

## **Hackforth and Hornby CE Primary School**

### **The Governance Annual Statement**

In January 2014 the Department for Education (DfE) published departmental advice in relation to the School Procedures regulations (2013). A number of additional recommendations, not mentioned in the Procedures regulations, were made in the advice document, including reference to the **publication of an annual governance statement**.

*10. It is also good practice for the Board to publish an annual governance statement (as Academy Trusts are required to do through the Accounts Direction) to explain how it has fulfilled its responsibilities - particularly in relation to its core functions, including:*

- *The governance arrangements that are in place, including the remit of any committees*
- *The attendance record of individual governors at board and committee meetings*
- *An assessment of the effectiveness and impact of the board and any committees with details of any particular challenges that have arisen*

Whilst accepting the publication of a governance statement is not mandatory, NYCC strongly recommends that it is good practice and an effective way for governors to demonstrate that their accountability to parents.

The following statement is published by Hackforth and Hornby C of E Primary School Governors in respect of the preceding academic year. This statement will be updated each year after the end of the summer term.

## **Annual Governance Statement for the Governing Body of Hackforth and Hornby CE Primary School for Academic Year 2015-2016**

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Hackforth and Hornby CE 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

### **Governance arrangements**

The governing Body of Hackforth and Hornby CE Primary School was reconstituted on 18<sup>th</sup> March 2015 and is now made up of:

*Two Parent Governors;*

*One Local Authority Governor;*

*Two Foundation Governors;*

*One Staff Governor;*

*Headteacher;*

*Five Co-opted Governors.*

*The range of skills brought to the Governing Body which contribute to effective governance and the success of the school are as follows:*

- A willingness to attend meetings on a regular basis;
- The skill to interpret and understand pupil performance data;
- Leadership experience in education, governance or another area;
- School Financial management;
- Personnel management;
- Special Educational Needs and Disabilities;
- Buildings and Maintenance;
- Health and Safety;
- Curriculum interests.

*The governing body has programme of meetings throughout the school year that focuses on specific areas of governance. In this respect the governing body met on 4 occasions in the 2015/16 academic year as well as having 9 committee meetings. The governing body has agreed to amend its schedule of meetings during 2016/17 by incorporating the matters formerly dealt with by the Resources Committee (primarily finance) into an increased number of 6 governing body meetings. The Improvements Committee will continue to meet but less frequently, 2 meetings are scheduled in 2016/17 rather than 6 previously. The changes are aimed at reducing duplication between meetings and will be reviewed at the year end.*

*The governors undertake a 'skills audit' to review collective skills and knowledge and to assist with identification of attributes and training needs.*

**Attendance record of governors**

*A record is kept by the clerk to the governing body of governor attendance at meetings and in 2015/16 the overall attendance record was as follows:*

Name	Total meetings eligible to attend	Meetings attended	Percentage attendance
Mrs. C. Anderson	7	7	100.0%
Mrs J Lewis (long term medical absence)	7	0	0.0%
P.G. Blundell	7	7	100.0%
Mrs. J. Clarke	13	13	100.0%
Mrs. D. Longstaff	10	7	70.0%
Mrs. R. Marston	10	9	90.0%
D. McKnight	4	3	75.0%
Mrs. L. Moss	10	7	70.0%
I. Schofield	13	13	100.0%
D. Spencer	7	7	100.0%
R. Walker	4	2	50.0%
Overall	92	75	81.5%

*Meetings need to be 'quorate', that is not less than 50% of the number of governors in post at the time of the meeting must be present (or, for a Committee meeting, at least 3 governors who are members of that Committee) to ensure that decisions can be made. In 2015/16 all meetings met the criteria. Governors who are unavailable to attend meetings should submit their apologies in advance and give reasons for non-attendance.*

### **The work we have done in the governing body meetings:**

- *Considered the reports of the Headteacher dealing primarily with pupil performance data and strategic issues facing the school;*
- *Interrogated and challenged through questions the data to see what, if anything, the school can do better for our pupils;*
- *Considered the staffing required to run the school effectively;*
- *Considered the financial management of the school including the Start Budget, monthly budget monitoring reports and completed the Schools Financial Value Statement;*
- *Ensured that the physical fabric of the school is well maintained by the prudent use of the Capital and Revenue resources available to the school;*
- *Considered strategic issues which will affect the school in the future. E.g. The Academy agenda.*
- *Ensured that the school's policies are reviewed.*
- *Ensured that Health and Safety at the school is of the highest order by considering the reports of the LA Health and Safety Adviser and by undertaking inspections of the school premises;*

### **Strategic Planning for the future**

Governors work with the Headteacher and School Improvement Adviser (SIA), particularly through the Chair of Governor's participation in termly SIA/Headteacher meetings, to implement the School Development Plans.

The main focus in 2016-17 will be to further refine lesson observations to develop challenge and teacher knowledge across the school. Governors will support the Headteacher through analysing the impact of observation on curriculum provision and pupil achievement and progress. Governors will monitor the school's finances to ensure best value for stake holders.

### **How to contact your governing body**

*Information about the school's governing body is available on the governors' page of the school's website*

### **The Hackforth and Hornby CE Primary School Governing Body – current membership**

<b>Name</b>	<b>Category</b>	<b>Term expires</b>
Mrs R. Marston	Local Authority	31 <sup>st</sup> August 2017
Mrs C. Anderson	Co-opted	17 <sup>th</sup> March 2019
P. Blundell	Co-opted	17 <sup>th</sup> March 2019
I Schofield	Co-opted	17 <sup>th</sup> March 2019
D. McKnight	Co-opted	17 <sup>th</sup> March 2019
Mrs L. Moss	Co-opted	31 <sup>st</sup> August 2020
D. Spencer	Parent	13 <sup>th</sup> December 2020

Personal success for every pupil in a happy, stimulating and caring environment

Mrs J. Clarke	Headteacher	N/A
Mrs C Davies (change of name – formerly Miss Andrews)	Staff	21 <sup>st</sup> September 2020
R. Walker	Foundation	31 <sup>st</sup> August 2020
Mrs D. Longstaff	Foundation	31 <sup>st</sup> January 2020
Mrs S Blood	Parent	13 <sup>th</sup> December 2020