

Annual Governance Statement for the Governing Board of 'Great Massingham and Harpley C of E Schools Federation'

September 2017

In accordance with the Government's requirement for all governing boards,
the 3 core strategic functions of 'Great Massingham and Harpley C of E Schools Federation' Governing Board are:

1. **Ensuring clarity of vision, ethos and strategic direction;**
2. **Holding the headteacher to account for the educational performance of the two schools and their pupils;**
3. **Overseeing the financial performance of the two schools and making sure their funding is well spent.**

Governance arrangements

The 'Great Massingham and Harpley C of E Schools Federation' was formed in September 2015. The Governing Board comprises two parent governors, one staff governor (school A), one Head Teacher governor, one Local Authority governor, one Bishop's appointed governor, two DBE/PCC governors (one for each village) and eight co-opted governors. Co-opted governors are appointed by the Governing Board and are people who, in the opinion of the governors, have the skills required to contribute to the effective governance and success of the two schools: the co-opted governors on our Governing Board comprise one staff co-opted governor (school B), three co-opted members from the local communities of Great Massingham and Harpley and three associate members. (*Associate members are not full members of the Governing Board but people who bring particular skills or knowledge. They may only vote at committee level.*) One co-opted vacancy exists, at present. It is important that the Governing Board consists of governors with a good range of skills and this is regularly reviewed at our meetings to ensure we have the best possible team for the two schools.

The full Governing Board meets five times throughout the school year – twice in the autumn and spring terms and once in the summer term. The Governing Board has five sub committees, each with their own specific terms of reference, to cover all the management aspects of the two schools. Both schools have their own 'Finance & Premises Committee' because the schools have separate budgets. All other committees are joint, Federation committees. The joint committees are :

- 'Steering and Ethos' committee

- ‘Pay, Performance and Personnel’ committee
- ‘Policies and Curriculum’ committee
- ‘Standards’ committee.
- All committees meet at least once a term, generally. *(See end of report for a list of Governors.)*

Attendance record of governors

Governors have excellent attendance at meetings and we have never cancelled a meeting because it was not ‘quorate’ (the number of governors needed to ensure that legal decisions can be made).

Last year (September 2016 to July 2017) was another very busy and successful year.

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

The ‘**Finance and Premises Committees**’, as well as monitoring and managing the finances of the individual schools, also oversee the general maintenance of the sites and buildings. The committees make important decisions about how the budgets are used. The two finance committees have the same Chair and the Head Teacher is also a member of both committees. This is particularly important as it means we have a uniform system of monitoring. We always aim to put a high priority on ensuring we have good, highly skilled staff with a good pupil teacher ratio and we are always looking for ways of further improving the facilities we offer.

Regarding the premises, it is important that regular checks are made to make sure there are no serious maintenance issues. Our two Health and Safety governors carry out regular checks of the premises with the site manager of the two schools. Both schools buy in to the Norfolk Property Services Buildings Maintenance Partnership (BMP) and we liaise regularly with our designated surveyor to cover all aspects of repair and maintenance. We also have access to a Help Desk for minor repairs.

The main improvement to the school buildings at Harpley this year has been the construction of a group room on the site. With the rolls of both schools rising, lack of space to accommodate all groups always requires serious planning. Hence the project to build the group room at Harpley. This has involved fundraising by parents and governors. Specific funds have been allocated from the school’, Capital Budget and we are also grateful for donations from the local community. The building is near completion and expected to be fully operational in November.

At Massingham, the main project this year has been to develop the front playground area to offer more of interest to the children. Again, parents and governors have been busy fundraising and planning. The project is well underway and the current target date for completion is spring 2018. Part of the work has

been completed: the playground and the entrance route to the back area of the school is now clearly and safely defined by the installation of a picket fence. Through this, we have created extra parking space at the side of the school. Parking on the road can be a real issue and making more parking spaces on site goes some way towards alleviating the problem.

The governors thank the parents from both schools who have been involved in the fundraising. We are very fortunate to have such supportive parents who are prepared to give their time and energy and support their children's schools. It makes a huge difference and the two projects mentioned above would have taken much longer to achieve without the support of parents. Thank you.

The **'Steering and Ethos Committee'** has spent considerable time evaluating the progress of the two schools and actions for future improvement. The Committee also looks at the vision and ethos for the two schools, the Head Teacher's well-being and helps formulate and monitor the School Self Evaluation Form (SEF), the School Improvement and Development Plan (SIDP) and the SIAMs SEF.

The **'Pay, Performance and Personnel'** committee is responsible for Head Teacher's performance management and for considering other personnel matters linked to management of staff.

The **'Policies and Curriculum'** committee monitors, evaluates and reviews the implementation of the curriculum and other school policies. The committee also monitors the work of the Special Educational Needs Coordinator (SENCO) and the SEND policy.

The **'Standards Committee'** monitors the work of the school including the Head Teacher's monitoring of teaching and learning and assesses whether what is happening in the classroom is in line with the expectations of the school and national targets. Governor visits are organised to collect evidence and agree judgements for school self-evaluation, to establish processes for tracking pupils and their performance data and to measure the impact of pupil premium. This evidence collection includes members of the committee looking closely at school data, joint book scrutinies (Head Teacher and one governor) and governors interviewing children about their work (pupil voice).

