

Holt Farm Infant School

Annual Governance Statement July 2018

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of Holt Farm Infant School Governing Board 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.**

Governance arrangements

The Governing Board of Holt Farm Infant School is made up of the Headteacher, 1 staff governor, 4 elected Parent Governors, 1 Local Authority Governor and 5 Co-opted governors. Co-opted governors are appointed by the Governing Board and are people who, in the opinion of the Governing Board, have the skills required to contribute to the effective governance and success of the school. For example we have governors with expertise in finance, child protection and safeguarding, health and safety and data analysis. There have been vacancies this year for Co-opted and Parent governors.

The role of the Governing Board

The role of the Governing Board is a strategic one; the Headteacher and Senior Management Team are responsible for the day to day operational running of the school. The Governing Board acts as a "critical friend" reviewing the way the school works. The Governing Board has enormous respect for all the staff in the school and for the amount of care and effort which we see from staff not only to achieve academic progress but in providing our children with a broad and fulfilling education including clubs, trips, music, performances and sports events. The Governing Board would like to thank all the staff for their effort, care and commitment.

The structure of the Governing Board

In Autumn 2016 the Governing Board structure was changed from a committee structure which reported to the full Governing Board to a single tier structure where the whole Governing Board meets half-termly to discuss all aspects of school governance. The aim of the new structure was for all governors to gain a good understanding of all aspects of the school including Finance, Safeguarding, Curriculum, Assessment and Quality of Teaching and Learning. Statutory committees that meet as required to consider pupil discipline and staffing matters are maintained. These committees including an appeals panel. The Headteacher and Chair of Governors also meet regularly with the Junior School Head and Chair to discuss joint issues. A pay committee meets to discuss matters

relating to pay and performance management.

See p6 for a list of Governors.

Attendance record of governors

Governors generally have good attendance at Governing Board meetings and we have had no meeting cancelled because it was not “quorate” (the number of governors needed to ensure that legal decisions can be made). All absences from meetings have been approved by the Governing Board. See p7 for details of individual governors’ attendance at meetings.

The work that we have done in our committees and in the Governing Board

The Governing Board’s focus is on school improvement; monitoring the implementation of the School Development Plan. At the start of the year a plan was prepared to ensure that the Governing Board fulfilled all the Core Functions. Each half-termly meeting had a particular focus.

Autumn Business Meeting / Safeguarding / School Development Plan

Autumn 1 Ofsted Inspection

Autumn 2 Assessment / SEN/ Performance Management

Spring 1 – Premises, Pupil Behaviour, Safety and Welfare, Pupil Premium

Spring 2 –Budget, PE Premium, Parking

Summer 1 – Budget, Staffing Structure

Summer 2 – Attendance, Safeguarding, Results

The Pay Committee met to discuss matters relating to staff pay.

The Joint Premises committee met with the Junior School Head and Chair to discuss joint issues including the Joint Premises Agreement and the Catering Agreement.

The Governing Board is involved in strategic planning for the school and monitors the implementation of the School Development Plan.

This year the main areas for development have been:

1. OFSTED

Targets from the latest OFSTED inspection September 2017 and to make staff and governors aware of changes to the OFSTED framework and future priorities

2. END OF KEY STAGE RESULTS

To ensure that pupils are achieving their potential and aspiring to achieve age expected levels at the end of Early Years Foundation Stage and Key Stage 1

3. DISADVANTAGED CHILDREN

Provision of additional support for disadvantaged children to enable them to improve their learning and involvement in school life through a range of monitored interventions and access to extra-curricular activities

4. CURRICULUM

To ensure that all pupils receive a high quality curriculum that meets the requirements of the national curriculum and provides opportunities for the children to extend their

knowledge, skills and understanding

5. SPORTS PREMIUM

Improvements to the quality and breadth of provision of PE and sporting activity in school to promote enthusiasm for being active and healthy

6. SCHOOL COMMUNITY

Communicate effectively with the school and local community and provide school information through a variety of sources including the school website

Impact of the Governing Board

Our aim is to help to make our school the very best it can be for the benefit of our children and be even better today than we were yesterday.

