

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

September 2019

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 five 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.)* 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 an excellent attendance record 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 2018 to July 2019) 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 and grounds at Harpley in 2018/19 was to continue to furnish the new group room to allow for full use, to develop the facilities for the Gardening Club, to upgrade the KS1 outside classroom and various improvements to the grounds such as pruning the huge laurel hedge.

At Great Massingham, various improvements were made regarding safety and security particularly in the KS1 outside area, an upgrade was made to the School and pupils’ ICT equipment, a new electronic screen was installed in the second KS1 classroom and further improvements to the outside playground were planned.

Many of these projects could not have been possible without the generous donations from the community and the excellent fundraising by parents in both schools.

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**' spends considerable time evaluating the progress of the two schools and decides on actions for future improvement. The Committee also looks at the vision and ethos for the two schools, the Head and Assistant Head Teachers' 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 the Head and Assistant Head Teachers' 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 standards of attainment and progress in the school through data analysis with Senior Leaders. It also considers the standards of the quality of education including the Senior Leaders 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 2019/20 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. It was, however, more difficult this year to reach this stage as some details of Government funding have not yet been confirmed.

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 collaborate, 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 2018/19 and are very successful. Years 3 and 4 from both schools come together at Great Massingham and years 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 to swimming and other sports and much more. We are fortunate to have so much support and we really do appreciate it.

Our Assistant Head is now well established in her post and is making a huge contribution. Having both a Head Teacher (0.6) and an Assistant Head (0.6), both non class teachers with a crossover day on Wednesdays, has further strengthened our management structure and succession planning and proved to be very successful.

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 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, Easter and end of 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 feedback via our newsletters. Your comments have been very helpful and assist us in our aim to continue to further improve our schools and take account of everyone's needs. 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.

The Governing Board is pleased with the way the Federation, now in its fifth year, is progressing and bringing benefit to both schools. The next round of inspections began during the last school year with Great Massingham being inspected in December 2018. We are pleased with the report and the fact that it continues to be GOOD.

### **Future plans for the governors**

2019/20 looks like being yet another busy year. As part of the next round of inspections, under the new inspection framework it is likely that Harpley will be inspected this year. We are working hard to prepare for this and intend to maintain or improve our current judgement of GOOD. 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 2019 to 2020**

**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	Bev Randall (Community) Neil Quinn (Community) Alan Frazer (Community) Susan Wood (Community) Mim Reeve (Community) Lee Lilley (Associate) Helen Walker (Associate) Kathy Calver (Associate)