

Annual Governance Statement for the Governing Body of Emsay Primary School Academic Year 2015-16

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Emsay 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 Emsay Primary School was reconstituted in March 2015 and is now made up of:

- Five parent governors
- One Local Authority governor
- One staff governor
- Headteacher
- Three foundation governors
- Four co-opted governors

A skills audit of governors, to identify any gaps, was undertaken in 2014-15 and identified no significant gaps in the experience and knowledge of the existing governing body. Future vacancies will endeavour to ensure that this breadth of expertise and experience is maintained.

It is essential that all governors have:

- A commitment to improving education for all pupils.
- Ability to work in a professional manner as part of a team and take collective responsibility for decisions.
- Willingness to learn.
- Commitment to the school's vision and ethos.
- Basic literacy and numeracy skills.
- Basic IT skills.

In addition, the following skills and expertise exist across our governing body:

- Understanding and/or experience of governance.
- Vision and strategic planning.
- Holding the headteacher to account.
- Financial oversight.
- Knowledge of school and community.

Meetings need to be quorate to ensure that decisions can be made.

Embsay Primary School Governing Body – Membership

| Governor | Category | Curriculum & Class links and other roles 2015-16 | Term of Office Expiry |
|--|-----------------|---|------------------------------------|
| Diane Bayliff | Co-opted | Numeracy, Class Link, Chair School Improvement Committee | March 2019 |
| Hannah Brookfield | Parent | Inclusion | March 2019 |
| Fiona Carr | Parent | Co-Chair, Class Link, HT Performance Management | November 2016 |
| Kirsty Crompton from 1 February 2016 | Staff | | February 2020 |
| Sue Davies | Foundation | Vice Chair, Literacy, Class Link, Chair Finance & Resources Committee | September 2017 |
| Andrew Elsworth | Co-opted | Health & Safety | July 2019 |
| Carole Eyton-Jones | Parent | Class Link | November 2017 |
| Georgina Hodgson | Staff/Acting HT | | March 2018 |
| John Lovell | Parent | Gifted & talented | November 2016 |
| Joanne Lloyd | Co-opted | Co-Chair, HT Performance Management | March 2019 |
| Julien King | Parent | | October 2017 |
| Andrew Midgley | Local Authority | Class Link | August 2017 |
| Simon Midgley | Co-opted | | March 2019 – resigned October 2015 |
| Sarah Spensley | Head teacher | | Resigned April 2015 |
| Kay Smith | Foundation | Early Years, Reception | March 2016 |
| Louise Taylor-Kenyon | Foundation | Safeguarding, Class Link, HT Performance Management | As term of office diocesan |

The Governing Body appointed Gilly Guy as the new Clerk to Governors in January 2015.

Register of Business Interests

All members of the Governing Body are required to review and declare any personal or business interests on an annual basis and notify the Clerk to Governors of any changes from their declaration.

| Governor | Business Interest | Personal Interest | Details of relationship with school staff member. |
|-----------------------|-------------------------------|--|---|
| Sarah Spensley | None | None | None |
| Georgina Hodgson | None | None | None |
| Joanne Lloyd | None | Parent Governor – Ermysted's Grammar School | None |
| Fiona Carr | None | None | None |
| Sue Davies | None | None | None |
| Carole Eyton-Jones | Dark Horse Brewery - owner | None | None |
| Julien King | None | None | None |
| Kay Smith | None | Staff member of Embsay with Eastby Playgroup | None |
| John Lovell | None | None | None |
| Louise Taylor- Kenyon | None | None | None |
| Andrew Elsworth | D A Elsworth Builders - owner | None | None |
| Diane Bayliff | Kumon – private tuition | None | None |
| Andrew Midgley | Forms not returned | | |
| Hannah Brookfield | None | None | None |
| Kirsty Crompton | None | None | None |

Attendance Record of Governors

A record is kept by the Clerk to the governing body, of governor's attendance at meetings. Set out below is attendance for 2015-16 full governing body meetings.

