

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

September 2016

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of 'Great Massingham and Harpley C of E Schools Federation' Governing Body 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 Governing Bodies of both Great Massingham and Harpley C of E Primary Schools formed a Federation on 21<sup>st</sup> September 2015. The Federation is called 'Great Massingham and Harpley C of E Schools Federation' and comprises two parent governors, one staff governor (school A), one Head Teacher governor, one 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 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 two schools: the co-opted governors on our Governing Body comprise one staff co-opted governor (school B) and five co-opted members from the local communities of Great Massingham and Harpley. Two co-opted vacancies exist at present but the intention is to fill these posts shortly. It is important that the Governing Body 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 working for the two schools in our federation.

The full Governing Body meets twice each term and we also have five sub committees, each with their own specific remit to cover all the management aspects of the two schools. Both schools have their own 'Finance & Premises Committee' because both schools have separate budgets. All other committees are joint, Federation committees. They are a 'Steering and Ethos' committee, a 'Pay, Performance and Personnel' committee, a 'Policies and Curriculum' committee and a 'Monitoring' 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).

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

Last year (September 2015 to July 2016) was another very busy year. It was the first year of the Federation and important that we had everything in place to make it a success. The first task was to establish joint committees where possible. This process went very smoothly. Only the 'Finance and Premises' committees have continued to operate separately simply because the school budgets are not combined. There are, however, many areas of overlap that need to be discussed, particularly shared costs and, to ensure continuity, the two finance committees have the same Chair and the Head Teacher is also a member of both committees.

The 'Finance and Premises Committees', as well as monitoring and managing the finances of the individual schools, also look at the general maintenance of the sites and buildings. The committees make important decisions about how the budgets are used. 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 sites and buildings, 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 NPS (Norfolk Property Services) Scheme 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 any minor repairs. Some of the improvements to the school buildings and site this year for Harpley have included upgrading the outside classroom by adding windows and blinds, re-carpeting the KS1 classroom and decorating the staff room. At Massingham, with the new pavilion now fully installed, the committee has concentrated on fully fitting out this room and making further improvements to the outside areas. The vinyl hall flooring has also been replaced this year.

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 reviews and agrees policies. The committee has been busy over the past year reviewing and revising policies to become Federation polices.

The 'Monitoring Committee' monitors the work of the school such as the Head Teacher's monitoring of teaching and learning and assesses whether what is happening in the classroom agrees with expectations of the school policies. This task is achieved via joint book scrutinies (Head Teacher and one governor) and regular governor monitoring visits to the schools. Governors report back to the Full Governing Body when they have carried out a 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 are also concerned about any 'vulnerable groups' of children and focus on how the Pupil Premium Grant is being spent by the schools and what impact this has on progress. Governors are also particularly concerned about safeguarding and we have a nominated safeguarding governor who is kept informed of any safeguarding matters and gives regular reports to the Governing Body.

Early in the summer term, the 'Finance and Premises' Committees approved the 2016/17 budget plans for the two schools: we are pleased to report that all finances are sound.

One of the changes in staffing in 2015 was to employ an Assistant Head Teacher to work across the federation. It was successful this year but sadly she has now moved on to another post in another school. A new management structure is now in the process of being implemented.

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 Body 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 and the annual questionnaire and other governor monitoring.

If parents have any further questions about the work of the Governing Body then please contact us. Details of membership are on the website or, alternatively, they can be obtained from either school office.

Minutes of Governing Body and Committee meetings are public documents and are available from the School offices.

**Future plans for the governors**

The Governing Body is pleased with the way the Federation is progressing to the benefit of both schools. 2015/16 was another busy year particularly where inspections were concerned. Great Massingham had its SIAMs (Statutory Inspection of Anglican and Methodist schools) in autumn 2015 and achieved a GOOD grade and Harpley had its Ofsted in summer 2016 and maintained its GOOD grade awarded at the previous inspection in 2011. We now await the Harpley SIAMs inspection.

Other plans for this year will include developing the new Senior Staffing Structure and implementing a new assessment recording system. We will continue to offer a good variety of After School Clubs for children across the Federation and plan a joint adventure residential visit. Plans for starting an After school and Breakfast Club have been put on hold until we can make it viable. We will look for ways of gaining funding so that we can make this possible for the families who have declared they are interested. 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 each school foyer and on each school website. The list is also included below.

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

**Chair of Governors : Bev Randall**

**Vice - Chairs : Nancy Kellogg and Tamasin Doe**

**Membership of The Governing Body**

Head Teacher

Ann Beardall

Parent Governor

Neil Quinn

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  
Co-opted Governors

Rosemary Mehers

Lee Lilley (Staff Governor)

Bev Randall (Community)

Helen Walker (Community)

Tamasin Doe (Community)

Stephen Baker (Community)

Alan Frazer (Community)