



# Annual Governance Statement for the Governing Body of Burbage Primary School (2018-2019)

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Burbage 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 statement and report of the governors' activities during the academic year 2018 – 2019 is part of the continued evaluation process carried out by governors to ensure objectives are achieved and that relevant information is published to all interested parties.

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## Governance Arrangements

### Constitution:

The governing body of Burbage Primary School is made up of:

- **Headteacher**
- **Local Authority (LA) appointed governor (1)**
- **Co-opted governors (6)** - *may be parents, staff or members of the community appointed directly by the governing body for their skills.*
- **Staff governor (1)** - *elected or may be appointed if not enough nominations for election.*
- **Parent governors (6)** - *elected or may be appointed if not enough nominations for election.*

Our chair and vice chair team meet half termly with the headteacher to ensure good communication and keep up to date with developments in school.

## **Attendance Record of Governors**

A record is kept by the clerk to the governing body of governors' attendance at meetings. Meetings need to be 'quorate' to ensure that decisions can be made. During the academic year 2018 - 2019 Full Governing Body (FGB) meetings and committee meetings have been well attended; there has always been a quorate. Apologies for absence have been accepted as valid. Full details of attendance can be found at the end of this document.

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## **The Governing Body Structure**

The governing body meet to hold a Full Governing Body (FGB) meeting at least once a term and twice in the Autumn. Sub-committee meetings are also held each term and the committees are as follows:

1. School Improvement Committee (SIC)
2. Teaching, Learning & Assessment Committee (TLAC)
3. Resource Management committee (RMC)

In addition there is a Pay and Performance Committee (P&P) which meets twice annually.

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## **Main Achievements by Our Committees:**

### **Duty 1 - Vision, ethos and strategic direction**

The **School Improvement Committee (SIC)** has specific responsibility for strategic direction and monitoring of the 3 year School Improvement Plan.

#### **The School Improvement Committee's main achievements this year:**

- Following changes to the members and approach to the School Improvement Committee (SIC) for this year, we reviewed the terms of reference (ToR) for all committees and recommended changes to ensure alignment with the new SIC approach - including adding the refreshed School Vision into the start of each committees' ToR.
- We reviewed the refreshed School Vision for adoption - agreeing that it very much describes how we are developing our school, going forward.
- We reviewed and approved the refreshed School Improvement Plan (SIP) and recommended updates to ensure that the 3-5 year 'destination' is clearly described.
- We discussed a new approach to governor visits to school for this year, to allow more flexibility and opportunity for governors across the governing board to experience life in school – both curriculum-based topics and events - including a volunteer timetable and some clear targets for number of visits per governor.

- We agreed an action for next meeting to review the Governor Action Plan for this year.
- We discussed the priorities for replacing the deputy head following her retirement (specifically the deputy headship and Safeguarding leadership), the needs of the structure of school leadership going forwards and explored the different options available to us as a school. We discussed preferences and considerations in terms of recruitment – we also discussed any knock-on staffing impacts and opportunities.
- We discussed DCC’s withdrawal of the ‘Early Help Offer’ in detail – considering the options, in particular to pool monies outside of DCC (within a smaller group of schools) to retain the services of a family support worker directly.
- The headteacher circulated the draft Ofsted education inspection framework ahead of the meeting – and the SIC discussed the changes proposed, appreciating the positive changes that were evident, that we felt would align very well with the values and priorities we have for our school.
- We reviewed the School Improvement Plan (SIP) updates in detail.
- We planned for the upcoming committee meetings (RMC, TLAC and FGB) – incorporating model agenda guidance and being mindful of policies needing review.
- We discussed updates on the key elements of longer-term vision, particularly development of the headteacher into a part-time Local Authority support role status of local developments around teaching schools, academies and potential opportunities to develop federations.
- We reviewed the SIP, noting the main achievements and talking through the key actions required to bring the focus onto lagging items (curriculum development, SEND and continuing professional development (CPD)) and get them on plan.
- We heard about staff development opportunities and roles. The headteacher shared the changes that will be made to the staffing structure from September onwards, following the deputy head change.
- We discussed and planned the agendas for all upcoming committee meetings, utilising the DCC model agenda, last year’s equivalent meeting agenda, review of the policy database to identify those due for review and general discussion across the group.

