

Annual Governance Statement for the Governing Body of Grove Road Community Primary School

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Grove Road Community Primary School 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 Head Teacher is responsible for:

- The internal organisation, management and control of the school
- The educational performance of the school

Governance arrangements

The Governing Body of Grove Road Community Primary School is made up of:

- Four parent governors
- One Local Authority Governor
- One staff governor
- Head teacher
- Seven co-opted governors.

The **2016/17** Governing Body has a broad range of skills and experience;

Governor	Skills, interests, experience	Monitoring / Specific Responsibilities 2016/2017
Alex Gray	KS1, SEND, SEMH, Data, Teaching & Learning, Pupil Premium	SEND, T&L, T&L Data, KS1 Link, SEMH, Appeals & Staffing,
Rebecca Turnbull	KS2, Data, Teaching & Learning, Finance	Finance, T&L, T&L Data, KS2 Link
Guy Smith	KS1, Teaching & Learning, Health Safety and Premises	KS1 Link, T&L
Janine Baynham	EYFS, Teaching & Learning, SEND, SEMH , PP	SEND, T&L, SEMH, Pupil Premium
Melanie Craddock	KS2, Data, Teaching & Learning, SEND, SDP	SEND, SEMH, T&L, T&L Data, EYFS Link, KS2

		Link, Pupil Premium, HT Performance,
Hannah Jackson	EYFS, Teaching & Learning, MEA, PP, Finance	MEA Hub Link, EYFS Link, T&L, HT Performance, Pupil Premium, Hearings
Helen Goddard	KS2, Teaching & Learning, MEA, Finance, SDP, Data	Finance, MEA Hub Link, KS2 Link, Pupil Premium, Hearings
Dennis Richards	Teaching & Learning	T&L, HT Performance, Appeals & Staffing
Janet Close	Finance, Health Safety & Premises	Finance, Health & Safety Link, Vulnerable/Looked After Children Link, SEMH
Paul Simpson	Finance, KS1, Teaching & Learning	Finance, T&L, KS1 Link, Hearings
Tony Winfield	Headteacher	Finance, T&L,
Peter Harvey	KS2, Teaching & Learning	T&L, KS2 Link,
Chris Parkhouse	Deputy Head Teacher	T&L, T&L Data, Pupil Premium
Amy Howard	Data, Teaching & Learning, SEND, SEMH	SEMH, SEND, T&L, T&L Data

In 2016/17 Governors have carried out detailed monitoring in school of:

- KS1 Phonics delivery
- Minority Ethnic Achievement Hub and its impact in school
- Gifted & Talented provision
- Finance and budget monitoring
- Financial benchmarking
- Maths delivery in KS2
- Nursery intake challenges
- SEMH delivery and impact
- KS1 Link re curriculum changes and challenges
- Disadvantaged Pupils
- Impact of Pupil Premium Spend
- Attainment gaps across school
- Progress of all pupils across school
- The School Development Plan

In addition Governors are regular visitors to the school, including:

- Supporting school in SEMH and MEA inspections
- Lunchtimes
- Reading with pupils
- Informal meetings with Key Stage links

- School trips
- Leadership catch up meetings

Other ad hoc activities:

- Participation in school events and activities

Training undertaken by our Governors

- Introduction to governance
- Safeguarding
- Safer Recruitment
- Monitoring
- SEND
- Financial Benchmarking
- Narrowing the Gap in Attainment
- Governor School Improvement Network Meetings (Quarterly)
- School Improvement Workshops
- Chair/Vice Chair of Governors Training

Governing Body Meetings

The governing body has programme of meetings throughout the school year, and a committee structure that focuses on specific areas of governance.

The Full Governing Body meets five times a year.

In addition we have the following Committees who meet four to eight times a year

Finance Committee

This committee monitors the schools finances (including long term financial planning), deals with staffing and the schools premises and brought in services, receives the report of Authorities auditors, has responsibility for Health and Safety and Risk Management

The Chair of the Committee is Helen Goddard, other members are Tony Winfield, Paul Simpson, Hannah Jackson, Rebecca Turnbull, Janet Close

Hearings & Personnel Committee

This Committee meets as per the Finance Committee. It reviews Teachers pay awards (excludes Staff Governors) and is the first stage of formal governor involvement in any complaint procedure.

Health, Safety and Premises Link Governor – Janet Close

The role of this governor is to monitor Health & Safety in school and report back to the Full Governing Body on any Premises issues in school.

Teaching and Learning Committee

This committee combines school improvement and curriculum committees. It meets at least termly and is responsible for deciding on areas for monitoring (agreed with the Senior Leadership Team) as identified in the School Development Plan.

