

Annual Governance Statement for the Governing Body of

Grove Road Community Primary School 2019/20

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 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 **2019/20** Governing Body has a broad range of skills and experience;

Governor	Skills, interests, experience	Monitoring/Specific Responsibilities 2020/21
Chris Parkhouse	Headteacher	Finance, Pupil Premium, CofG Performance Management, Data

Amy Howard	Teaching & Learning, Data, SEND, SEMH	T&L, Data, SEMH Link, Pupil Premium, SEND/MEA Link, Vulnerable/Looked after Children Link
Margaret Beagle	EYFS, Teaching & Learning, Finance	T&L, Data, HT Performance Review, Finance
Peter Harvey	KS2, Teaching & Learning	T&L, New Governor Link, School Complaints Comm, Health Safety & Premises Link, Complaints Link
Mark Holliday	Finance, Data	Finance, T&L Data, Staff and Pupil Discipline
Dennis Richards		HT Performance Management, Cof G Performance Management, Staff appeals, Complaints
John Gordon	Teaching & Learning	T&L, Staff Appeals, Complaints
Alex Tomlin	Teaching & Learning, Data, SEMH	T&L, Data, SEMH Link
Guy Smith	KS1, Teaching & Learning,	T&L, Staff & pupil discipline, Health Safety & Premises
Helen Goddard	KS2, Teaching & Learning, MEA, Finance, SDP, Data	Finance, SEND/MEA Link, Pupil Premium, T&L, Data
Paul Simpson	Finance, KS1, Safeguarding	Finance, Staff & Pupil Discipline, Safeguarding Link
Jonny Davies	Deputy Head	T&L

In 2019/20 governors have carried out detailed monitoring in school of:

- The development of the planning and teaching of Mastery Maths
- Continue the development of Language and Oracy
- Development and embedding of the school's monitoring and PPD model focusing on empowering middle leaders

- Overseen the process of decommissioning the current EMS provision
- Finance and budget monitoring
- Financial benchmarking
- Introduction of 30 hour wrap around Nursery care
- SEMH delivery and impact
- Disadvantages pupils
- Impact of Pupil Premium Spend
- Impact of Sports Premium Spend
- Progress of all pupils across the school
- The School Development Plan
- Continued use of IRIS
- Monitoring of new catering company
- Development of online safeguarding training via the National College
- The School Improvement Plan

In addition governors have had virtual meetings, including:

(regular visits to school were curtailed in March due to Covid-19)

- Meetings with LA advisors
- Learning walks for Maths, Geography
- Leadership catch up meetings
- School Trips
- Nativity
- Reading with pupils
- Informal meetings with Key Stage links

Training undertaken by our governors:

- Headteacher performance management
- Chairing a Governing Body
- Governor School Improvement Network Meetings (half yearly)
- Leadership Development Programme for School Governors
- Child Protection Refresher 2020
- Health & Safety in Education

Governing Body Meetings

The governing body has a programme of meetings throughout the school year, and a committee structure that focuses on specific areas of governance.

The full governing body meets five times a year. These meetings have been 'virtual' since March 2020.

In addition, we have the following committees:

Finance and Personnel Committee

This committee monitors the school's finances (including long term financial planning), deals with staffing and the schools premises and bought in services, receives the report of Authorities auditors, has responsibility for Health and Safety and Risk Management.

It reviews teacher's pay awards (excluding staff governors) and is the first stage of formal governor involvement in any staff complaint procedure.

The chair of the committee is Mark Holliday, other members are Chris Parkhouse, Paul Simpson and Margaret Beagle. The committee meets a minimum of three times a year.

Health, Safety and Premises Link Governor - Guy Smith and Peter Harvey. The role of these governors is to monitor health and safety in school and reports back to the full governing body on any premises issues in school.

Teaching and Learning & Data Committee

This committee combines school improvement and curriculum committees. It meets at least once per term and is responsible for deciding on areas for monitoring (in agreement with the senior leadership team) as identified in the School Development Plan.

The chair of the committee is Alex Tomlin, its other members are: Jonathan Davies, Peter Harvey, Guy Smith, John Gordon, Helen Goddard, Margaret Beagle and Amy Howard.

An outline of its 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 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 leaflets 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 monitor and evaluate;
 1. Pupil performance data alongside comprehensive comparative data from other schools.
 2. Feedback from lesson observations (from both the headteacher and others).
 3. Progress with the School Evaluation Framework.
 4. Pupil Premium
- To oversee communications with parents and community through newsletters, school website and other formats.

Appeals and Staffing Committee

To consider appeals on any pay, complaint or disciplinary action 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 of 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 and understand the importance of overseeing the financial performance of the school and making sure it's 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 senior leaders to account by monitoring the school's performance, this includes:

- agreeing to 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; and
- listening and reporting to the school's stakeholders: pupils, parents, staff

When required, serve on panels of governors to :

- appoint the headteacher and other senior leaders
- appraise the headteacher
- set the headteachers 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 School Governors' Attendance record for September 2019 - August 2020

A record is kept by the clerk to the governing body, of governors attendance at meetings, and sign in sheets can be found with each meeting's minutes.

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	T&L Data
Chris Parkhouse	2/4	N/A	2/3	1
Amy Howard	4/4	3/3	N/A	1/1
Helen Goddard	2/4	2/3	2/3	1/1
Margaret Beagle	4/4	3/3	3/3	N/A
Paul Simpson	3/4	N/A	3/3	N/A
Dennis Richards	3/4	N/A	N/A	N/A
Jonathan Davies	2/4	1/3	1/3	N/A
Peter Harvey	4/4	2/3	N/A	N/A
Guy Smith	3/4	2/3	N/A	N/A
Alex Tomlin	4/4	3/3	N/A	1/1
John Gordon	4/4	3/3	N/A	N/A
Mark Holliday	3/4	N/A	3/3	1/1

How to contact your Governing Body

Information about the school's governing body is available on the governors' 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

The Grove Road Community Primary School Governing Body – membership

Governor	Category	Term of office expiry date
Chris Parkhouse	Ex officio	
Amy Howard	Staff (1)	03/10/20
Helen Goddard	Co-opted (5)	20/05/22
Margaret Beagle		09/07/22
Paul Simpson		20/05/22
Dennis Richards		20/05/22
Jonathan Davies		20/05/22
Peter Harvey	LA (1)	10/10/20
Guy Smith	Parent (4)	20/11/20
Alex Tomlin		15/11/21
John Gordon		20/11/21
Mark Holliday		04/12/21