

**Annual Governance Statement for the Governing Body of Emsay C of E (VC) Primary School  
Academic Year 2016 - 17**

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 School was reconstituted in January 2017 and is now made up of:

- Two 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 2015-16 and identified no significant gaps in the experience and knowledge of the existing governing body. Recent governor appointments have focussed on strengthening skills in IT, EYFS and SEND. 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 2016-17	Term of Office Expiry
Fiona Carr	Parent to Nov'16 Co-opted	Co-Chair, Mathematics, HT Performance Management	January 2021
Kirsty Crompton <b>from 1 February 2016</b>	Staff	Science	February 2020 – resigned April 2017
Hannah Brookfield	Parent	SEND	March 2019 – resigned November 2016
Sue Davies	Foundation	Vice Chair, RE, SMSC, Co- Chair Finance & Resources Committee	September 2017
Carole Eyton-Jones	Parent	Creating Lifelong Learners, P4C, Co-Chair Finance & Resources Committee	November 2017
John Lovell	Foundation	Chair School Improvement Committee, Gifted & talented, Literacy	August 2020
Joanne Lloyd	Co-opted	Co-Chair, Premises, HT Performance Management	January 2021
Andrew Midgley	Local Authority		August 2017
Louise Taylor-Kenyon	Foundation	Safeguarding, HT Performance Management	
Fiona Prest	Headteacher		
Nichola Pearce	Co-opted	EYFS, School Improvement Committee	January 2021
Mark Walters	Parent	IT, Finance & Resource Committee	February 2021
Kevin White	Co-opted	SEND, School Improvement Committee	January 2021

Diane Bayliff (Co-opted), Andrew Elsworth (Co-opted) & Julien King (Parent) all resigned in July 2016

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.

<b>Governor</b>	<b>Business Interest</b>	<b>Personal Interest</b>	<b>Details of relationship with school staff member.</b>
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
Hannah Brookfield	None	None	None
John Lovell	None	None	None
Louise Taylor- Kenyon	None	None	None
Andrew Midgley	Forms not returned		
Kirsty Crompton	None	None	None
Fiona Prest	None	None	None
Nichola Pearce	None	None	None
Mark Walters	None	None	None
Kevin White	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 2016-17 full governing body meetings.

	13/10 2016	24/11 2016	31/01 2017	21/03 2017	18/05 2017	13/07 2017	%	% absence NC
Joanne Lloyd	✓	✓	✓	✓	✓	✓	100	0
Fiona Carr	✓	✓	✓	✓	✓	C	83	0
Sue Davies	✓	✓	✓	✓	✓	✓	100	0
Carole Eyton-Jones	✓	✓	✓	✓	✓	✓	100	0
John Lovell	✓	✓	✓	✓	C	✓	83	0
Louise Taylor- Kenyon	C	✓	C	✓	NC	✓	50	17
Hannah Brookfield	✓						100	0
Andrew Midgley	NC	NC	NC	NC	NC	NC	0	100
Kirsty Crompton	✓	✓	✓	C			75	0
Fiona Prest	✓	✓	✓	✓	✓	✓	100	0
Nichola Pearce			✓	✓	✓	✓	100	0
Mark Walters				✓	✓	✓	100	0
Kevin White			✓	✓	✓	✓	100	0

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

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

## Key areas of business and achievements in 2016/17

- Governance health-check carried out by NYCC and all recommendations actioned.
- SIAMS inspection – Outstanding in all areas.
- Support given to governing body from local school.
- Worked with governors from other local church schools.
- School Improvement Plan (SIP) and Self Evaluation both regularly monitored for progress.
- Statutory business undertaken and completed within timescales.
- Governing Body reconstituted in January 2017 & governor vacancies filled.
- Safeguarding Audit and action plan reviewed.
- Policies reviewed and updated in line with register.
- Self evaluation of governor effectiveness and 360 degree review of Chair undertaken and results used to improve effectiveness.
- Head Teacher Performance Management undertaken by HT Performance Management Group.
- Aligned governor link roles with curriculum and SIP.
- Benchmarking and pupil progress data interrogated and discussed.

