



HUNLOKE PARK PRIMARY SCHOOL

ANNUAL GOVERNANCE STATEMENT September 2015 to July 2016

INTRODUCTION

The aim of this report is to provide parents, pupils, staff and other stakeholders with an overview of the work completed by the Governing Body during the year. We have seen another busy year of change including new Key Stage testing, further development of assessment without levels and various proposed changes to legislation. During the year we said thank you and farewell to 3 Governors and welcomed Malcolm Johnstone, Andrew Lamb and Scott Rhodes. We said a sad farewell to our Y6 pupils who left us, well prepared for the next stage in their lives and to 3 members of staff Megan Evans, Sophie Neville Taylor and Jodie Stewart,

As of September 2016 we welcome 3 new members of staff Debbie Miles, Jane Machin and Debbie Wells; we also welcome all new pupils who joined us.

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Hunloke Park 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**

This report is formatted to demonstrate how we have fulfilled these functions. We hope you find the information useful. Further information about the Governing Body can be found on the School Website. Should you have any questions, Governors can be contacted via the school office.

Mrs Catherine Dale

Chair of Governors

ENSURING CLARITY OF VISION, ETHOS AND STRATEGIC DIRECTION

School Improvement plan

The School Improvement Plan sets priorities for the year based on the most recent OFSTED report and subsequent reviews of pupil outcomes and data. It covers areas relating to pupil achievement, the quality of teaching, leadership and management and behaviour and safety. Governors reviewed the SIP regularly throughout the year, enabling them to assess its impact.

Governor self evaluation and action plan

The role of the Governing Body has become increasingly important in supporting judgements made about the school by OFSTED. It is therefore essential that it has members with the appropriate skills to support and develop the school. A self evaluation of both the general and financial skills held within the Governing Body was completed. This showed a good spread of knowledge and experience however; it highlighted the need to ensure appropriate knowledge is in place across a greater number of Governors in areas such as finance and personnel.

Succession planning

Governors remain aware of the need for succession planning, both to support the needs of the school and the wider community. Governors approved the continuation of Mrs Murphy (Deputy Headteacher) acting as Headteacher for 1 day a week. Mr Jack Emmens and Mrs Frances Hambleton-Briggs joined the Senior Leadership Team.

HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS

End of Key Stage Results and Testing

Monitoring of key stage results and internal testing has taken place, with Governors reviewing progress compared to previous years and national averages. Results are available on the website. They received independent feedback on results and progress from the School Improvement Advisor.

Assessment

This involves a change from assessing pupil outcomes against a specific level (e.g. level 3A) to a more generalised approach of working towards, meeting or exceeding the age related level for each year group. Governors have remained apprised of progress. All year groups have successfully moved to the new appraisal system during this academic year (2015-2016).

Governor visits

Governors are pleased to report that the new National Curriculum 2014 is now embedded. The curriculum gives age related expectations for each year group in school. Pupils work through bands of 'Emerging', 'Expected' and 'Exceeding' expectations for their year group and their progress is assessed by the class teacher against these. A number of Governors met with subject leaders during the year to familiarise themselves with the changes.

Training

During the year, Governors attended briefing sessions, training on performance management, safeguarding and finance. These opportunities have improved the knowledge and understanding within the Governing body.

Safeguarding

The Governing Body has acted on guidance provided by the LA following the issues in Rotherham. Governors and Staff receive regular safeguarding updates, revised policies and guidance have been approved and implemented and an audit of processes has been completed and returned to the LA at the end of the academic year.

Health and Safety

Governors completed the annual Health and Safety Review, resulting in additional fencing being installed, an order for replacement cladding on the Reception/Pre school building and repair/replacement of outdoor play equipment. Health and Safety policies were reviewed and updated where required.

OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL AND MAKING SURE ITS MONEY IS WELL SPENT

Setting a balanced budget

Governors set and approved a balanced budget for 2016/17 taking into account projected expenditure in areas such as staffing, curriculum expenditure and premises costs.

Monitoring of the budget took place for the financial year 2015/16, ensuring any variances were discussed and approved. The school ended the financial year with a small surplus in line with projections.

Overseeing use of Pupil Premium and Sport Premium Funding

As part of a Government initiative, schools receive additional pupil premium and sports funding. Governors reviewed plans and corresponding expenditure in these areas, ensuring best use of funding to support pupil development. Details are available on the school website.

School Financial Value Statement (SFVS)

The DFE require Governors to produce a School Financial Value Statement annually, evidencing that the school complies with the Finance Regulations. In order to complete this, Governors reviewed processes and documentation, examples of which include:

- Best Value statement was reviewed and the principles applied in all procurement
- Benchmarking took place to compare and evaluate expenditure with similar schools
- Financial Policies were reviewed and approved
- The SFVS was completed and submitted with no points for further action.

Private funds

The private school fund account was externally audited and the report and summary of accounts reviewed by Governors. All was in order.

Personnel pay and performance

In line with government guidance, performance management reviews for teaching staff took place during the year. Objectives were set to support the SIP, pupil outcomes and individual development. Governors were updated on the process during the year and following the successful completion by all involved, were able to approve appropriate movements on the pay scales.

GOVERNANCE ARRANGEMENTS

The Governing Body of Hunloke Park Primary School is made up of:

- Headteacher
- One Staff Governor
- One Local Authority Governor
- Three Parent Governors
- Six Co-opted Governors

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

ATTENDANCE RECORD OF GOVERNORS

The clerk to the Governing Body keeps a record of Governors' attendance at meetings. Meetings need to be 'quorate' to ensure that decisions can be made. A record of Governors' attendance during the year is available on the school's website under the Governor section.