## **Duty 2 – Educational Performance of the school**

The **Teaching, Learning and Assessment Committee (TLAC)** has specific responsibility for the monitoring of school performance, the curriculum and its provision and of assessment systems and school performance data.

**Main achievements of the Teaching, Learning and Assessment Committee this year:**

### **Management of the committee**

- The two co-chairs continued to split the role of managing the committee efficiently and effectively;

- towards the end of the year, Emma Moore stood down from the TLAC in order to focus on her new role as vice chair of the Full Governing Body (FGB); one of the new governor members of the committee, John Rothery, has volunteered to take over Emma's role as co-chair in 2019-2020.
- We have a visit monitoring timetable which provides clear guidance on the purpose and scheduling of school visits across the school year and a clear record of governor involvement; we reaffirmed that governor visits need to link closely with the School Improvement Plan

### **Monitoring school performance**

The TLAC monitors academic performance within the school.

- We regularly reviewed pupil progress and attainment on local assessment measures, as well as the school's performance in the key stage 1 and key stage 2 SATS. We continued the process of aligning our assessment results with the outcomes of the national tests.
- We continued to receive regular updates on the performance of Pupil Premium and Special Educational Needs and Disabilities (SEND) groups and have scrutinised the evidence for the effectiveness of additional interventions in school and their impact on pupils.
- We have also increasingly focused our attention on the progress of previously high attaining pupils, as well as scrutinising any disparities in the performance of boys and girls.
- We considered data concerning the quality of teaching and learning in school and the strategies that are in place to maximise this.
- We discussed the new system for monitoring and supporting children who are working below age related expectations.
- We discussed the findings of staff and parent surveys and their implications for teaching, learning and assessment.

### **Monitoring the curriculum and provision**

The TLAC also monitors the curriculum provision and matters relating to teaching within the school.

- We heard from the headteacher about how the school had contributed to, and benefitted from, the Buxton schools cluster INSET training on curriculum development.
- Link governors made visits related to PE, SEND, maths, English, assessment, EYFS, and the wider curriculum and reported back to the committee
- We approved policies pertaining to: SEND, PSHE, RE, collective worship, calculation, behaviour, Pupil Premium strategy, PE Premium,
- We discussed developments in relation to the arts curriculum related to the school's recent enrolment in the national Arts Award programme
- We discussed the new system for sharing curriculum information with parents.
- We discussed the new Ofsted framework and its implications for the curriculum.
- We received updates from members of the senior leadership team, regarding recent development in teaching, learning and assessment in maths and English.

### **Duty 3 – Overseeing the financial performance of the school**

The Resource Management Committee (RMC) has responsibility for all financial matters relating to school. In addition, this committee takes responsibility for health and safety, IT & General Data Protection Regulation (GDPR).

Main achievements of the Resource Management Committee this year:

- RMC terms of reference were approved and chair & vice chair elected.
- We ensured the School Improvement Plan (SIP) actions, where connected to RMC responsibilities and priorities.
- We had continuing broad and detailed discussion and knowledge sharing around the financial situation of the school, including a detailed review of latest school budgets provided via DCC.
- We recommended a budget to FGB for approval.
- We approved the schools financial value standard (SFVS).
- We approved significant invoices for water, IT support, broadband, High Peak Sports Partnership and Whitehall residential trip.
- We reviewed our general, liability and specialist activities insurance coverage.
- We reviewed and approved the external audit of school funds.
- 14 RMC related policies were reviewed and approved.
- We reviewed and ratified changes to both teaching and non-teaching staff contracts.
- We provided oversight for the changes to Early Help services, resulting the appointment of a family support worker.
- Agreement continuation of payment into DCC's insurance maintenance program.
- We shared information from recent school visits focused on health and safety, GDPR and IT.
- We reviewed and supported progress towards GDPR compliance.
- We received headteacher reports on staff welfare, support and absence rates.
- We approved a sub-committee and received updates on the feasibility, procurement and planning for the addition of a MUGA (multi use games area) facility on the school site. This currently has approved planning and is pending funding.
- We received updates on and reviewed the output of the feasibility work regarding extended services at the school – the decision was to continue with the current arrangements at this time.

