



*Baines' Endowed Primary School
& Children's Centre
A Church of England Academy*

**Annual Governance Statement for the Governing Body of Baines' Endowed Primary School & Children's Centre, A Church of England Academy
part of Cidari Education Ltd., Multi-Academy Trust for Blackburn Diocese
February 2017**

In accordance with the Government's requirement for all governing bodies, the core strategic functions of Baines' Endowed CE Primary School & Children's Centre Local Governing Committee are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Ensure that the school runs effectively and provides the best possible education for its pupils;
3. Holding the headteacher to account for the educational performance of the school and its pupils;
4. Representing the employer of the school having delegated responsibility for recruitment, pay progression and staff performance;
5. Overseeing the financial performance of the school and making sure its money is well spent and that the buildings are maintained in a safe manner.

These responsibilities are shared with the Board of Directors of Cidari Education Ltd.

Governance arrangements	<p>The Governing Body is made up of 14 Governors; 8 Foundation, (including 2 Trustees), 1 Headteacher, 1 Co-Opted, 2 Parent and 2 Staff Governors. See page 4 for a list of Governors.</p> <p>The full Governing Body meets twice each term, and we also have a number of committees to consider different aspects of the school in detail, they meet termly. At Baines' Endowed we have the following committees: Buildings, which includes a sub-committee for Health & Safety; Finance; Curriculum & Standards, Staffing which includes a Pay Review Committee; and Extended Services Committee which focuses on the Nursery, Children's Centre and out of school provision. We also have committees that meet if required to consider admissions, pupil discipline and staffing matters.</p> <p>We also have an Advisory Board who ensure plans are in place to meet the needs of the local community through the work of the Children's Centre. Members of the Local Governing Committee sit on this committee.</p>
Attendance record of governors	<p>Governors have good 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). For additional information see the website.</p>
The work that we have done on our committees and in the governing body	<p>The Local Governing Committee has had a particularly busy year, as always focusing on school development and improvement. Following the Ofsted inspection in October 2014 significant work has continued to be done to support the school and ensure that the focus remained on the areas highlighted for development. Governors discuss key data on pupil attainment and progress, so that we can be sure that the school is on track to fulfil its ambitious targets for all pupils. We are also concerned about our "vulnerable groups" of children and focus on how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes. Mr. Waldie is our Nominated Governor for Pupil Premium.</p> <p>Governors have Nominated Governor for Safeguarding, Ms Brown, who visits school and children's centre regularly and gives a termly report to the governors</p>



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about any safeguarding matters.

The Curriculum & Standards Committee (chaired by Adele Langford) have continued to monitor the effectiveness of standards, teaching, curriculum and the wellbeing of pupils. They reviewed the impact of our new curriculum introduced in 2014 and assessment procedures introduced in 2015. They regularly invite subject leaders to their meetings so they can look in more depth at specific areas of focus. They also benchmark our data against targets, previous years and nationally to ensure standards and expectations are high and are able to be closely scrutinised.

The Staffing Committee (chaired by Sue Brown) continue to ensure correct balances of staffing levels are maintained and that relevant professional development is taking place. They look at staffing across the whole site and are involved in appointment and performance review processes.

The Buildings Committee (chaired by Steve Whitworth) look at the maintenance and potential development of the school and children's centre premises. Recent work included remodelling the front of school, refurbishing children's toilets and renewing damp proofing in some classrooms. This year the focus will be on damp proofing in five further classrooms and replacing the fencing at the front of school to safeguard both pupils and the site. Mr Waldie leads our Health and Safety Committee who carry out termly checks of the premises with the School Business Manager and Site Manager in attendance.

The Finance Committee (chaired by Kath Montgomery) ensures that the budget is managed effectively and improvements are continuous. The Governors bring a wide variety of expertise to the school and this helps to ensure that both school and children's centre maintain a strong financial position. Early in the summer term, the Finance Committee approved the 2016/17 budget plan for the school, centre and nursery: we are pleased to report that we remain in a healthy position financially. Sadly, due to budget restraints, the Governors have had to consult on and make staff redundancies this year.

The Extended Services Committee (chaired by Kath Montgomery) oversees the strategic planning for the Children's Centre, Nursery and before and after school facilities ensuring that the provision meets the needs of our stakeholders. This year focus has been on supporting families from our most disadvantaged communities to access services, supporting children who are in need or subject to a child protection plan and developing early literacy skills through positive parenting.

One of the roles our governors undertake is to agree and monitor our development plan. Priorities are identified from an analysis of data which highlights areas to improve across school, nursery and children's centre. We also have a more focused Raising Attainment Plan; Governors receive weekly updates on our progress against this specific plan. Governors are involved in reviewing and agreeing school policies, many of these are made available on the school website. We discussed and approved the school's pupil admission number for 2017 along with the school's holiday pattern. The Governors recognise the need to consider the impact this has on parents, particularly those with children attending other local schools to ensure it does not increase the need for our pupils to take time out of school during the term.



