



ANNUAL GOVERNANCE STATEMENT FOR CALSHOT PRIMARY SCHOOL 2018/19

OUR VISION

The Governing Body will support and challenge the shared vision of Calshot School through a process of continuous and vigorous monitoring, evaluation and critical reflection.

Our aims are:

- To become an establishment of outstanding practice
- To offer continuous improvement despite fiscal challenges
- To promote and support the well-being of children, staff and parents so that they may excel

GOVERNANCE ARRANGEMENTS

The Governing Board of Calshot Primary School is made up of 2 staff governors (including the Headteacher), 2 elected Parent Governors, 1 Local Authority Governor and 5 Co-opted governors. Co-opted governors are appointed by the governing board and are people who, in the opinion of the governing board, have the skills required to contribute to the effective governance and success of the school.

The full governing body meets twice each term, and we also have several committees (listed below) to consider different aspects of the school in detail.

Achievement and Curriculum - meets once a term and considers the curriculum the school provides, the attainment and progress of pupils and the standards achieved.

Staffing and Finance - meets twice a term and deals with all financial and staffing matters and is attended by the school's business manager.

Health, Safety, Buildings and Welfare - meets once a term and ensures the safety and welfare of all pupils and adults at the school and has oversight of the premises, their condition and safety.

A Pay Committee and Head Teacher Performance Management Committee meet once a year whilst other committees exist and meet ad hoc, when and if required, to consider pupil discipline and staffing matters.

Governors attendance at meetings is excellent and meetings are rarely cancelled because of quoracy. (The number of governors needed to ensure that legal decisions can be made.)

In accordance with the Government's requirement for all governing bodies, the core strategic functions of the Calshot Primary 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 and the performance management of staff;**
3. **Overseeing the financial performance of the school and making sure its money is well spent;**
4. **Ensuring school follows safeguarding procedures and holds the Head Teacher to account for the welfare of pupils and staff;**

Reports from each committee and link governors have been provided appropriate to the core function they relate to.

1) Ensuring Clarity of Vision, Ethos and Strategic Direction

Full Governing Board - report from the Chair of Governors

This has been a busy and interesting year for the governing body. Alongside the normal work that governors undertake, we have managed a recruitment process for a new Head Teacher and Deputy Head Teacher, which has understandably been a key priority.

It was sad to see Mr Simner leave; we thank him for the past 10 years of leadership as Head Teacher at Calshot and wish him every success in his new role with the HMI. We were pleased to offer Mr Wingrove the role of Acting Head Teacher until the end of the next academic year and as well as Miss Atterbury the role of Acting Deputy Head Teacher. They have both had to contend with a lot of change in a short period of time and have risen to each challenge admirably. We will continue to support them in the next academic year.

We said goodbye to Staff Governor, Mr Hemmingway and Mrs Greening (Co-opted Governor) will leave in July. We thank them both for their support and work with the governing body and in particular, Mrs Greening who steps down after 10 years on the board! With that in mind, Mrs Jones became a Co-opted Governor and we have recruited new governors. We would like to welcome Miss Joyce (Staff Governor), Mrs Seraton (Parent Governor) both of whom have already joined us and Mrs Shergill (Co-opted Governor) who will start with us in September 2019.

Highlights for the year include:

- Successful recruitment for Acting Head Teacher and Acting Deputy Head
- Successful recruitment of new governors
- Successful recruitment of new staff
- Undertaken training - Developing your Governing Body & Effective Challenge
- Improving engagement with stakeholders
- Employing a Sports Coach on a part-time basis which has improved the provision and take up of sports in school
- Results in Reading, Writing and Maths in line or above National figures
- Pupils continue to make excellent progress across the curriculum

Report from Link Governor for Governor Training

All governors are required to undergo induction training when they join the governing body. We have recently undertaken an audit to evaluate our skills and will take on appropriate training as required. Where possible, we invite trainers to run workshops with the full governing body as we have done with for Developing your Governing Body and Effective Challenge.