| | 13/10 2015 | 15/12 2015 | 11/01 2015 | 04/02 2015 | 08/02 2015 | 09/02 2016 | 24/02 2016 | 10/03 2016 | 26/04 2016 | 19/05 2016 | 04/07 2016 | % | % absence NC |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----|--------------------|
| Sarah Spensley | C | C | C | C | C | C | C | C | | | | 0 | 0 |
| Georgina Hodgson | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 100 | 0 |
| Joanne Lloyd | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | C | 91 | 0 |
| Fiona Carr | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 100 | 0 |
| Sue Davies | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 100 | 0 |
| Carole Eyton-Jones | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 100 | 0 |
| Julien King | ✓ | NC | NC | NC | NC | NC | ✓ | ✓ | ✓ | NC | NC | 36 | 100 |
| Kay Smith | ✓ | ✓ | C | ✓ | C | NC | ✓ | NC | | | | 50 | 50 |
| John Lovell | C | ✓ | ✓ | ✓ | C | ✓ | ✓ | C | ✓ | ✓ | C | 64 | 0 |
| Louise Taylor- Kenyon | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | C | ✓ | ✓ | ✓ | 91 | 0 |
| Simon Midgley | | | | | | | | | | | | | |
| Andrew Elsworth | ✓ | NC | NC | C | ✓ | C | C | NC | NC | NC | NC | 18 | 67 |
| Diane Bayliff | ✓ | ✓ | C | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | C | 82 | 0 |
| Andrew Midgley | C | NC | ✓ | ✓ | NC | NC | ✓ | NC | ✓ | ✓ | NC | 45 | 83 |
| Hannah Brookfield | ✓ | ✓ | ✓ | ✓ | NC | ✓ | C | ✓ | C | ✓ | ✓ | 73 | 33 |
| Kirsty Crompton | | | | ✓ | ✓ | ✓ | ✓ | C | ✓ | ✓ | ✓ | 88 | 0 |
| | | | | | | | | | | | | | |

✓ - present; C- absence consented; NC – absence not consented

Meetings need to be quorate to ensure that decisions can be made.

Governor Professional Development

All Governors are required to undertake Safeguarding training on an annual basis and actively encouraged to update their skills, knowledge and experience through additional training.

In 2015-16 Governors were also required to undertake basic awareness training on the Prevent Duty.

The table below sets out training undertaken this year by individual Governors.

| | Georgina Hodgson | Joanne Lloyd | Fiona Carr | Sue Davies | Carole Eyton-Jones | Julien King | Kay Smith | John Lovell | Louise Taylor- Kenyon | Andrew Elsworth | Diane Bayliff | Andrew Midgley | Hannah Brookfield | Kirsty Crompton |
|---|------------------|--------------|------------|------------|--------------------|-------------|-----------|-------------|-----------------------|-----------------|---------------|----------------|-------------------|-----------------|
| Basic Awareness in Child Protection | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | ✓ |
| Hays – Safeguarding & Protection | | | | | | | | ✓ | | | | | | |
| Channel General Awareness – Prevent | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | | ✓ | | ✓ | ✓ |
| Working with your local church | | | | ✓ | | | | | | | | | | |
| Change Management Building Resilience | | ✓ | ✓ | ✓ | | | | | | | | | | ✓ |
| Church schools and British values | ✓ | | | ✓ | | | | | ✓ | | | | | |
| Diocesan Academy Roadshows | | ✓ | ✓ | ✓ | ✓ | | | | | | ✓ | | | |
| Governor School Improvement Network | | ✓ | ✓ | ✓ | ✓ | | | | ✓ | | ✓ | | | |
| RedKite Alliance – Understanding the new school system | | | | ✓ | | | | | | | | | | |
| Chairing the Governing Board | | | ✓ | | | | | | | | | | | |
| Finance Bite Size | | | | | | | | | | ✓ | | | ✓ | |
| Complaints training | | | | | | | | | | | | | ✓ | |
| Introduction to Governance – part 1 | | | | | | | | | | | | | ✓ | |
| Introduction to Governance – part 2 | | | | | | | | | | | | | ✓ | |
| Collective Worship | | | | ✓ | | | | | ✓ | | | | ✓ | ✓ |

Governor Visits

In line with the Governor Policy, all visits to school are arranged in advance with a clear and specific focus. Written feedback is given to relevant staff and reported to the Full Governing Body. In addition, the Co-Chairs have met regularly with the Head Teacher, Acting Head Teacher and Local Authority Advisor.

