

# Annual Governance Statement

2017-2018

## MOORLANDS JUNIOR SCHOOL

### 1. THE BOARD OF GOVERNORS

Governors during this academic year were:

<b>Name of Governor</b>	<b>Type of Governor</b>	<b>Expiry of Term of Office</b>
Cllr Mrs J Baugh	Local Authority	29 <sup>th</sup> January 2021
Ms E Dawson	Parent	18 <sup>th</sup> May 2020
Mrs S Harrison	Co-opted	12 <sup>th</sup> November 2020
Mrs L Hocking	Parent	13 <sup>th</sup> June 2021
Mrs J Jenkinson	Associate Member	1 <sup>st</sup> March 2018
Miss A Kelly	Headteacher	
Mr R Lee	Co-opted	15 <sup>th</sup> September 2019
Mrs E Litten	Staff	19 <sup>th</sup> January 2021
Mrs J C Renfrew ( <b>Chair</b> )	Co-opted	13 <sup>th</sup> June 2021
Mr K Simons	Co-opted	12 <sup>th</sup> January 2018
Mrs L M Smith ( <b>Vice - Chair</b> )	Co-opted	12 <sup>th</sup> June 2018
Dr N Wheeler	Parent	7 <sup>th</sup> November 2017
Mrs H Boyle	Parent (from 01/12/17)	30 <sup>th</sup> November 2021
Dr J Wilson	Co-opted (from 06/03/18)	5 <sup>th</sup> March 2022

### 2. CLERK TO GOVERNORS

Trafford Governor Services, 2<sup>nd</sup> Floor Waterside House, Sale M33 7ZF. Contact: Governor Services Manager 0161 912 3218.

### **3. COMMITTEES**

#### **Academic Year 2017-2018**

##### **Personnel, Pay and Standards Committee**

Miss A Kelly

Cllr Mrs J Baugh

Ms E Dawson

Mrs S Harrison

Mrs E Litten

Mrs L Smith (Chair of Committee)

Dr N Wheeler (Until 17<sup>th</sup> Nov 2017)

Mrs H Boyle (from 1<sup>st</sup> Dec 2017)

##### **Resources Committee**

Miss A Kelly

Mrs L Hocking

Mrs J Jenkinson (Until 1<sup>st</sup> March 2018)

Mrs E Litten

Mr R Lee (Joint Chair of Committee)

Mrs J Renfrew

Mr K Simons (Joint Chair of Committee until 12<sup>th</sup> Jan 2018)

##### **Pupil Discipline Committee**

Membership: all Governors subject to availability and impartiality.

##### **Appeals**

Membership: all Governors subject to availability and impartiality.

## **Performance Management Committee**

Mrs J Renfrew

Mrs L Smith

Mr I Coulson (External)

Remits for the Committees are available on request from the School. Miss Kelly and Mrs Litten attend meetings of all committees where appropriate.

### **Governor Link Responsibilities**

Maths – Mrs L Hocking

English – Mrs L Smith

SEN & PPG – Mrs S Harrison

Health & Safety – Mrs J Renfrew

Safeguarding - Mrs J Jenkinson (to 1<sup>st</sup> March 2018)

Safeguarding – Mrs H Boyle (from 6<sup>th</sup> March 2018)

Deputy Safeguarding – Cllr Mrs J Baugh

## **4. ATTENDANCE**

<b>Governor</b>	<b>Number of Board Meetings attended this year</b>	<b>Number of Sub - Committee Meetings Attended this year</b>	<b>Number of Training Sessions Attended this year</b>	<b>Number of other visits to School (see note below for details)</b>
Cllr Mrs J Baugh	3 of 4	1 of 2	0	3
Ms E Dawson	3 of 4	1 of 2	1	8
Mrs S Harrison	4 of 4	1 of 2	1	6
Mrs L Hocking	4 of 4	2 of 4	4	10
Mr R Lee	2 of 4	2 of 4	1	4

Mrs J Jenkinson	0 of 2	0 of 2	0	n/a
Miss A Kelly	4 of 4	6 of 6	1	n/a
Mrs E Litten	4 of 4	4 of 6	1	n/a
Mrs J Renfrew	3 of 4	4 of 4	1	21
Mr K Simons	1 of 2	1 of 1	0	0
Mrs L Smith	4 of 4	2 of 2	1	11
Dr N Wheeler	1 of 1	1 of 1	0	0
Mrs H Boyle	2 of 2	1 of 1	0	8
Dr J Wilson	2 of 2	0 of 0	1	1

NB. Other visits to school include: Governor link meetings, Governor of the month, Chair and Head meetings, Extraordinary meeting, attending assemblies and productions, netball coaching, support on school trip, attending open school days and attending OFSTED inspection.

## **5. GOVERNOR PROFILES**

### **Jane Baugh**

I first became a Governor when my youngest son started school in 1984 at Park Road school in Timperley and I was elected a parent Governor.

I attended Education Committee meetings and eventually became a Local Councillor in 1990. Education has always been my highest priority, along with the NHS, which I have worked in for 45 years

I have been Chair of Governors at South Trafford College (as it was then) and Chair of Governors at Park Road and a Governor also at Broadheath Primary School.

I am now Shadow spokesperson for Children and Young People's Services on Trafford Borough council and honoured to be a Local Authority Governor at Moorlands Junior School.