Challenges

This year our school has faced a challenging financial situation. A combination of a lower intake in Reception due to a low birth rate for 2 consecutive years and changes to the funding formula have meant that it was not possible to set a balanced budget. With the support and expertise of the Finance Manager the problem was identified early and Finance Monitoring provided assistance to put together a Five-Year Plan. A small loan was requested from the Local Authority and the 5-year plan showed repayment of the loan within 3 years. As part of this plan, we have restructured out staffing and changes made have occurred through teachers moving to new posts and voluntary redundancies from support staff.

The key priorities identified in the School Development Plan have been achieved with some areas requiring continued development. The Governing Board will continue to monitor the implementation of the plan and work in partnership with the senior management team to identify areas for development next year whilst keeping tight control of the budget. Our aim will be to ensure that savings are made wherever possible without having a negative effect on the educational experience of our children.

Successes

We had a very successful OFSTED inspection in September 2017 with our school again being judged as Good. Results for 2018 have shown an improvement on last year's results for Early Years Foundation Stage, Year 1 phonics test and also for the number of Year 2 children achieving the expected levels for Reading, Writing and Maths. For disadvantaged children, in Early Years Foundation Stage children achieved less well than others although home factors for some children were considerable. In Year 1 and Year 2 disadvantaged children achieved close to others and much improved on last year.

How you can contact the Governing Board

We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Matthew Petley, via the school office. You can see the full list of governors; their attendance at meetings; minutes of Governing Board meetings and more information about what we do, on the Governors' page of the school website.

Holt Farm Infant School Board of Governors

Governor	Appoint by	Term of office expiry date
Matthew Petley	Governing Board	18/10/2021
Dimple Barot	Governing Board	18/10/2021
Vacancy	Governing Board	
Vacancy	Governing Board	
Anne Wilson	Governing Board	22/10/2017 term ended
Deanna Gardner	Governing Board	31/12/2018 term lapsed 18/10/17
Oliver Gordon	Parent	22/10/2017 resigned 22/3/18
Kelly Elvin	Parent	27/04/2019
Sharon Walter	Parent	05/07/2020
Charlotte Scriven	Parent	06/12/2021
Vacancy	Parent	
John Adsett	Authority	25/02/2022
Jo Tuckey	Staff	30/11/2018
Robin Goodier	Headteacher	N/A

Holt Farm Infant School Governors' Attendance Record for 2017-2018

DATE OF MEETING	20/9/17	18/10/17	15/11/17	7/2/18	21/3/18	27/4/18 Budget Setting	16/5/18 Extra- ordinary	23/5/18	4/7/18	
Matthew Petley	✓	✓	✓	✓	✓	✓	✓	✓	✓	Also attended 1 Pay Committee Meeting & 1 Joint Premises
Oliver Gordon	X	✓	✓	✓	✓	Resigned 22/3/18				
Dimple Barot	✓	✓	✓	X	X	X	X	X	X	
Anne Wilson	✓	Term of Office ends								
John Adsett	✓	✓	✓	✓	✓	✓	✓	✓	✓	Also attended 1 Pay Committee Meeting
Jo Tuckey	✓	✓	✓	✓	✓	✓		✓	✓	
Deanna Gardner	X	Term lapsed								
Kelly Elvin	✓	✓	✓	✓	X	X	X	X	✓	
Ronnie Walter	✓	✓	✓	✓	✓	✓		✓	✓	
Charlotte Scriven				✓	✓	✓	✓	✓		
Robin Goodier	✓	✓	✓	✓		✓	✓	✓	✓	Also attended 1 Pay Committee Meeting & 1 Joint Premises

MONITORING VISITS COMPLETED

- SEN Monitoring visit – Dimple Barot
- Assessment Monitoring Visit – Oliver Gardner
- Health & Safety Monitoring Visit – Ronnie Walter
- Pupil Premium Monitoring Visit – Ronnie Walter

GOVERNOR TRAINING

Ronnie Walter attended Pupil Premium Training

Charlotte Scriven attended Governor Induction