Feedback received from the Developing Your Governing Body which was a pilot CPD programme from Birmingham Governance and Support stated ""The discussion demonstrated the range of skills and experience that exists throughout the GB, and that this is utilised effectively in both the support and challenge given to the Headteacher and the Senior Leadership Team (SLT). Governors are committed to their goal of enabling pupils to "aim high" and set a good example by taking their own continuous professional development seriously. Furthermore, the GB benefits from the support of a very experienced and professional Clerk, whose services are highly valued. "

Various members of the governing body have undertaken individual training in:

- Role of the SEND School Governor
- Governor Induction
- Safer Recruitment
- Head Teacher Appraisal
- Complaints Management
- Understanding Primary School Data

2) Holding the Head Teacher to account for the educational performance of the school and its pupils and the performance management of staff

Achievement and Curriculum Committee - report from the Chair, Mrs N Jones

The Achievement and Curriculum Committee at Calshot Primary is lucky to have a mix of governors from several backgrounds and not just the education sector.

Our purpose is to understand the 'Whole School Curriculum' which is the diet for our pupils. This is done through various activities through the committee such as book observations and link governor roles for key areas of the curriculum (English, Maths and Science). We ensure that we regularly analyse the progress of the School Improvement Plan (SIP) and we review the targets set at the beginning of the year.

Although data is not the sole indicator of a successful school, it is important that the committee have a good level of understanding of what the data tells us. Therefore, we undertook data training this year and this has given the committee a better picture of the data and allows us to challenge and ask questions in this area. We are provided with details of the 'Pupil Premium' and 'Sports Premium' expenditure and we challenge how this is spent in order for it to have the best impact.

The school has seen a change in leadership this year and we will continue to support and challenge the new Acting Head Teacher and Acting Deputy Head Teacher in their roles.

Pupil Premium Link Governor - Mrs N Jones

In my role as Pupil Premium Governor, it is my role and responsibility to discuss, question and challenge the Head Teacher about the funding and spending of the Pupil Premium provision. I meet with the Head teacher before each Curriculum Committee meeting where we discuss the use of Pupil Premium funding and the impact it has had upon the Pupil Premium children. We discuss trends in data and identify areas where there may be areas of concern and I am given the background on the class concerned as to the reasons why there may be an issue and what the proposed actions are. It is then my role to feedback to the Curriculum meeting. This year, we have amended the way in which this data is presented. The impact will be that all stakeholders know about the Pupil Premium children within their school and that the children are accessing the funding which has been allocated for them in order to diminish the difference between them and non- Pupil Premium children.

English Link Governor - Mr D Rajput

The focus for this year has been looking at greater depth. Miss Elcock has been building links with other schools to see what greater depth looks like. She met with other school leaders in the summer term to moderate KS2 Writing in line with the KS2 Teacher Assessment Framework for Writing. Having compared and assessed our writing standards against other schools, we came out very highly.

Other actions that have been taken include:

- Reviewed writing assessment grids for year 6
- Revised the statements children are expected to reach from Y1 - Y6
- Every class does guided reading every day with a balance of novels v short stories

- Scrutinies have been carried out in KS1 and KS2 - both very positive with lots of sustained writing
- Miss Elcock has done an external moderation course
- A greater depth writing group has been developed
- Miss Elcock led a staff meeting to review the current writing assessment criteria with phase groups including 'Greater Depth'.

Science Link Governor role - Mr J Hemmingway

I was science link governor up until the end of the spring term. For the autumn and spring terms I met with the science leader to discuss the science assessments from 2017/2018, the science action plan for 2018/2019 and the results of the science book scrutiny from autumn 2018. The impact has been informing fellow governors of the strengths and areas for development of science. It has given the governors a greater understanding of science teaching and learning at Calshot.

Science has been monitored through book scrutinies across the school and all staff have received verbal and written feedback highlighting strengths and areas for development. In addition, Mr Colling carried out pupil interviews in relation to pupil views on the Science curriculum. He has collated the responses and fed this back to staff. The staff have worked tirelessly to transform our Science curriculum in line with the Science Programmes of Study and should be commended for this.

