

Annual Governance Statement for the Governing Body of Grove Road Community Primary School 2021/2022

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Grove Road Community Primary School Governing Body are:

- 1. Ensuring the clarity of vision, ethos and strategic direction.**
- 2. Holding the headteacher to account for the educational performance of the school and its pupils.**
- 3. Overseeing the financial performance of the school and making sure its money is well spent.**

The headteacher is responsible for:

- The internal organisation, management and control of the school.
- The educational performance of the school.

Governance arrangements

The Governing Body of Grove Road Community Primary School is made up of:

- Headteacher
- One staff governor
- Five co-opted governors
- One local authority governor
- Four parent governors

The **2021/2022** Governing Body has a broad range of skills and experience;

Governor	Skill, interests	Monitoring/Specific Responsibilities 2020/2021
Chris Parkhouse	Headteacher, Co-headteacher from January 2022	Finance & Personnel, Teaching & Learning, Pupil Premium
Chris Harrison	Co-headteacher from January 2022	Finance & Personnel, Teaching & Learning, Pupil Premium
Amy Howard	Teaching & learning, Date, SEND, SEMH	Teaching & Learning, SEMH, SEND & Vulnerable children
Margaret Beagle	EYFS, Teaching & Learning, Finance	Finance & Personnel, Teaching & Learning, Safeguarding, Relationships & SE, HT Performance Management
Peter Harvey	Teaching & Learning, Health, Safety & Premises	Teaching & Learning, Staff Discipline Appeals, Complaints, New Gov Induction, Gov Monitoring Visits Co-ord, HT Performance Management
Alex Tomlin	Teaching & Learning, Data, SEMH	Finance & Personnel, Teaching & Learning,
John Gordon	Teaching & Learning	Teaching & Learning, Staff Discipline Appeals, Complaints, Health & Safety
Dennis Richards		Staff Discipline Appeals, Complaints
Judith Bell	Teaching & Learning, Finance	Finance & Personnel, Teaching & Learning, Staff Discipline, Complaints
Lynne-Marie Jameson	Finance	Finance & Personnel, Pupil Discipline, Finance Link Governor
John Coleman	Teaching & Learning	Teaching & Learning
Jodie Nevin	Teaching & Learning	Teaching & Learning
Areyauna Rais-Firouz 1/11/21 - 28/3/22		

In 2021/22 governors have carried out detailed monitoring, virtually and in school:

- To continue to improve the standards and achievement of all learners in Maths
- To raise standards with SEND and the TMP provision
- Ensure the Curriculum of Pride continues to enhance learning and gives a depth of knowledge, resting firmly on the foundations of the school's PRIDE values, supported by providing quality CPD/PPD opportunities for all staff
- To maintain the quality of teaching, learning and assessment so that all children are fully engaged in their learning
- Continue to develop the behaviour, attitudes and personal development of pupils
- Provide a robust system to support children and families at risk through a network of support within and out of school
- To improve the standards and achievement of all learners in Early Years by implementing the new curriculum.
- The development of the metacognitive learning culture
- Finance and budget monitoring
- Financial benchmarking
- National online safety award
- School development plan
- Ensure all safeguarding procedures are in place and that everyone at Grove Road Community Primary School is safe.
- Sports premium
- Pupil premium
- Health & Safety
- School accessibility plan

We have discussed and agreed to the following policies -:

- Attendance
- Behaviour
- Equalities
- SEND
- Relationships and Sex Education
- Premises management
- Child protection
- Suspension/exclusion
- Self-harming
- Safer collection
- Missing child
- Health & Safety
- Re-organisation, redundancy and redeployment
- Flexible working
- Budget management
- Leave
- Code of conduct
- Recruitment and selection policy and procedure
- Suspension and exclusion
- Guidance for schools on managing allegations
- Behaviour principles written statement
- Letting Policy
- Charging and remissions
- Complaints Procedure
- School medical
- Governor allowances
- Acceptable use
- Student acceptable use
- Information security
- Surveillance CCTV
- Information security incident reporting
- Records management
- Accessing cloud services on personal devices
- Disciplinary

In addition, governors are regular visitors to the school.