## 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 2016-17 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.

	Fiona Prest	Joanne Lloyd	Fiona Carr	Sue Davies	Carole Eyton-Jones	Louise Taylor-Kenyon	John Lovell	Nichola Pearce	Kevin White	Mark Walters	Andrew Midgley	Kirsty Crompton	Hannah Brookfield
Basic Awareness in Child Protection		✓	✓	✓	✓	✓	✓	✓	✓	✓			
Hays – Safeguarding & Protection							✓						
Channel General Awareness – Prevent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Whole School Child Protection Training	✓	✓				✓						✓	
Keeping Children Safe in Education Part 1 & Annexe A	✓	✓	✓	✓	✓	✓	✓					✓	
North Craven & Upper Wharfedale schools' strategy	✓			✓	✓								
NYCC Governor School Improvement Network		✓	✓	✓	✓								
Understanding Faith				✓		✓							
Finance Bite Size		✓	✓	✓	✓								
Working with your Governing Body	✓	✓											
Diocesan training	✓			✓									
Diocese Governors' Conference				✓									
Online Safety	✓	✓	✓	✓	✓			✓	✓	✓			
Key – Governor Induction Course					✓								
Financial Control Really Matters					✓								
Complaints				✓					✓				

## Governor Visits

In line with Governor Policy, all visits 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 and Local Authority Advisor.

Set out below is a list of visits undertaken in 2016 – 17. Unless otherwise stated, the visits took place in school.

	Fiona Prest	Joanne Lloyd	Fiona Carr	Sue Davies	Carole Eyton-Jones	Louise Taylor- Kenyon	John Lovell	Nichola Pearce	Kevin White	Mark Walters	Andrew Midgley	Kirsty Crompton	Hannah Brookfield
School Vision – Inset training	✓	✓		✓	✓	✓						✓	
Head Teacher transition meeting with LA adviser	✓	✓	✓										
Cross Country event, Aireville Park				✓									
Governance Health Check with NYCC	✓	✓	✓										
Learners of the future & Working with Others – whole school launch					✓							✓	
Primary Science Quality Mark presentation, York												✓	
Year 6 Sports Leaders visit, Carleton School				✓									
Christian Values & Embsay as a Church School				✓									
Asset Register review					✓								
Carol Service Year 3&4, Methodist Church					✓								
Christingle Service Year 5&6			✓		✓								
Nativity EYFS & KS1, St Mary's Church			✓			✓							
Maths session at Teaching Staff meeting			✓										
Young Voices rehearsals			✓		✓								
Young Voices concert, Sheffield			✓		✓								
Premises Walk			✓		✓								
Starting School Expectations & School Readiness, Embsay Playgroup								✓					
Year 6 SATs information evening for parents					✓								
RE teaching in school, staff meeting				✓									
P4C training with group of staff					✓								
Ash Wednesday service, St Mary's Church				✓		✓							
EYFS meeting with LA advisers								✓					
Harlow Carr Gardens with Year 5, Harrogate			✓										
Working together meetings with Church Schools, Craven area	✓		✓	✓	✓								
Fairtrade coffee morning				✓									
Maths – book review			✓										
School to School peer review visit (maths focus)			✓										
Open meeting for parents				✓									

	Fiona Prest	Joanne Lloyd	Fiona Cair	Sue Davies	Carole Eyton-Jones	Louise Taylor- Kenyon	John Lovell	Nichola Pearce	Kevin White	Mark Walters	Andrew Midgley	Kirsty Crompton	Hannah Brookfield
Meeting with parents re end of school day			✓										
SIAMS Inspection			✓	✓	✓	✓	✓	✓	✓				
Easter story teller visit for EYFS & KS1, St Mary's Church				✓		✓							
ICT review										✓			
New Parents' meeting for children starting AY17/18		✓	✓										
STEM activity day for Year 5, Skipton Girls' High School			✓										
Transition to high school meeting									✓				
Understanding the Trinity				✓									
Annual Sports Day			✓		✓				✓	✓			
Year 4, BMX/Velodrome Trip, Manchester					✓								
P4C in the outdoors					✓								
Year 6 National Science & Media Museum Trip & Leavers' Service, Bradford					✓								
Year 6 Leavers' Service, St Mary's Church					✓								
Year 3 & 4 school production, Village Hall					✓								
Year 5 & 6 school production, Village Hall			✓		✓		✓						
Head Teacher Performance Management		✓	✓			✓							
Ascension Day Service, St Marys Church						✓							
Collective Worship						✓							
RE teaching						✓							

## Complaints

Two complaints were received by the Chair of Governors during 2016/17 – both were resolved without appeal.

## Finances & Resources Committee Report 2016/17

### 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 to ensure funding is wisely spent with our pupils at the forefront of our mind. Dealing with the financial implication of staffing changes. To provide support and guidance to the Headteacher on all matters relating to the school premises and Health and Safety issues.

### Members:

Sue Davies (Co-Chair), Carole Eyton-Jones (Co-Chair) Fiona Carr, Joanne Lloyd, Hannah Brookfield (til November 2016), Andrew Midgley, Mark Walters (from February, 2017)  
Headteacher

### Meetings:

The Committee held 5 meetings during the academic year.