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## **Main Achievements from Full Governing Body meetings**

At each FGB meeting a headteacher and a chairs' report is given. These include information that we feel we should have about the running of the school and governing body.

**The headteacher's report** gives us lots of information on the following areas: Pupil numbers and admission, attendance, lunchtime data, exclusions, anti-bullying, complaints, SIP, assessment, curriculum, personnel, finance and budget, buildings and grounds, continuing professional development (CPD), health and safety, safeguarding, special

educational needs and disabilities (SEND) provision, Pupil Premium, monitoring, EYFS, sporting provision, cultural and community links.

A metrics system has also been put in place so we can compare data from each report more easily.

**The chairs' report** gives us lots of information on the following areas: Attendance of governors, governor training attended, governor meetings, with parents, staff and other governors, correspondence, statutory requirements, any other information.

As always, at the beginning of the year and as appropriate, all governors signed and agreed to the code of conduct.

- Safeguarding updates at all meetings. Governors looked at the audit and from that, the areas to be worked on were; making a safeguarding leaflet for children and to approve the child protection policy. All governors were asked to read 'keeping children safe in education part 1 and 2' and to sign to say they had done that. A lockdown drill was carried out at school which was reported to governors, there has also been training for teachers and teaching assistants on child sexual exploitation and the children had an assembly on internet safety. From September 2019 Catherine Leighton will take over the safeguarding role and Catherine Pamplin will continue to be our link governor.
- We considered the terms of reference for each committee, including the full governing body (FGB) and agreed we were happy that they outlined our role clearly. Our clerk will ensure they are put in the right area on our online filing system, so they are easily accessible by all governors. We also tried a new comments log system for meetings, used to review policies, which has been successful and allows us to consider them fully but leaving free meeting time to discuss other areas in more depth.
- At each FGB meeting, we considered the main points from the committee meetings to ensure all governors know about key areas such as budget, school strategy and data.
- We created a governor action plan for the year. This highlighted key areas we needed to work on to make sure our governing body stayed strong, such as planning for a new chair, supporting the clerk, training focus and creating a vision. The governor action plan was used throughout the year to inform planning and supported the School Improvement Plan (SIP).
- We considered the appraisal process and were given a summary of the process carried out by the pay and performance committee on the headteacher's review.
- We continued to talk about General Data Protection Regulation (GDPR) and all governors took part in a training session to explain what the school has had to do and the new processes in place. We also made Heather Toomey our Data Protection Officer (DPO). We considered new implications around the way we store our safeguarding records and have carried out a privacy impact assessment to ensure our new online provider meets stringent standards.
- We considered Ofsted's new framework which will be in place from September. The focus is now less on progress and more about the curriculum which we feel very positive about.
- We approved the budget and Schools Financial Value Standard (SFVS) and had discussions about the impact of the new national funding formula on the school. We all carried out a financial skills assessment following recommendations by audit that all governors do this.

- We asked the Parent, Teacher and Friends Association (PTFA) to join our governor meeting and talk to us about all the great things they do. Their current chair Sarah Brown came and told us about the systems they have put in place following GDPR and about all the things they have funded and will continue to fund next year. Some examples of these are enhancing the playground, providing new tablets for years 5/6 and giving the school £10 per child school trips. The governors continued to offer support, when needed, to the PTFA.
- We appreciate the importance of governor school visits as a way of keeping informed and promoting positive relationships with staff. We ensure these visits have a clear focus and are linked to the school improvement plan. These visits are recorded in a monitoring timetable and each governor is asked to make at least one visit per term. We have also encouraged governors to come and see events such as celebration assemblies or curriculum based events, to see school in action. We were pleased to be part of the 50 year celebration this year and also a part of Ms Ling's farewell.
- We approved a number of policies throughout the year. We have a schedule in place to make sure these are spread out and happen at the right time.
- We have a governor responsible for checking that our website meets all statutory elements required by the government. These were checked termly.
- Two of our governors moved from the Resource Management Committee (RMC) to the Teaching, Learning and Assessment Committee (TLAC) to gain more insight into other areas of the school. We also had opportunities to work alongside the senior leadership team (SLT) to create a new vision for the school. We changed the focus of the School Improvement Committee (SIC) to planning for meetings but continued to use this committee to look at the longer term strategy of the school.
- The school have been using the Local Authority (LA) to access Early Help which is family support before social care need to be involved. We have needed to find an alternative way to source this as the LA no longer provide this. We have decided to join with a number of local schools to support a family support worker who will be based in school one day a week to work with any families who need some extra support.