- Meeting with LA advisors
- Learning walks for Maths, Writing, Reading, Phonics and Science
- Reading with pupils
- Informal meetings with staff
- Catch up meetings
- School trips
- School productions
- Sports day

Training undertaken by our governors:

- Child protection
- Online safety for School Governors
- Safer recruitment in schools
- Data protection
- Understanding County Lines and guidance for schools
- Online reputation for Governors
- Understanding Sexual Harassment and Sexual Violence for School Governors
- Understanding the Knowledge, Skills and Behaviours to deliver Effective Governance
- Safeguarding Training for Governors
- Governor School Improvement Network meeting

Governing Body Meetings

Until this academic year, the governing body had a programme of meetings throughout the school year and a committee structure that focused on specific areas of governance. The full governing body met **five** times a year and the two main committees – Finance & Personnel and Teaching & Learning – also met about five times a year.

We found there was a lot of duplication in meetings and in December 2021 we voted to move away from this structure. We now have eight full governing board meetings per year. This ensures all the governors are aware of all the work done in school.

Finance and Personnel

The Governors are responsible for monitoring the school's finances (including long-term financial planning), dealing with staffing, the school's premises and bought in services. They receive the report from the Authorities auditors and have responsibility for Health and Safety and Risk Management. They review teachers pay awards (excluding staff governors) and are involved in the first stage of formal governor involvement in any staff complaint.

Health & Safety

John Gordon has specific responsibilities for monitoring health & safety in school and reporting back to the full governing body on any premises issues in school.

Teaching and Learning

An outline of Governor responsibilities;

- To know the statutory obligations relating to the curriculum
- Take part in regular Learning Walks, looking at areas identified in the School Development plan
- To monitor, evaluate and review the implementation of the curriculum policy and consider and determine complaints relating to the curriculum
- To contribute to the school improvement plan and planning process as required
- To prepare, adopt and monitor the implementation of the staff performance management policy
- To review the staffing structure, at least annually, in relation to priorities for school improvement and undertake any formal consultations on staffing matters
- To prepare and adopt a general complaints policy, procedure and information leaflet for parents
- To liaise and consult with the finance committee on any decisions that require a spending commitment over and above the agreed budget provision

- To prepare and adopt procedures for the appointment of school staff, in line with the School Staffing Regulations 2003 and any subsequent amendments hereto

- To prepare, adopt, monitor and review all staffing policies and procedures relating to staffing adjustments; recruitment; and selection; equal opportunities; employee relations; conduct and capability; grievance; dismissal and similar employment related matters

- To oversee communications with parents and community through newsletters, school website and other formats

- To monitor and evaluate;
 1. Pupil performance data alongside comprehensive data from other schools.
 2. Feedback from lesson observations (from both the headteacher and others).
 3. Progress with School Evaluation Framework.
 4. Pupil Premium

Appeals and Staffing Committee

To consider appeals on any pay, complaint or disciplinary actions already heard by the hearings committee. Excludes any issues concerning the senior leadership of the school.

Other committees that can be called upon as necessary during the year include

- *Pupil Discipline (any 3 governors excluding staff governors)*
- *Staff Discipline (any 3 governors excluding staff governors)*
- *Staff Discipline Appeals (any 3 governors excluding staff governors)*
- *School Complaints Panel (any 3 governors excluding staff governors and the Chair for the Governing Body)*
- *Performance Management Panel*

The work we have done in the governing body meetings

We are proud of our involvement in setting the school's vision, ethos and strategic direction. We are continually aware of our role in holding the headteacher to account for the educational performance of our school and its pupils. We understand the importance of overseeing the financial performance of the school and making sure its money is well spent.

As part of the governing body team we contribute to the strategic discussions at governing body meetings which determine:

- The vision and ethos of the school
- Clear and ambitious strategic priorities and targets for the school
- That all children, including those with special educational needs, have access to a broad and balanced curriculum
- The school budget, including the expenditure of the pupil premium allocation
- The school staffing structure and key staffing policies
- The principles to be used by school leaders to set other school policies

We hold the senior leaders to account by monitoring the school's performance, this includes:

- Agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan
- Considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
- Asking challenging questions of school leaders
- Ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
- Ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
- Acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant school priority
- Listening to and reporting to the school's stakeholders: pupils, parents and staff.