Set out below is a list of visits undertaken in 2015 - 16.

| | Georgina Hodgson | Joanne Lloyd | Fiona Cairr | Sue Davies | Carole Eylon-Jones | Julien King | Kay Smith | John Lovell | Louise Taylor- Kenyon | Andrew Esworth | Diane Bayliff | Andrew Midgley | Hannah Brookfield | Kirsty Crompton |
|---|------------------|--------------|-------------|------------|--------------------|-------------|-----------|-------------|-----------------------|----------------|---------------|----------------|-------------------|-----------------|
| Premises Walk | ✓ | | ✓ | | ✓ | | | | | ✓ | | | | |
| Maths Learning Walk | ✓ | ✓ | | | | | | | | | ✓ | | | |
| Literacy Learning Walk | ✓ | | | | | | | ✓ | | | | | | |
| Christian character & SMSC Learning Walk | ✓ | | | ✓ | | | | | | | | | | |
| NYCC Craven & Upper Wharfedale Strategy Group | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | | | | |
| STEM Workshop | | | | | ✓ | | | | | | | | | |
| Embsay Reservoir | | | ✓ | | | | | | | | | | | |
| Egyptology Trip | | | ✓ | | | | | | | | | | | |
| Year 6 NYCC Netball Tournament | | | ✓ | | | | | | | | | | | |
| The Queens 90 th birthday celebrations – Village event weekend | ✓ | | ✓ | | ✓ | | | ✓ | ✓ | | | | | |
| Ascension Day Service | ✓ | | | ✓ | | | | | ✓ | | | | | |
| Year 5 Collective Worship | | | | ✓ | | | | | ✓ | | | | | |
| Easter Service at St Mary's Church | ✓ | | | ✓ | | | | | ✓ | | | | | |
| Fairtrade Coffee morning | | | | ✓ | | | | | | | | | | |
| Science Week | ✓ | | ✓ | | ✓ | | | | | | | | | |
| Young Voices | | | ✓ | | ✓ | | | | | | | | | |
| Annual Sports Day | | | ✓ | | ✓ | | | | | | | | | |
| Harvest Festival at St Mary's Church | | | ✓ | ✓ | ✓ | | | | | | | | | |
| Christingle Service Year 5 & 6 | | | | | ✓ | | | | | | | | | |
| Christmas Concert Year 3 & 4 | | | ✓ | | ✓ | | | | | | | | | |
| Year 5 Star Centre | | | | | ✓ | | | | | | | | | |
| KS2 Production | ✓ | | ✓ | | ✓ | | | | | | | | | ✓ |
| Head Teacher Performance Management | | ✓ | ✓ | | | | | | ✓ | | | | | |

Complaints

No complaints were received by the Chair of Governors during 2015/16.

Finances & Resources Committee Report 2015/16

Remit of the Finance and Resources Committee:

The Governing Body delegates to the Finance and Resources Committee responsibility for overseeing the financial performance of the school and making sure its money is well spent. Dealing with the financial implication of staffing changes. To provide support and guidance to the Head Teacher on all matters relating to the school premises and Health and Safety issues.

Members:

Sue Davies (Chair), Fiona Carr, Joanne Lloyd, Carole Eyton-Jones, Hannah Brookfield, Andrew Midgley, Andrew Elsworth, Head Teacher/Acting Head Teacher.

Meetings:

The Committee held 6 meetings during the academic year.

| GOVERNOR | MEETINGS ATTENDED | ATTENDANCE RECORD % |
|--------------------|-------------------|---------------------|
| Sue Davies | 5 | 83% |
| Fiona Carr | 5 | 83% |
| Joanne Lloyd | 3 | 50% |
| Carole Eyton-Jones | 6 | 100% |
| Hannah Brookfield | 3 | 50% |
| Andrew Midgley | 1 | 17% |
| Andrew Elsworth | 1 | 17% |
| Sarah Spensley | 2 | |
| Georgina Hodgson | 5 | 83% |

Key areas of business and achievements in 2015/2016

- Implemented annual calendar of business and key decisions
- Monitored the Budget throughout the year.
- Approved end of financial year Outturn Statement
- Reviewed and agreed renewal of buildings maintenance contract
- Reviewed and agreed a new staff absence insurance contract
- Reviewed and agreed spending on ICT