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### **Governors attended training this year on the following:**

Strategic briefing, GDPR and induction training. The TLAC also had a brief training session on data.

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### **Outside of meetings**

Governor newsletters were sent out each term to inform parents about the sort of things we do. These were varied and all governors were asked to contribute over the course of the year.

We said goodbye to two governors over the last year and appointed two new parent governors in September 2018. We will have 2 vacancies to fill from September both of which are co-opted.

The governors have had to deal with one formal complaint this year from a parent.

We have been involved in recruiting a new deputy head alongside the headteacher. Governors have also sat on interview panels for a number of other jobs this year including a new caretaker, maternity cover and a new permanent teacher position.

One of our governors carried out a SATs monitoring visit to observe the process of administering the SATs tests.

We have supported our headteacher in his new role as School Improvement Advisor which he will do alongside his existing role.

Michelle Birch, one of our current chairs is stepping down in August 2019. In September, Emma Moore will join Lisa Edwards to carry out the role of joint chair. A process of transition is already underway.

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

We have two vice chairs to enable succession planning. We agreed to continue to work with the system of two vice chairs. In addition, two joint chairs to make the chair role more manageable. This team meet as part of the School Improvement Committee to discuss agenda planning, strategies, governor oversight and any issues that arise with governors.

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### **How to Contact Your Governing Body**

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

**<http://www.burbage.derbyshire.sch.uk/about-us/governors/>**

**Burbage Primary School Governing Body**  
**Membership and Attendance record for academic year 2018 - 2019**

<b>Governor</b>	<b>Category &amp; Role</b>	<b>Term start date</b>	<b>Term expiry date</b>	<b>Attendance</b>
Anthony Tierney	Head			4 FGB, 4 RMC, 3 SIC, 3 TLA, 2 P&P (100%)
Heather Toomey	<b>Local Authority</b> GDPR		10/07/22	4 FGB, 2 RMC (75%)
Michelle Birch (Joint Chair)	<b>Co-opted</b> EYFS		16/03/19 <b>resigned</b> <b>31/8/19</b>	4 FGB, 3 SIC, 3 TLA, 2 P&P (100%)
Alison Ling	<b>Co-opted</b>		16/03/19 <b>resigned</b> <b>19/7/19</b>	3 FGB, 4 RMC (87.5%)
Lisa Edwards (Joint Chair)	<b>Co-opted</b>		16/03/19	4 FGB, 3 SIC, 1 TLA, 1P&P (82%)
Peter Ambrose	<b>Co-opted</b> Health & Safety, Grounds & Buildings		10/02/20	3 FGB, 4RMC (100%)
Emma Moore (Vice Chair)	<b>Co-opted</b> Inclusion, Sports Provision		03/07/22	4 FGB, 3 SIC, 3 TLA, 2 P&P (100%)
Philippa Bradbury	<b>Staff</b>		11/11/20	3 FGB, 4RMC (87.5%)
Catherine Pamplin	<b>Parent</b> Safeguarding, anti-bullying		01/02/20	4 FGB, 3 TLA (100%)
Richard Brown	<b>Parent</b> Assessment		01/02/20	4 FGB, 3 TLA (100%)
Paul Hodge (Vice Chair)	<b>Parent</b>		11/11/20	4 FGB, 4 RMC, 3 SIC, 1 P&P (82%)
John Rothery	<b>Parent</b>		16/02/22	4 FGB, 3 TLA (100%)
Jonathan Faulkner	<b>Parent</b>	10/09/18	10/09/22	3 FBG, 3TLA (87.5%)
Will Throssell	<b>Parent</b>	10/09/18	10/09/22	4 FGB, 4FGB (100%)
Jessica O'Dwyer	<b>Clerk</b>			4 FGB, 3 SIC, 4 RMC, 3 TLA (100%)