All Governors report back to the Full Governing Body when they have carried out an individual monitoring visit. Monitoring covers all aspects of school life including attendance and behaviour, collective worship, lunchtime, playtime and school clubs.

Governors discuss key data giving the results of pupil achievement and progress, so that they can be sure

that the schools are on track to fulfil their ambitious targets for all pupils. They also focus on the attainment and progress of 'vulnerable groups' of children and on how the Pupil Premium Grant is being spent by the schools and what impact this has on progress. Governors pay particular attention to safeguarding and we have two nominated safeguarding governors who are kept informed of any safeguarding matters and give regular reports to the Governing Body.

Early in the summer term, the 'Finance and Premises' Committees approved the 2017/18 budget plans for the two schools: we are pleased to report that there is a 3 year budget plan in place and all finances are sound.

A new KS2 Teacher joined the staff of Great Massingham in September 2016. At both schools, classroom assistant time was increased in all key stages and a new, Federation Management Structure was implemented in January 2017. This has worked well with staff taking curriculum responsibility across the Federation and each site having a Teacher in Charge. We are fortunate to have excellent staff in both schools. The new structure and timetabling allows staff from both schools to come together on a regular basis for training, planning, assessment moderation and data analysis. This improves issues around staff in smaller schools feeling isolated and having nobody to work with. The KS2 science and languages swap afternoons (Wednesdays) have continued this year and continue to be very successful. Years 3 and 4 from both schools come together at Great Massingham and year 5 and 6 at Harpley. This ensures the science curriculum is delivered efficiently and allows the teaching of two languages Y3 and Y4 children learn Spanish and the older children study French. We are grateful to Malcolm Tibble who volunteers every week to assist with French.

The joint adventure, residential visit to Horstead took place in May and was an outstanding success. All children gained so much from their time away and taking part in activities together. It will continue on a biannual basis.

We are proud of our Church of England status as two Voluntary Controlled, Church of England schools. This is very important to us. It enables both schools to come together for special occasions such as the Cathedral Days at Norwich Cathedral. We celebrate all Christian festivals, usually at the village Churches of St Mary's and St Lawrence and these occasions are always well attended by parents and friends. Rev'd Judith Pollard, our local vicar, is a school governor and takes Collective Worship regularly at both schools. This is very much appreciated and considered very important by the whole school community. Rev'd

Judith also plays a large part in our special assemblies during the year - Harvest, Christmas, Lent, Easter and end of term/year services. The Governing Board has three foundation governors to ensure that the links with our three local churches and communities are sound.

Pupils, parents / carers and staff at school are all important 'stakeholders' and we want everyone to have their say, to express their ideas and to keep on making our learning communities great places to be. Governors wish to thank parents for completing the annual questionnaires. Your comments were very helpful and assist us in our aim to continue to further improve our schools and take account of everyone's needs. Your feedback, following newsletters, is also invaluable. We listen and respond to what our pupils tell us – they play a big part in the decision-making process. Pupils express themselves informally via, for example, 'circle time' sessions and general conversations with staff and, more formally, via the School Council, the annual governor questionnaire and other governor monitoring (pupil voice).

If parents have any further questions about the work of the Governing Board, then please contact us. Minutes of Governing Board and Committee meetings are public documents and are available from the School offices.

Future plans for the governors

The Governing Board is pleased with the way the Federation, now starting its third year, is progressing bringing benefit to both schools. 2016/17 was another busy year. A SIAM's inspection was carried out at Harpley in Autumn 2016 and we were delighted to be graded OUTSTANDING. We have now completed a full round of inspections since becoming partner/federated schools. All judgements are GOOD or better. We are very proud of these achievements and we are now preparing for the next round. Other plans for this year will include continuing to develop the new Senior Staffing Structure and assessment recording system. We plan, as always, to offer a good variety of After School Clubs for children across the Federation and a special Federation Day each term. Many of the educational visits will be joint visits. Most important of all we will ensure that the two schools offer a broad and balanced curriculum and that the good standards are maintained and built upon. It looks like being yet another very busy year.

How you can contact the governing body

We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, via the school office. A list of governors is displayed in the school foyers and on each school website. The list is also included below.

**GREAT MASSINGHAM and HARPLEY
C of E SCHOOLS FEDERATION
GOVERNING BOARD**

Chair of Governors: Bev Randall

Vice - Chair: Nancy Kellogg

Membership of The Governing Board

Head Teacher

Ann Beardall

Parent Governor

Ian Castle

Parent Governor

Fiona Johnson

Staff Governor

Susan Wood

Local Authority Governor

Archie Reid

DBE/PCC Governor representing Great Massingham St
Mary & Little Massingham St. Andrew

Nancy Kellogg

Bishop's Appointed Governor

Rev'd Judith Pollard

DBE/PCC Governor representing Harpley St. Lawrence

Rosemary Mehers

Co-opted Governors

Lee Lilley (Staff Governor)

Bev Randall (Community)

Neil Quinn (Community)

Alan Frazer (Community)

Helen Walker (Associate)

Maggie Prue (Associate)

Tamasin Doe (Associate)