

Annual Governance Statement for the Governing Body of Grove Road Community Primary School 2023/2024

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 **2023/24** Governing Body has a broad range of skills and experience;

- All Governors are responsible for Teaching and Learning
- All Governors take a strategic overview of onitoring the school

Governor	Skill, interests	Monitoring/Specific Responsibilities 2022/23
James Grayston	Headteacher	Finance & Personnel, Pupil Premium
Amy Howard	Teaching & learning, Data, SEND, SEMH	SEMH, SEND & Vulnerable children
Margaret Beagle Co-Chair of Governors	EYFS, Teaching & Learning, Finance	Finance, Safeguarding, Relationships & SE, HT Performance Management

Peter Harvey Co-Chair of Governors	Teaching & Learning, Health, Safety & Premises	Staff Appeals, New Gov Induction, Gov Monitoring Visits Co-ord, HT Performance Management, SEND
Alex Tomlin	Teaching & Learning, Data, SEMH	Finance & Personnel, Staff Appeals,
Lucy Merrett		
Dennis Richards	Teaching & Learning	Staff Appeals, School Complaints
Judith Bell (Left February 2024)	Teaching & Learning, Finance	Finance & Personnel, Staff Discipline, Complaints
Ahmed Hassan		Finance
Debbie Pitt	Finance, Health, Safety & Premises	Finance, Health & Safety
Jack Fullerton		
James Newell		
Judi Oxley		

In 2023/24 governors have carried out detailed monitoring, virtually and in school. This is done through discussion in the Full Governing Body meetings. We have also attended learning walks with subject leaders, in order to see teaching and learning firsthand.

- To ensure there is a strong culture of safeguarding
- To ensure there is a whole school strategy for attendance resulting in improved attendance rates
- To continue to improve SEND provision and ensure that practice is of high quality and has a measurable impact on pupils
- To continue to improve the standards and achievements of all learners in Maths. Year 6 pupils will be in line with national in July 2024
- To continue to improve the standards and achievements of all learners in reading. Year 6 pupil outcomes will be in line with national in July 2024
- To embed a high-quality provision within EYFS
- Finance and budget monitoring
- Financial benchmarking
- National online safety award
- School development plan
- Sports premium

- Pupil premium
- Health & Safety
- School accessibility plan

We have discussed and agreed to the following policies:-

- Child Protection
- RSE Policy
- Charging and Lettings
- Governor Allowances
- Uniform
- Whistle Blowing
- Staff Code of Conduct
- Resolving Issues at Work
- Staff attendance management policy and procedure
- Attendance
- Suspension/Exclusion
- Smoke free workplace
- Behaviour principles
- Anti-Bullying
- Budget Management
- Health & Safety
- SEND
- Staff Equality, Quity, Diversity and Inclusion

In addition, governors are regular visitors to the school.

- Meeting with LA advisors
- Meeting with OFSTED inspectors
- Learning walks for Maths, Reading, Writing and the wider curriculum
- Reading with pupils
- Informal meetings with staff
- Catch up meetings

Training undertaken by our governors:?????

- Introduction to Governance
- Safeguarding
- Data protection
- Safer recruitment
- Ofsted Training

- Prevent
- Child Protection Refresher 20232
- Keeping Children Safe in Education 2023 Annex A
- Online Safety for Governors and Trustees

Governing Body Meetings

The governing body has a programme of **eight** meetings throughout the school year, which focus on specific areas of governance.

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 the first stage of formal governor involvement in any staff complaint.

Health & Safety

Debbie Pitt 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

The Governors are responsible for deciding on areas for monitoring (agreed with the senior leadership team) as identified in the School Development Plan.

An outline of Governor responsibilities;

- To advise the governing body on its statutory obligations relating to the curriculum
- 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 on our committees and 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 2023 - August 2024

A record is kept by the clerk of 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
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James Grayston	7/8
Amy Howard	8/8
Margaret Beagle	6/8
Peter Harvey	8/8
Alex Tomlin	7/8
Debbie Pitt	8/8
Dennis Richards	7/8
Judith Bell (left Feb 2024)	1/3
Lucy Merrett	8/8
Jack Fullerton (from March 2024)	3/4
Judi Oxley (from April 2024)	2/3
Ahmed Hassan	6/8
James Newall (from March 2024)	4/4

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Committees 2023/2024

Staff Discipline Committee

Judith Bell, plus two other governors as needed.

Staff Discipline Appeals Committee

Dennis Richards

Peter Harvey

Alex Tomlin

Pupil Discipline Committee

Margaret Beagle, plus two other governors as needed

Complaints Committee

Dennis Richards

Ahmed assan

Margaret Beagle

Head Teacher Performance Review Group

Margaret Beagle

Peter Harvey

External Advisor: Michele Hattersley

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
James Grayston	Ex officio	
Peter Harvey	Co-Opted (5)	4/10/24
Margaret Beagle	Co-Opted (5)	9/7/26
Amy Howard	Staff (1)	4/10/24
Debbie Pitt	Co-Opted (5)	7/11/26
Dennis Richards	Co Opted (5)	11/07/24
Alex Tomlin	Co-Opted (5)	15/11/25
Judith Bell/Judi Oxley	LA (1)	1/09/24/
Jack Fullerton	Parent (4)	
James Newell	Parent (4)	
Lucy Merrett	Parent (4)	20/11/26
Ahmed Hassan	Parent (4)	27/03/27