

# ANNUAL GOVERNANCE STATEMENT FOR THE GOVERNING BODY OF HOLMESDALE INFANT SCHOOL

January 2016



In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Holmesdale Infant School Governing Body are:-

1. Ensuring clarity of vision, ethos and strategic direction.
2. Holding the Headteacher to account for the education performance of the school and its pupils.
3. Overseeing the financial performance of the school and making sure its money is well spent.

## Instrument of Government

1. The name of the school is Holmesdale Infant School.
2. The school is Community school.
3. The name of the governing body is "The Governing Body of Holmesdale Infant School".
4. The governing body shall consist of:-
  - a. 3 parent governors.
  - b. 1 LA governor.
  - c. 1 staff governor.
  - d. 1 Headteacher.
  - e. 3 co-opted governors.
5. Total number of governors is 9.
6. The term of office of all governors is 4 years.
7. This Instrument of Government comes into effect on the day of making, replacing the Instrument of Government made on 10 May 2011.
8. A copy of the Instrument of Government must be supplied to every member of the governing body (and the Headteacher if not a governor).

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## The Governing Body of Holmesdale Infant School

*The Governing Body takes a strategic role, acts as a critical friend to the School and is accountable for its decisions. It sets aims and objectives and agrees, monitors and reviews policies, targets and priorities*

### Terms of reference

1. **To agree constitutional matters\***, including procedures where the Governing Body has discretion
2. To recruit new members as vacancies arise and **to appoint new governors\*** where appropriate
3. **To hold at least three Governing Body meetings a year\***
4. **To appoint or remove the Chair and Vice Chair\***
5. **To appoint or remove a Clerk to the Governing Body\***
6. **To establish the committees of the Governing Body and their terms of reference\***
7. To appoint the Chair of any committee *(if not delegated to the committee itself)*
8. **To appoint or remove a Clerk to each committee\***
9. **To suspend a governor\***
10. **To decide which functions of the Governing Body will be delegated to committees, groups and individuals\***
11. **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\***
12. To approve the first formal budget plan of the financial year
13. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
14. **To review the delegation arrangements annually\***
15. Any items which individual governing bodies may wish to include

*\*these matters cannot be delegated to either a committee or an individual*

**Membership** – As per the Instrument of Government

**Disqualification** – as per Regulation 20 and Schedule 6 of the Constitution Regulations

**Holmesdale Infant School does not have any Committees.**

Copies of the Governor minutes can be requested via the school office.

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**Annual Statement – September 2014 – July 2015**

The key issues that the Governing Body of Holmesdale Infant School has been faced with during the academic year of 2014/15 are as follows:

<b>Keys Issues</b>	<b>How the Governing Body addressed the issues</b>
School Improvement	<ul style="list-style-type: none"> <li>➤ Attend the INSET Day in September to discuss and agree the School Improvement Plan.</li> <li>➤ Monitor progress towards School Development Plan targets in governors meetings.</li> </ul>
Pupil Attainment and Progress	<ul style="list-style-type: none"> <li>➤ Receive reports from the Headteacher with regards to attainment and progress.</li> <li>➤ Ensuring that the attainment / progress targets set are achievable and pupils make progress to the best of their ability.</li> </ul>
Monitoring Activity	<ul style="list-style-type: none"> <li>➤ Visiting the school to observe activities and meet with the staff member responsible for the governor's responsibility area.</li> <li>➤ Receive reports for governor responsibility area.</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>➤ Ensure that the Headteacher / School Business Officer utilise the budget to gain best value.</li> <li>➤ Monitor spending to avoid a deficit budget.</li> <li>➤ Ensure value for money is achieved through benchmarking.</li> <li>➤ Ensure that the budget reflects spending identified in the School Improvement Plan.</li> <li>➤ Agree staffing levels within the restrictions of the budget.</li> </ul>
Policy Review	<ul style="list-style-type: none"> <li>➤ All statutory policies are reviewed by the Governing Body on an annual basis.</li> <li>➤ Non statutory polices are reviewed in accordance with their review date.</li> </ul>

The Governing Body assesses its impact at the end of each meeting and agrees what has been achieved in holding the Headteacher accountable and moving the school forward to ensure the ethos and strategic direction is being met.

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Strategic Planning for the Future:-

- Monitoring performance and ensuring gaps related to gender and summer born children are closed.
- Ensuring creative curriculum is having the best impact on children's attainment and progress.
- Supporting the application for Leading Parent Partnership Award.
- Contribute towards a clear vision for values across the school.
- Ensure CPD is linked to teaching and learning.
- Support staff in school to school support.

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**CLERK TO GOVERNORS:** Michelle Freeland  
**CHAIR OF GOVERNORS:** Dawn Curry (06.10.2015-05.10.2016)  
**VICE-CHAIR:** John Allsop (06.10.2015-05.10.2016)

Appointing Body:	Appointed From:	Appointed until:	Name:	Business Interest / Pecuniary Interest	Responsibility Area
LA	27.03.2014	26.03.2018	Mr John Allsop	None	Science Technological Understanding (ICT)
Co-Opted	07.07.2015	06.07.2019	Mr Barrie Cotton	None	Understanding English, Communication and Language  Forest Schools
Co-Opted	07.07.2015	06.07.2019	Mrs Eileen Charlton	None	Understanding physical development, health & well-being  Pupil Voice
Co-Opted	10.03.2016	09.03.2020	Mrs Dawn Curry	None	SEN  Foundation Stage  Safeguarding / Health & Safety
Parent	07.02.2013	06.02.2017	Mrs Jackie Crookes	None	Mathematical Understanding
Parent	07.11.14	06.11.2018	Mrs Cassie Joicey	None	Historical, geographical and social understanding
Parent	21.10.15	20.10.2019	Mrs Sara Dunkley	None	Understanding the Arts
Headteacher	01.08.2014		Mrs Catherine Robinson	None	
Staff	01.08.2014	31.07.2018	Mrs Sarah Lockwood	None	

## Previous Governors – January 2015-January 2016

Appointing Body:	Appointed From:	Appointed until:	Name:	Business Interest / Pecuniary Interest
LA	01.09.2006	13.04.2015	Mr Richard Spooner	None
Non-Teaching Staff	03.03.2008	06.07.2015	Mrs Leann Vaughan	None
Parent	16.11.2011	20.10.2015	Mrs Alex Bailey	None
LA	10.09.1996	20.07.2015	Mrs Kath Steele	None

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**Attendance Record – September 2014 – July 2015 (including Governors who have stepped down)**

Mr John Allsop	2 / 4
Mrs A Bailey	2 / 2
Mrs Eileen Charlton	N/a
Mr Barrie Cotton	N/a
Mrs Jackie Crookes	4 / 4
Mrs Dawn Curry	4 / 4
Mrs Sara Dunkley	N/a
Mrs Cassie Joicey	3 / 3
Mrs Joanne Simpson	1 / 1
Mr Richard Spooner	2 / 2
Mrs Kath Steele	3 / 4
Mrs Leann Vaughan	1 / 2

(number of meetings / number of possible meetings)