When required, serve on panels of governors to:

- Appoint the headteacher and other senior leaders
- Appraise the headteacher
- Set the headteacher's pay and agree the pay recommendations for other staff
- Hear the second stage of staff grievances and disciplinary matters
- Hear appeals about pupil exclusions

The Grove Road Community Primary School Governors' Attendance record for September 2021 - August 2022

A record is kept by the clerk to the governing body of governors attendance at meetings. Sign in sheets can be found with the minutes of each meeting (unless the meeting has been held virtually).

Meetings need to be 'quorate' to ensure that decisions can be made. For governing bodies, the quorum is 50% (rounded up) of the governors in post and does not include vacancies. The minimum number of governors required for a quorum is three.

Governor	Full Governing Body	Teaching & Learning	Finance & Personnel
Headteacher	7/7 Extra FGBs 1/2	2/2	2/2
Amy Howard	6/7 Extra FGBs 2/2	1/2	N/A
Margaret Beagle	7/7 Extra FGBs 2/2	2/2	2/2
Peter Harvey	6/7 Extra FGBs 2/2	2/2	N/A
Alex Tomlin	7/7 Extra FGBs 2/2	2/2	2/2
John Gordon	6/7 Extra FGBs 2/2	N/A	N/A
Dennis Richards	4/7 Extra FGBs 2/2	N/A	N/A
Judith Bell	5/7 Extra FGBs 1/2	2/2	2/2
Lynn-Marie Jameson (Left July 2022)	5/7 Extra FGBs 2/2		2/2
John Coleman	5/7 Extra FGBs 2/2	2/2	N/A
Jodie Nevin	3/7 Extra FGBs 2/2	1/2	1/2
Areyauna Rais-F	1	N/A	N/A

(Left March 2022)			
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**Grove Road CP School
Committees 2021/2022**

Finance & Personnel Committee (until Dec 2021)

Judith Bell (Chair)	Chris Parkhouse (Headteacher)
Margaret Beagle	Alex Tomlin
Jodie Nevin	Lynn-Marie Jameson (Business Manager)
Debbie Pitt (Business Manager)	

Teaching & Learning Committee (until Dec 2021)

Dr Peter Harvey (Chair)	Chris Parkhouse (Headteacher)
Amy Howard	Margaret Beagle
Alex Tomlin	Judith Bell
Jodie Nevin	
John Coleman	

Staff Discipline Committee

Jodie Nevin	John Coleman
Judith Bell	

Staff Discipline Appeals Committee

Dennis Richards

Peter Harvey

John Gordon

Pupil Discipline Committee

John Coleman

Jodie Nevin

Lynn-Marie Jameson

Complaints Committee

Dennis Richards

Peter Harvey

John Gordon

Judith Bell

Head Teacher Performance Review Group

Margaret Beagle

Peter Harvey

External Advisor: Laura Birkett

How to contact your Governing Body

Information about the school's governing body is available on the governor's page of the school's website www.groveroad.n-yorks.sch.uk

Alternatively, you can write to the Chair of Governors, Grove Road Community Primary School, Grove Road, Harrogate, HG1 5EP. Tel: 01423 506060

Grove Road Community Primary School Governing Body

Governor	Category	Term of office expiry date
Chris Parkhouse	Ex officio	
Chris Harrison	Ex officio	
Amy Howard	Staff (1)	8/10/25
Margaret Beagle	Co Opted (5)	9/7/26
Peter Harvey	Co Opted	12/7/24
Dennis Richards	Co Opted	21/5/26
Jodie Nevin	Co Opted	21/3/25
Lynn-Marie Jameson	Co Opted	31/8/24
Judith Bell	LA (1)	31/8/24
Alex Tomlin	Parent (4)	15/11/25
John Gordon	Parent	31/10/25
John Coleman	Parent	29/11/24
Areyauna Rais-Firouz	Parent	October '25

