

**SEVEN STARS PRIMARY SCHOOL
Annual Governance Statement 2019-20**

Role of the Governing Board

The role of the governing board in a local authority maintained school is to 'conduct the school with a view to promoting high standards of educational achievement'. The board also has a legal responsibility to promote pupil wellbeing. It does this by:

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| Setting Strategic Direction | <ul style="list-style-type: none">- Ensuring clarity of vision and ethos- Engaging with stakeholders- Making sure statutory duties are met. |
| Creating Robust Accountability | <ul style="list-style-type: none">- Accountability for teaching, achievement, behaviour and safety- Strengthening and supporting school leadership- Performance managing the Headteacher- Contributing to school self-evaluation. |
| Ensuring Financial Probity | <ul style="list-style-type: none">- Making sure the school's money is well spent- Monitoring the use of the Pupil Premium grant and other resources to overcome barriers to learning. |

Governance Arrangements

The governing board is made up as follows:

- **Parent Governors: 1** (vacancy for 1 parent governor)
- **Staff Governors: 2** (including the Headteacher)
- **Co-opted Governors: 7** (vacancy for 1 co-opted governor)
- **Local Authority Governor: 0** (vacancy for 1 Local Authority Governor)

The full governing board meets once a term and governors also meet at least termly as committees to consider various aspects of the school in detail. At Seven Stars Primary School we have the following committees:

- Resources Committee (finance, staffing, premises, health & safety)
- Curriculum and Standards Committee (curriculum, standards, school improvement and pupil welfare)

The Governing Body appoints a professional Local Authority Clerk who is responsible for arranging meetings, taking minutes and following up on all relevant actions. The Clerk also advises on procedural matters and plays a key role in the work of the Governing Body.

Governors are volunteers who apply for and are appointed to their roles (except for the Headteacher), are independent and have equal status to each other. A Chair and Vice Chair are elected by the Governing Body and work closely together with the Headteacher and the Clerk

Governors visit school regularly to

- meet pupils and staff for the purpose of:
 - a) supporting and encouraging the school in fulfilling its core purpose
 - b) identifying ways in which the Governing Body can support the well-being of all
 - c) become familiar with the educational, pastoral and management processes, achievements and challenges in the school to better support the school through effective use of resources and gain insight for helping to move the school forward in liaison with the Headteacher and Senior Leadership Team

- monitoring specific aspects of the curriculum or areas such as Early Years, SEND and safeguarding.
- Support the school in other core functions such as Health and Safety

There are also committees that meet, if required, to consider pupil discipline, staffing appeals and complaints.

During 2019-20 the Full Governing Body met 6 times (the increased 2 meetings in the Summer term were due to discussions of the critical COVID-19 pandemic school response)

The Curriculum and Standards committee meet 3 times and the Resources committee met 3 times (and an additional time for a budget setting in the Spring term)

The Headteachers Appraisal Committee met once, and the Pay Committee met once.

Governors also visited informally throughout the year supporting school events such as plays, Parent Teacher Association evenings and other school events.

The Chair of Governors has regular meetings with the Headteacher outside of full Governing Body meetings and ensures the well-being of the Headteacher and other staff members.

A list of Governors, their terms of office and positions of responsibility is available on the school website <http://www.seven-stars.lancsngfl.ac.uk/>

Governors' Attendance Record

Governing boards make decisions collectively, though they may choose to delegate responsibility to committees, or individuals (including the Headteacher). Attending governing board and committee meetings is an essential part of a governor's role and the attendance record for the governors of our school is relatively good. This ensures that governors receive information all at the same time and therefore important and informed decisions can be made as and when necessary on all aspects of the school, staff and pupils.

The attendance record for all governors is available on the school website click <http://www.seven-stars.lancsngfl.ac.uk/>

Assessment and Impact of the Governing Board during 2019-2020 School Year

At the board's business meeting in September 2019 the Delegation of duties, monitoring and reporting arrangements for the coming academic year were established

Processes to ensure compliance with regards to statutory requirements were agreed

Strengthening and development of the governing board through governor recruitment and identified training were also discussed

Resources Committee

The resources committee's role is to oversee how resources are used to provide and deliver the curriculum, with appropriate staff, in a safe environment making sure that all pupils receive the best education possible, including those who are disadvantaged or have additional needs. The committee discuss and agree how the school plans to spend its budget over the next financial year, with a focus on school improvement, and monitors how school money is spent at its termly meetings.

In the autumn term a small group of governors undertook the headteacher's performance review with support from the school adviser. The Pay Committee also met to consider and agree pay progression for teaching staff, including senior leaders, subject to good performance. The appointment of high quality teaching staff is always a priority and governors take part in staff interviews, including the appointment of existing staff to any new internal positions.

Investment throughout the year included the continuing introduction of Parent Pay, a system to provide ease of payments for activities, clubs and school dinners, a new phonics scheme and reading books for the coming academic year, and a further review and regrade of certain staff posts to better reflect the work undertaken in supporting the most vulnerable pupils. Following review of the school website a new website is in the process of being developed to provide more easily accessible information, ease of use on a variety of electronic devices, improved communications with parents and be overall more user friendly.

