

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

26th September 2018

In accordance with the Government's requirement for all governing boards, the 3 core strategic functions of 'Great Massingham and Harpley C of E Primary 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 Primary 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), four co-opted members from the local communities of Great Massingham and Harpley and two 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. There are 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 2017 to July 2018) 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. 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 into 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 in 2017/18 was the completion of the group room on the site. It is now fully equipped and in full use, offering another essential teaching area. We were pleased that Lord and Lady Cholmondeley came along to our special opening ceremony with Lady Rose cutting the ribbon. This project could not have been possible without the generous donations from the community and the excellent fundraising by parents and governors.

At Massingham, excellent progress was made this year regarding the front playground improvements. A workshop for the whole school in the autumn 2017, led by Carolyn Ash from Mosaic Memories,

produced an excellent 'welcome mural' which is now installed at the front of the school. Fundraising continued throughout the autumn and spring 2017/18 and, during the Easter break, an exciting trim trail, complete with safety surface, was installed. This has made a huge difference. More improvements are planned for the coming year. Again, this project could not have been possible without the generous donations from the community and the excellent fundraising by parents and governors. The governors appreciate what parents achieve with 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. 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 funding and support for children with special educational needs. When collecting this evidence members of the committee look closely at school data, carry out joint book scrutinies (Head Teacher and one governor) and interview children about their work (pupil voice).

All Governors report back to the Full Governing Board 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 take safeguarding and safeguarding procedures very seriously. We have two nominated safeguarding governors who are kept informed of any safeguarding matters and who give regular reports to the Governing Body.

Early in the summer term, the 'Finance and Premises' Committees approved the 2018/19 budget plans for the two schools: we are pleased to report that each school has a 3 year, balanced budget plan in place and all finances are sound.

We were sorry to see our Federation Senior Teacher/class teacher at Harpley leave us and move from the area in December 2017. A new teacher joined the Harpley staff in January 2018 and our Federation Management Structure was reviewed to take account of the changes.

We are fortunate to have excellent staff at both schools. Senior staff take management/curriculum responsibility across the Federation and each site has a Teacher in Charge. Staff from both schools combine, on a regular basis, for training, planning, assessment moderation, data analysis, staff meetings and more. Teachers in smaller schools can often feel isolated and working together across the Federation makes a huge difference.

The KS2 science and languages swap afternoons (Wednesdays) have continued through 2017/18 and are 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 all our other volunteers whether it's with Gardening Club, Ark Club, supporting with French, hearing children read, accompanying the children for swimming and other sports and much more. We are fortunate to have so much support and we really do appreciate it.

Further changes to our staffing structure will begin in September 2018 when our Assistant Head takes up her post. Having both a Head Teacher and an Assistant Head will further strengthen our management structure and succession planning.

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 also 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 Main 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 in its fourth year, is progressing bringing benefit to both schools.

2018/19 looks like being yet another busy year. It is likely that the next round of inspections will begin this year. Both schools are graded GOOD by Ofsted and we are making sure this standard is maintained and, if possible, bettered. We plan, as always, to offer a good variety of After School Clubs 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.

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 2018 to 2019**

Chair of Governors: Bev Randall

Vice - Chair: Sarah Bingham

Membership of The Governing Board

Head Teacher	Ann Beardall
Parent Governor	Ian Castle
Parent Governor	Sarah Bingham
Staff Governor	Kirsten Stibbon
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) Susan Wood (Community) Helen Walker (Associate) Kathy Calver (Associate)