<b>GOVERNOR</b>	<b>MEETINGS ATTENDED</b>	<b>ATTENDANCE RECORD %</b>
Sue Davies	<b>5</b>	<b>100%</b>
Fiona Carr	<b>4</b>	<b>80%</b>
Joanne Lloyd	<b>5</b>	<b>100%</b>
Carole Eyton-Jones	<b>4</b>	<b>80%</b>
Hannah Brookfield	<b>1</b>	<b>100%</b>
Andrew Midgley	<b>0</b>	<b>0%</b>
Mark Walters	<b>2</b>	<b>100%</b>
Fiona Prest	<b>5</b>	<b>100%</b>



Hannah Brookfield resigned as a governor in November, 2016

Mark Walters joined governing body in February, 2017

No apologies received from Andrew Midgley, therefore not consented

Apologies received from Carole Eyton-Jones and Fiona Carr and reason for their absence consented.

Meetings also attended by Shirley Chapman (School Administrator) and Val Berry (FMS Bursar)

### **Key areas of business and achievements in 2016/2017**

- 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 renewal of staff absence insurance contract
- Reviewed and agreed spending on ICT. Began work on a full ICT audit to identify future ICT needs/ budget.
- Conducted financial skills audit of committee members
- Reviewed Budget Management policy, Staff Pay policy, Business Continuity Policy, Disaster Recovery Plan, Recruitment & Selection Policy, Health & Safety Policy, Resolving Issues at Work Policy, Intimate Care Policy
- 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 2016/17 financial years.
- Reviewed Pupil Premium Grant spend and impact for 2016/17 financial year.
- Strategic discussion addressing how to control any future budget deficit using a 3 x year forecast.
- Confirmation of funding in place across the whole school and the financial impact on recruitment of staff and provision of support.
- Budget and staff planning for 2016/17
- Cyclical painting programme.
- Reviewed repair work on the roof that had taken place during the summer holidays and ensured any remaining issues were dealt with.
- Implementation of the outside reflective area.
- Reviewed plans for improvements to the Early Learning outside area and Reception classroom. Quotes sought in accordance with procurement rules.
- Considered prices for work on the railings at front of school.
- Ensure recommendations from County's Health and Safety inspection were implemented.
- Asset register checked.
- Training attended – FMS team updates and Veritau Auditors.
- Submitted Tesco Grant application which was successful.
- Registered for SALIX energy efficiency programme.

## **School Improvement Committee Report 2016/17**

### **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**

John Lovell (Chair), Kirsty Crompton, Louise Taylor Kenyon, Nichola Pearce, Kevin White, Fiona Prest

### **Meetings**

The Committee had 3 meetings this academic year.

## **Governor Meetings attended Attendance record %**

John Lovell	100%
Kirsty Crompton (resigned April 2017)	66%
Louise Taylor Kenyon	66%
Fiona Prest	100%
Nichola Pearce (Term from January 2017)	100%
Kevin White (Term from January 2017)	100%

## **Key areas of business and achievements in 2016/17**

The SIC has undergone a change over the year with a change in Chair and membership itself; new governors have brought significant and new areas of expertise especially in terms of teaching in Reception and Year 1, data and SEND provision. Two core areas have been focussed on - interpreting and interrogating school data and developing the school's Christian values. The former has involved the group developing its expertise in terms of analysing school data; both external data like RaiseOnline and in school data like Target Tracker. Through work with the Headteacher, we have become more proficient and skilled at analysing this data; we have also had an input into the best forms for presenting this data so that effective intervention can be put in place. This group is now much better placed and informed to feedback to the FGB on the school's data. The expertise in the group has also enabled it to be proactive in tackling some areas identified by the data analysis - Phonics testing for example. The group feels much better informed on where the school is with data; we will strive to ensure our data understanding and analysis is further sharpened by looking at ways the in school data can be presented as, at the moment, there is too much data.

The second key area has been the development of Christian values in the school. The Chair and Headteacher attended training and from this developed some core ideas which the Head has driven and shaped. The success of this is best shown in the recent SIAMS report which is testimony to the Head's strategic leadership in this area; much of this ethos is now embedded in the school.

We have also continued to track the progress of groups of learners; detailed presentations on data have enabled us to ask questions about the progress of, for example, Pupil Premium students or male students. We have also discussed the best forms of presenting this data with a focus on the effectiveness of RAG rating progress so we clearly see where these students are in terms of progress. Finally, we have been fully briefed on the progress of the Development Plan - priorities and areas needing further development. CPD and staffing issues have also been communicated to the group.

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

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

- Continue to support and challenge the new head teacher.
- Continue to focus on improving the financial position of the school and aim for a balanced year end budget.
- Review school vision with stakeholders.
- Engage in discussions around collaborative working with other parties.
- Review School Improvement Plan and set targets for next academic year and monitor progress.

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

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