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	<p>Minutes of Governing Body and Committee meetings are public documents, if you would like to see any of the minutes of our meetings please contact the Headteacher, Miss Snape.</p>
Future plans for the governors	<p>The main focus for the Governing Body, alongside Cidari Multi Academy Trust, will be to support the school's ongoing journey to having a "Good" Ofsted grading and eventually an "Outstanding" one.</p> <p>We will also continue to monitor the curriculum and review ongoing assessment data. Governors will continue to visit the school regularly and report back to committees on the progress made.</p> <p>Plans to develop the school building and site further will receive our ongoing attention. Governors face a challenging budget in 2017 and so plans to make efficiencies are going to be a key focus.</p> <p>This year Governors will take a key role in the appointment of a new Headteacher.</p>
How you can contact the governing body	<p>We always welcome suggestions, feedback and ideas from parents – please contact the School Business Manager, Mrs Cooke, via the school office. You can see the full list of governors; their attendance at meetings; minutes of governing body meetings and more information about what we do, on the Governors' page of the school website.</p>



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Local Governing Committee Members 2016-17

Governor	Category	Membership start	Start of Current Office	End of Current Office
Mrs. Adele Langford (Chair of Governors, Training Link)	Foundation Governor	10/10/2005	10/10/2013	09/10/2017
Ms. Susan Brown (Vice Chair, Safeguarding, Anti Bullying)	Foundation Governor	24/01/2002	01/09/2015	31/08/2019
Mrs. Diane Emery (Drug Awareness, RE/worship)	Foundation Governor	25/10/2003	01/06/2015	31/05/2019
Vacant - Vicar of St. Paul's	Foundation Governor			
Miss Jacqueline Cookson (English)	Foundation Governor (Trustee)	01/09/2016	01/09/2016	31/08/2020
Mrs. Kathleen Montgomery (Performance Management)	Foundation Governor (Trustee)	18/12/1999	01/11/2015	31/10/2019
Mrs. Christina Devine	Foundation Governor	04/02/2016	04/02/2016	03/02/2020
Mr. Stephen Whitworth (Health & Safety)	Foundation Governor	25/10/1998	01/06/2014	31/05/2018
Mrs. Anne Clark (Maths)	Co-opted Governor	25/10/1998	01/11/2015	31/10/2019
Mrs. Louise Noteboom (PE and SEN)	Parent Governor	21/10/2013	21/10/2013	20/10/2017
Mr. Brian Waldie (Pupil Premium and Equalities)	Parent Governor	21/10/2013	21/10/2013	20/10/2017
Mrs. Sally-Anne Watkins (SRE)	Staff Governor	18/03/2016	18/03/2016	17/03/2020
Mr. Huw Rose	Staff Governor	14/03/2014	14/03/2014	13/03/2018
Miss Joanne Snape (ex officio)	Headteacher	01/01/2009	01/01/2009	31/12/2016



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Committee Members 2016-17

<p><u>Curriculum & Standards Committee</u> Chair of Governors (Chair of Committee) Headteacher Ms J Cookson Mrs C Devine Mrs K Montgomery Mrs L Noteboom Mrs D Rusling (In Attendance) Miss N Sawyer (In Attendance) Mrs H Cooke (Clerk) Vacancy</p>	<p><u>Finance Committee</u> Chair of Governors Headteacher Ms S Brown Mrs A Clark Mrs K Montgomery (Chair of Committee) Mr H Rose Mr B Waldie Mrs S Watkins Mr S Whitworth Mr C Walton (In Attendance) Mrs H Cooke (Clerk)</p>	<p><u>Extended Services Committee</u> Headteacher Ms S Brown Mrs D Emery Mrs K Montgomery (Chair of Committee) Mrs A Ainsworth (In Attendance) Ms D Conn (In Attendance) Mrs L Smy (In Attendance) Mrs H Cooke (Clerk) Vacancy</p>
<p><u>Staffing Committee</u> Chair of Governors Headteacher Ms S Brown (Chair of Committee) Mrs C Devine Mrs D Emery Mrs K Montgomery Mrs L Noteboom Mrs D Rusling (In Attendance) Miss N Sawyer (In Attendance) Mrs H Cooke (Clerk)</p>	<p><u>Buildings Committee</u> Chair of Governors Headteacher Ms S Brown Mrs K Montgomery Mr H Rose Mr B Waldie Mrs Watkins Mr S Whitworth (Chair of Committee) Mr C Walton (In Attendance) Mrs H Cooke (Clerk) Vacancy</p>	<p><u>Health & Safety (Sub Committee)</u> Headteacher Mrs D Emery Mr B Waldie (Chair of Committee) Mrs S Watkins Mr S Whitworth Mr D Reynolds (In Attendance) Mrs D Rusling (In Attendance) Mrs H Cooke (Clerk)</p>