The Chair of the Committee is Melanie Craddock and its other members are; Chris Parkhouse, Hannah Jackson, Janine Baynham, Dennis Richards, Peter Harvey, Rebecca Turnbull, Alex Gray, Helen Goddard, Amy Howard and Paul Simpson

An outline of its responsibilities;

- To advise the Governing Body on its statutory obligations relating to the curriculum.
- To monitor, evaluate and review the implementation of the curriculum policy and consider and determine complaints relating to the curriculum.
- To contribute to the school improvement plan and planning process as required.
- To prepare, adopt and monitor the implementation of the staff performance management policy.
- To review the staffing structure, at least annually, in relation to priorities for school improvement and undertake any formal consultations on staffing matters.
- To prepare and adopt a general complaints policy, procedure and information leaflet for parents.
- To liaise and consult with the Finance Committee on any decisions that require a spending commitment over and above the agreed budget provision.
- To prepare and adopt procedures for the appointment of school staff, in line with The School Staffing Regulations 2003 and any subsequent amendments hereto.
- To prepare, adopt, monitor and review all staffing policies and procedures relating to staffing adjustments; recruitment and selection; equal opportunities; employee relations; conduct and capability; grievance; dismissal and similar employment related matters.
- To monitor and evaluate;
 1. Pupil performance data alongside comprehensive comparative data from other schools.
 2. Feedback from lesson observations (from both head teacher and others).
 3. Progress with School Evaluation Framework.

- To oversee communications with parents and community through newsletters, school website and other formats.

Appeals and Staffing Committee

To consider appeals on any pay, complaint or disciplinary action already heard by the Hearings Committee. Excludes any issues concerning the Senior Leadership of the school.

Other Committees can be called upon as necessary during the year include:

- *Pupil Discipline (any 3 governors excluding staff governors)*
- *Staff Dismissal (Any 3 governors excluding staff governors)*
- *Staff Dismissal Appeals (any 3 governors excluding staff governors)*
- *Complaints Panel (any 3 governors excluding staff governors and the Chair of the Governing Body)*
- *Performance Management Panel*

The work we have done on our committees and in the governing body meetings.

We are proud of our involvement in setting the school's vision, ethos and strategic direction. We are continually aware of our role in holding the Headteacher to account for the educational performance of our school and its pupils and understand the importance of overseeing the financial performance of the school and making sure its money is well spent.

As part of the governing body team we contribute to the strategic discussions at governing body meetings which determine:

- the vision and ethos of the school;
- clear and ambitious strategic priorities and targets for the school;
- that all children, including those with special educational needs, have access to a broad and balanced curriculum;
- the school's budget, including the expenditure of the pupil premium allocation;
- the school's staffing structure and key staffing policies;
- the principles to be used by school leaders to set other school policies.

We hold the senior leaders to account by monitoring the school's performance; this includes:

- agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan;

- considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
- asking challenging questions of school leaders
- ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits;
- ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies.
- acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant school priority; and
- listening to and reporting to the school's stakeholders: pupils, parents, staff.

When required, serve on panels of governors to:

- appoint the Headteacher and other senior leaders;
- appraise the Headteacher;
- set the Headteacher's pay and agree the pay recommendations for other staff;
- hear the second stage of staff grievances and disciplinary matters;
- hear appeals about pupil exclusions.

The Grove Road Community Primary School Governors' Attendance record for 2015 – 2016

Data needs to be for last 12 months,

A record is kept by the Clerk to the Governing Body, of governors attendance at meetings, and sign in sheets can be found with each meetings minutes.

Meetings need to be 'quorate' to ensure that decisions can be made. For governing bodies the quorum is 50% (rounded up) of the governors in post and does not include vacancies. The minimum number of Governors required for a quorum is three

Governor	Full Governing Body
Alex Gray	60%
Rebecca Turnbull	75%
Guy Smith	N/A
Janine Baynham	60%

Melanie Craddock	100%
Hannah Jackson	80%
Helen Goddard	80%
Dennis Richards	N/A
Janet Close	60%
Paul Simpson	100%
Tony Winfield	100%
Peter Harvey	N/A
Chris Parkhouse	80%
Amy Howard	N/A

Strategic Planning for the future

How to contact your governing body

Information about the school's governing body is available on the governors' page of the school's website www.groveroad.n-yorks.sch.uk Alternatively you can write to the Chair of Governors, Grove Road Community Primary School, Grove Road, Harrogate, HG1 5EP. Tel: 01423 506060

The Grove Road Community Primary School Governing Body – membership

Governor	Category	Term of office expiry date
	LA (1)	
Alex Gray	Parent (4)	July 2017
Rebecca Turnbull	(elected)	July 2019
Janine Baynham		July 2018
Melanie Craddock	Co Opted (6)	July 2018
Hannah Jackson		July 2018
Helen Goddard		July 2018
Janet Close		July 2018
Paul Simpson		Sept 2018
Tony Winfield	Staff (3)	n/a
Chris Parkhouse		July 2018