Head Teacher Performance Management Committee - Mr Dharmesh Rajput

Mr Simner's performance management went well and he has exceeded all his targets. New targets were set, and Mr Simner was thanked for all his hard work and commitment. Mr Simner left at the end of the Spring term.

The committee is currently made up of Mrs Greening, Mr Rajput and Mrs Jones. Mrs Jones took relevant training before joining to make sure that this committee was robust. Mrs Greening will be replaced by Mr Barlow in the new year. The new committee will manage the performance of Mr Wingrove.

3) OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL AND MAKING SURE ITS MONEY IS WELL SPENT

Staffing and Finance committee - report from the Chair, Cllr J Hunt

The Staffing and Finance Committee keeps the wheels turning at the school, making sure that money is well spent and overseeing staffing decisions. The committee meets regularly and reviews budgets, staffing and spending and asks appropriate questions. Our task is getting harder as school budgets get tighter and we regularly review where savings can be made. The school maintains reserves and maintains a prudent approach to spending - and that will help us to avoid problems in the near future. With this in mind, we continue to

work with the Senior Leadership Team to review all expenditure and make sure spending is appropriate and necessary.

4) Ensure school follows safeguarding procedures and holds the Head Teacher to account for the welfare of pupils and staff

Health, Safety, Buildings and Welfare committee - report from Mrs Johal, Chair of the Committee

The Health & Safety, Buildings and Welfare committee meet once every term and ensure the safety and welfare of all pupils and adults at the school. The committee plays a vital role in the management of health and safety, making sure that monitoring procedures are in place for health and safety, and complies with legislation.

The committee reviews the quality of the school environment and equipment through a termly Health and Safety Audit. A walk around the school is conducted on a termly basis by Mr Wingrove, Acting Head Teacher and the School Premises Manager. The results from the audit are reported back to the committee.

The committee ensure that the school is fully compliant with the General Data Protection Regulations (GDPR) and are provided with regular updates.

The Health & Safety, Buildings and Welfare committee, works in close partnership with the Acting Head Teacher - to promote a sensible approach to health and safety, making use of competent health and safety advice when required.

Link governor for Safeguarding/SEND Report - Mrs M Greening

Safeguarding

As the nominated governor for safeguarding it is my responsibility to liaise with the Head Teacher and the schools Designated Safeguarding Lead (DSL) to evaluate the effectiveness of the schools safeguarding arrangements and report these findings to the full governing body.

Regular meetings with the DSL enable all policies and procedures to be monitored and reviewed and to gain an overview of the content of the extensive staff training in relation to all safeguarding issues.

As the safeguarding governor it is important to keep abreast of current developments and to undertake role specific training. The well-being and safety of all pupils and adults within the school is a priority and work will continue to ensure that our very high standards are maintained in the future.

Special Educational Needs and/or Disabilities (SEND)

The governing body is committed to ensuring that the needs of all pupils are met in the most appropriate way. As the nominated governor for SEND it is my responsibility to liaise with the SEND Co-ordinator and to act as a link to ensure the governing body is well informed about all issues relating to SEND. Through discussions with the SEND co-ordinator and Headteacher it has been possible to gain information regarding current policy and procedures and to monitor the approach for identifying and responding to SEND.

It has also been possible to gain an overview of the training that the staff are receiving which ensures that pupils receive effective support within the school and from outside agencies if required.

Mrs Greening will step down from the governing body at the end of the summer term and new governors for SEND and Safeguarding have been appointed, Mr Rajput will be the SEND governor and Ms Seraton will be the Safeguarding governor.

FUTURE PLANS

- Continue to support the Acting Head Teacher and Acting Deputy Head Teacher
- Recruit a permanent Head Teacher
- Develop a long-term strategy for Calshot School
- Apply for the Governor mark
- Maintain our position as an Ofsted rating of 'good with areas of outstanding' as well as developing opportunities to improve
- Continuing to improve engagement with all stakeholders