

**Annual Governance Statement for the Governing Body of Spixworth Infant School**  
 July 2016

In accordance with the Government’s requirement for all governing bodies, the 3 core strategic functions of Spixworth Infant School 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.**

<p><b>Governance arrangements</b></p>	<p>The Governing Body of Spixworth Infant School was re-constituted in 2013 and is now made up of 2 staff governors (including the Headteacher), 2 elected Parent Governors, 1 Local Authority Governor and 4 Co-opted governors. We currently have 2 vacancies for Co-opted governors and 1 vacancy for a Local Authority governor. Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school: on our Governing Body all of the Co-opted Governors are members of the local community with a variety of skills including teaching, health and safety, business management.</p> <p>The full Governing Body meets once each half term. Each member of the Governing Body has a particular role and responsibility and are held accountable by the other members of the Governing Body at full Governing Body meetings. At Spixworth Infant School we have committees that meet if required to consider pupil discipline and staffing matters.</p> <p>See p3 for a list of Governors.</p>
<p><b>Attendance record of governors</b></p>	<p>Governors attendance at meetings is good and are much more proactive than in previous years. If a governor is unable to attend a meeting they still complete a report for their area of responsibility and have the opportunity to contribute to meetings through e mailing either the head or the clerk questions arising from the documents. Most governors have been in at least once a half term to carry out monitoring activities. If a governor has been unable to come in to school monitoring has been completed through other means such as e mail. See p4 for details of individual governors’ attendance at meetings.</p>

**The work that we have done in the governing body**

The Governing Body has been working with the Headteacher focusing on school improvement and raising standards. They have considered the impact that the new phonics teaching has had on raising the pass rate of the phonics check and governors have also discussed key data giving the results of pupil achievement and progress, so that we can be sure that the school is on track to fulfil its ambitious targets for all pupils. 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. We have considered how the sports premium is being spent to ensure the children are benefitting from the improved resources, expertise and involvement in inter schools sports activities.

The Governing Body has worked with the Headteacher to improve the overall environment of the school. Over the Summer of 2015 building works were carried out to improve the front entrance of the school and move the school office nearer to the front entrance. The Nursery moved into the Reception classrooms and the old nursery space was refurbished to create 2 new classrooms for a Reception and a Reception/Year 1 class. A new staffroom was also built as the old staff room was transformed into 2 new offices. In Summer 2016 the hall will be having a new floor, windows and redecoration. The library area will be split in 2 to create a cosier library area and an intervention and cookery room. There have been improvements to both the main playground and the EYFS garden through a National Lottery Grant and donation from The Friends.

The governors have worked with other stakeholders to develop a new logo and uniform for the school which comes into force in September 2016.

The governing body has appointed an acting head for September while the substantive head is on maternity leave. They have also appointed a Deputy who is on secondment from another school. Our Health and Safety Governor carries out half termly checks of the premises with the school’s site manager. Governors are also particularly concerned about safeguarding and we have a Nominated Governor for Safeguarding who gives a half termly report to the governors about any safeguarding matters. The Governor for Safeguarding worked with the Headteacher to produce a Safeguarding Action plan which is being worked on to ensure that the school continues to improve already robust safeguarding procedures. Early in the summer term, the Governing Body approved the 2016/17 budget plan for the school:

	<p>we are pleased to report that the school is in a very healthy position financially and can afford to employ more support staff to run intervention programmes within classes for vulnerable groups including those with Special Education Needs and those who are gifted and talented. There is adequate funding to continue to improve the school environment and begin new initiatives to ensure the children are getting the best from their education at this school.</p> <p>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 Behaviour Management and Safeguarding. We also approved a code of Conduct for all staff, governors and volunteers.</p> <p>Minutes of Governing Body and Committee meetings are public documents – you can ask at the school office if you would like to see any of the minutes of our meetings.</p>
<p><b>Future plans for the governors</b></p>	<p>The Governing Body will continue to work in the same way as it has done this year as it has been effective in challenging the school and ensuring progress. We will be supporting the acting head during her time in the role. Continue to improve communication with parents. Ensure the successful set up of Forest Schools from September. Ensure that external CPD has maximum impact on teaching and learning across the school.</p>
<p><b>How you can contact the governing body</b></p>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, <a href="mailto:chairofgovs@spixworth.norfolk.sch.uk">chairofgovs@spixworth.norfolk.sch.uk</a> You can see the full list of governors; their attendance at meetings; and more information about what we do, on the Governors’ page of the school website.</p>



## Spixworth Infant School Governing Body

<b>Name of Governor</b>	<b>Category</b>	<b>Term of office ends</b>	<b>Attendance FGB Meetings 2015/16</b>
Jeff Burton (Chair of Governors)	Co-opted	04/05/18	4/6 = 67%
Angela Eastick	Co-opted	22/02/20	2/6 = 33% <b>due to starting point</b>
Juliette Kidd	Staff	11/09/18	4/6=67%
Michael Palmer	Co-opted	22/02/20	1/6 = 25% due to starting point
Kate Reeve (Vice Chair)	Parent	30/10/18	4/6=67%
Scott Wilkinson	Parent	24/03/19	5/6=83%
Heidi Jordan (Acting Headteacher)	Headteacher	-	6/6=100%
Jutta Wright (Clerk)	Clerk	-	6/6=100%