



HUNLOKE PARK PRIMARY SCHOOL

ANNUAL GOVERNANCE STATEMENT September 2016 to July 2017

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 the second year of new Key Stage testing, secured assessment without levels and various proposed changes to legislation.

We said a sad farewell to our Y6 pupils, well prepared for the next stage in their lives and to 3 members of staff Mrs Wells, Mrs Frost and Miss Wragg. We would like to thank them for all their hard work over the last year and wish them well for the future.

We wish Mrs Hambleton –Briggs, Miss James and Mrs Turnbull well as they embark on maternity leave. We look forward to their return in due course.

As of September 2017 we welcome 4 new members of staff in KS1; Mrs Lumley, Mrs Pumford (who currently job shares with Mrs Carranza), Mrs Toplis and Mrs Milner.

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

July 2017

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 (2013) 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 sufficient number of Governors, in areas such as finance and personnel, to support effective Governor succession planning.

Succession planning

Governors remain aware of the need for succession planning, both to support the needs of the school and the wider community. With effect from September 2017, Governors approved the Co-Headship of Ms Cadman and Mrs Murphy (Acting Co-Headteacher and Deputy Headteacher) on a 50/50 basis. Miss Woodhead will take up her appointment as Assistant Headteacher, on the days that Ms Cadman is not in school.

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. Monitoring by the LA also takes place through the School Improvement Advisor.

Assessment

This year saw further strengthening of the change from assessing pupil outcomes against a specific level to the more generalised approach of working towards, meeting or exceeding the age related level for each year group. Governors have remained appraised of progress.

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.

In Numeracy, a Mastery approach to mathematics teaching has been introduced in KS2. It is intended to extend this focus to KS1 in the new academic year. Parent evenings are planned for the Autumn term to inform parents/carers about the approach and how they can support their children at home.

In Literacy, the Literacy Co-ordinator has introduced lots of new initiatives to encourage reading and writing. This included the increased focus on the development of inference across the school, and a total revamp of the library with the help of the children and teachers. It now has relaxing spaces and is decorated with fantastic artwork. Children are librarians on a rota basis. It was officially opened by Stephanie Shields, a local author and ex Hunloke Park pupil.

Training

During the year, Governors attended briefing sessions and training on safeguarding, safer recruitment, preparing for Ofsted, exclusions, on-line safety 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, replacement of an external door and repairing the boys toilets in KS1, re-roofing of the kitchen and repair of the hall roof. 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 2017/18 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 2016/17, ensuring any variances were discussed and approved. The school ended the financial year with a very small surplus in line with projections.

Governors are aware and very concerned about the current much publicised funding crisis around school budgets. This had led to some difficult decisions this year in setting the 2017/18 budget. These were not taken lightly. The Governing Body would like to thank the members of staff affected by these decisions for their understanding and patience during a difficult consultation process. The Headteacher and Governors, along with our cluster schools, are lobbying the Government to rethink their plans for education and its impact on our children.

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 AND ATTENDANCE RECORDS

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.

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.

Details of the membership, structure and record of Governors' attendance during the year is available on the School's website under the Governor section.