- Conducted financial skills audit of committee members
- Reviewed Budget Management policy, Staff Pay policy, Charging and Lettings policy, Charging and Remissions policy, Staff Code of Conduct, Capability Development Performance policy, Attendance Management of Staff policy, Disciplinary Policy and Procedure, Nappy Changing Policy, Lone Worker Policy, Business Continuity Policy, Disaster Recovery Plan, Display Screen Policy, Working at Heights Policy, Internet Safety Policy, Guidance for staff and volunteers facing an allegation, Substance Misuse policy, Flexible Working policy, Maternity, Adoption, Paternity Procedures
- Reviewed benchmarking data comparing Embsay CE Primary School to other similar schools in North Yorkshire and in the local area.
- Reviewed and approved Primary PE Sports Grant spend for 2015/16 financial years.
- Reviewed Pupil Premium Grant spend and impact for 2015/16 financial year.
- Continual discussions about how to put recovery plans in place to deal with future deficit budget.
- Confirmation of funding in place across the whole school and the financial impact on recruitment of staff and provision of support.
- Reviewed staff structure and renegotiated contracts for support staff.
- Dealt with the implications and costs of having an Acting Headteacher and the teaching of Year 2.
- Budget and staff planning for 2016/17
- Replacement of staff room windows
- Cyclical painting programme
- Investigation into the leaking roof, what repairs are needed and who is responsible for the cost of the repairs
- Ensure recommendations from County's Health and Safety inspection were implemented

School Improvement Committee Report 2015/16

Remit of the School Improvement Committee

The Governing Board delegates to the School Improvement Committee responsibility for overseeing the school curriculum, reviewing the school's curriculum policy, religious education policy, collective worship policy, sex education policy, and to make recommendations to the Governing Body as and when appropriate.

To ensure that the requirements of pupils with special educational needs are met so far as is reasonably practicable;

To monitor, review and publish the assessment and public examination information required for publication under statutory requirements;

To support curriculum development and associated staff continuous professional development, within the financial limitations set by the Resources Committee.

To contribute to the school development plan and planning process as required.

To regularly monitor, evaluate and report to FGB on:

- Pupil performance data alongside comprehensive comparative data from other schools
- Feedback from lesson observations
- Implementation of Teaching and Learning Policy and associated policies

- Progress with School Evaluation Framework

To timetable, review and agree all policies relevant to SIC areas of responsibility for adoption at FGB meetings.

To attend or commission appropriate training for Governors.

Members

Georgina Hodgson, Julien King, Diane Bayliff (Chair), Louise Taylor Kenyon, John Lovell Kay Smith, Sarah Spensley.

Meetings

The Committee had 3 meetings this academic year- 12th January 2016, 25th February 2016, 8th June 2016

Governor Meetings attended Attendance record %

| | |
|----------------------|--------------------------------------|
| Diane Bayliff | 100% |
| Julien King | 0% |
| Kay Smith | 0% (term of office ended March 2016) |
| Sarah Spensley | (term of office ended March 2016) |
| Louise Taylor Kenyan | 66% |
| Georgina Hodgson | 100% |
| John Lovell | 100% |

Key areas of business and achievements in 2015/16

- Discussion held about new assessment package Target tracker and demonstration by given to committee by Georgina Hodgson.
- Presentation by Jane Rennie about Science Mark.
- Presentation by Jane Rennie about baseline assessment.
- Presentation by Kirsty Crompton about school development plan linked to literacy.
- DT, Geography, ICT, Maths, PE, RE, Reading, Science, Writing, Collective Worship, SMSC, First Aid at Work, Lone Worker, Gifted and talented, Sex and relationships, Spoken language, French, Music, DT, Assessment, PSHE, Drugs Misuse, Internet and Art policies were updated.
- Literacy learning walk carried out with Kirsty Crompton and John Lovell.
- Numeracy learning walk carried out by Kathryn Speak, Joanne Lloyd and Diane Bayliff.
- SMSC/ Christian character learning walk carried out by Georgina Hodgson and Sue Davies.
- Safeguarding audit carried out, action plan written shared and regularly monitored and updated.
- Feedback on SEND and Pupil Premium children given.
- SEF updated (school and SIAMS) and shared.

- KS1/KS2 end of keystage predictions set and approved.
- SATS presentation by Georgina Hodgson/Kirsty Crompton.
- Data team monitoring of whole school data.

Strategic Planning for the future

As part of the Governors section of the School Development plan, the governors' plan to:

- Reconstitute and recruit onto the governing body new members with appropriate skills.
- Support and challenge the new head teacher.
- Establish a financial recovery plan, to improve for an improved financial position and aim for a balanced year end budget.
- Engage in discussions around collaborative working with other parties.
- Review School Improvement Plan and set targets for next academic year.

How to contact your governing body

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