Curriculum and Standards Committee

The curriculum and standards committee's role is to have oversight of the school curriculum, including extracurricular activities, the implementation of the school improvement plan and monitoring of pupil progress and attainment. The committee also monitors attendance, behaviour and pupil welfare and has responsibility for parental and community links and engagement.

The committee analyses children's attainment and progress across all year groups at its termly meetings, and provides challenge to senior leaders. This includes comparisons with other schools both locally and nationally.

As a result of strategies from this committee we have seen an improvement in Reading progress at the end of KS2, improvements in the total point score for EYFS, improvement in attainment data for all subjects at the end of KS1 and for SPAG at the end of KS2.

As well as academic improvements there has also been a review of our School Behaviour Systems and further support of the development of a broad and balanced curriculum as the school has started to implement its 'Open Doors' curriculum intent.

Families in crisis have continued to be supported through our initiatives and systems including our new Mental Health Champion and our Family Support Manager. During the COVID-19 national pandemic and lockdown this has been particularly important and as a Governing Body we have sought to support the school in every respect

Disadvantaged pupils continued to make progress on the whole in-line with, and in some cases exceeding, non-disadvantaged pupils. Where this is not the case there are clear reasons for this such as complexity of issues which the Governing Body has been aware of and is continuing to support and challenge. There has been continuing effective use of the pupil premium grant by the school through a variety of strategies to best meet the needs of its pupils and the use of Pupil Premium Grant is monitored by the Governing Body. Effective use of the PE and sports premium grant has also continued to encourage increased participation by children in competition and physical activity.

Full Governing Board

In addition to their monitoring visits, governors regularly attend school/class events and this helps to build relationships with children, staff and parents. The governing board receives regular reports from nominated governors on the effectiveness of safeguarding and the school's provision for pupils with SEND.

Pupil numbers at the school have gradually increased to the point that certain year groups are now full. The school's wraparound care in terms of the nursery, breakfast and after schools clubs continue to be very successful and provide much needed additional support to families.

During the COVID-19 lockdown the Chair of Governors was an effective part of the school COVID-19 Risk Assessment and Response Senior Leadership Team and the COVID-19 risk assessment was reviewed on a regular basis. The Governing Body as a whole were also supportive of the school's response in supporting our children during this challenging time and communication was maintained through Governor Hub and email. The Governing Body and Chair of Governors were aware of the Safeguarding procedures and adaptations of the school policy and procedures in the light of the pandemic and ensured the school was able to continue to remain open for the pupils of key workers and 'vulnerable' pupils

Governor Training and Development

- Individual governors have attended training throughout the year including:
Safeguarding and Child Protection
Staff Grievance complaint and attendance
PREVENT
Paediatric first aid

This helped governors to better understand and carry out their role and responsibilities.

Future Plans for Continuous Improvement

Areas for governors to work on with senior leaders over the next year to continue the excellent work to date include;

- Further review and development of the 'Open Doors' curriculum in line with Ofsted framework and implementing the 'REACH for the Stars' assessment and future impact initiative
- Continuing implementation of phonics related reading schemes in EYFS and KS1 and Class Novel approaches at KS2
- Mental health and well-being for staff, pupils and families
- Continue to implement the new 'Positive Planets' Behaviour policy (especially in the light of COVID-19)
- Explore ways of supporting the school to develop Parental engagement initiatives in the light of the current restrictions
- To monitor closely and support with the financial impact of COVID-19 on the school budget over the coming year identifying ways to support the school during this challenging time
- Ensure all governors continue to be involved in developing a clear vision, ethos and strategic direction both short-term and longer term for the school
- Appoint additional Governors to increase ability of the board to fulfil roles effectively
- Review the skills matrix in order to:
 - a) Identify strengths and ensure governors are using strengths to support the school
 - b) Identify areas for development and provide focus for training to include:
 - Ofsted inspection awareness
 - Curriculum development and implementation
 - specific areas e.g. SEND
- Identify and consider the impact of educational strategies and resources through:
 - a) Termly focused school visits
 - b) Analysis of information and asking challenging questions of the Senior Leaders in relation to performance at the relevant committee / board meeting
- Review roles and responsibilities so that the Governing board is represented in key areas of School Improvement (including Pupil Premium and Staff Well-being)

Governing Board Membership

Recruiting governors with the right skills and qualities, and the ability to commit the time needed to carry out the role effectively is an ongoing challenge. Whilst the board has previously reduced the number of governor positions, there are currently positions vacant.

The board welcomes interest and enquiries from parents and others who feel they have something to contribute and are passionate about improving the life chances of children in the school; we'd specifically like to hear from you if you have financial, human resources or premises management skills and/or experience.

If you would like to find out more, please contact Mr Mike Mitchell (headteacher) 01772 422503 for information and an informal chat in the first instance.