' section of the school website. <a href="http://www.Elveden.suffolk.sch.uk">www.Elveden.suffolk.sch.uk</a></p>

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### Elveden Church of England Primary Academy Governing Body 2017/2018

<b>Governor</b>	<b>Category</b>	<b>Committee Membership &amp; Area of Responsibility</b>
Gordon Hodgkinson (Chair)	DBE Governor	Academy Admissions Committee Appeals Committee Financial & Risk Management Committee Premises Committee Personnel (Leadership & Management) Audit Committee EYFS Committee UKS2
Simon Munro (Vice Chair)	DBE Governor	Hearings Committee Premises Committee Personnel (Leadership & Management) Ethos, personal Development, Behaviour & Welfare Committee EYFS Committee Child Protection EYFS Safeguarding
Rev. Paul Tams	DBE Governor	Hearings Committee Financial & Risk Management Committee Headteachers Performance Review Ethos, personal Development, Behaviour & Welfare Committee Ethos Pupil Premium
Diedre Kane	Governor	Quality of teaching & Learning & Assessment of Pupils Committee Audit Committee SEN LKS2
Janice Flack	DBE Governor	Academy Admissions Committee Appeals Committee Hearings Committee Quality of teaching & Learning & Assessment of Pupils Committee Personnel (Leadership & Management) Headteachers Performance Review Audit Committee Ethos, personal Development, Behaviour & Welfare Committee KS1 Ethos