### **Susan Harrison**

As a school governor I would like to take this opportunity to tell you a little about my background.

I trained as a teacher many years ago and have experience of working in a wide variety of primary schools. When I left my final full time job I was the deputy head of a large multicultural school.

I have previously been the teacher representative on the Governing body of my own school and an LEA representative at a special needs school. On both of these bodies I found the involvement to be both challenging and interesting.

I have worked regularly as a supply teacher at Moorlands Junior School over the last seven years and have found the school to be a happy and fulfilling place for the pupils and staff. I was pleased to be invited to become a co-opted governor at Moorlands Junior School several years ago.

I enjoy working as a member of the Moorlands governing body as the school continues to develop and build on its success in providing the best possible education for pupils.

### **Julie Jenkinson**

I am the School Business Manager and have worked at Moorlands Junior School since 2002 when I started as a Teaching Assistant. I started helping out in the office and in 2004 became Office Manager. I completed the Certificate of School Business Manager's degree in 2010. Moorlands School (as it used to be known) was my Primary school and I started here the day school opened in January 1967 and I feel privileged to part of its history. I have been a staff governor for nearly 10 years starting on the finance committee as this benefitted my role in school and I became Safeguarding Governor 4 years ago. I used to be a Beaver Scout Leader and until recently a District Beaver Scout Leader. I am currently a member of Sale Handbell Ringers and enjoy mountain biking, skiing and yoga.

### **Roger Lee**

I am a retired Chartered Accountant and worked for many years in the audit department of the Manchester office of one of the largest worldwide firms of accountants. I specialised in charity audits, amongst which were a number of school clients in the independent sector. This is an area that has always been of interest to me and I therefore hope to be able to bring my financial experience and accounting knowledge to assist in my role of School Governor at Moorlands Junior School.

I have lived in Sale all my life and have for many years had a close connection with Sale Sports Club, where I am currently Hon Treasurer. This takes up quite a lot of my spare time due to the administrative needs and ambitious development plans of the Club but my other interests include concert-going, theatre, photography and walking as well as regular holidays at home and abroad.

### **Jo Renfrew (Chair of Governors)**

I am the very proud mum of 3 children, with Lucas currently in year 3 at Moorlands Junior School and Evie and Abigail having already left Moorlands to go to High School.

I am an Engineer and have worked in the Water & Environment Industry for 24 years. I took voluntary redundancy in 2015 in order to start up my own business and spend more time with my children. I now work as an Engineering and Project Management Consultant and have my own catering business. This has also allowed me to spend more time on my Governing duties.

I have a passionate interest in Maths, Science and Sport and how these are taught in school which is one of the reasons I became a Governor. I never fail to be impressed with the level of commitment that Miss Kelly and the staff demonstrate and I am very proud to be able to say I am a Governor at Moorlands.

### **Kane Simons**

I am 34 years old and have lived in Sale for the past three years. I am married with two young children. I work as a barrister. I became a school governor at Moorlands in 2015, hoping to contribute to my local community and learn more about primary education, having mentored and worked with university-aged students for some time.

### **Louise Smith (Vice - Chair of Governors)**

I became chair of governors in the summer term of 2014. I have three children, all of whom attended Moorlands, leaving in 2012, 2015 and 2017 respectively, and moved on to local secondary schools. When I lived in London, I was a community governor at an inner city primary school and was interested to stand when a parent governor vacancy arose at Moorlands.

I am a qualified solicitor and currently work as an independent advocate, providing Care Act and Independent Mental Capacity Act statutory advocacy to vulnerable adults, including during safeguarding investigations and under the Deprivation of Liberty Safeguards. I spend my free time being a member of two local book groups, going to the theatre and supporting my children with their various sporting commitments. I have a particular interest in literacy projects in school and am the English Link Governor.

### **Nick Wheeler**

I am 46 and have lived in Sale for 10 years with my wife and 2 daughters. I work on power generation projects as a Chartered Electrical Engineer; my previous experience includes working in the manufacturing, semiconductor and nuclear sectors. Much of my spare time is spent climbing mountains and cycling - sometimes joined by my children, when they can be persuaded! Education has always had an important place in my family; my parents were both teachers, my sister is too and my wife is now a teaching assistant. My main priorities as governor are to help foster a culture of continuous improvement in the running of the school, and to ensure the school continues to offer the widest possible range of learning opportunities for the children.

### **Liz Hocking**

I've got 3 children in year 1 at Templemoor Infant school and years 4 and 6 at Moorlands Junior school.

I spent 10 years working as an environmental consultant specialising in air quality assessment and Environmental Impact Assessment, before taking a career break to become a stay at home Mum in 2009. I now do voluntary work including running a baby song group at the Salvation Army in Sale, I am Vice Chair of Friends of Templemoor, my parent Governor role and am currently training to be a community mentor with Trafford Housing Trust. In my spare time I sing with fellow Mum friends in the "Absolute Belters" choir, love going to gigs and enjoy running, keeping fit and doing pilates!

I strongly believe that learning should be fun and that children should have fond memories of their time at primary school. In my role as the English Link Governor I hope to help support Moorlands in ensuring continuous improvements in results.

### **Jacquie Wilson**

I was asked in February this year if I would consider becoming a governor and, after meeting the Head for a talk, I attended my first Governors' meeting on March 6<sup>th</sup> 2018.

I studied Design in the Borders of Scotland, graduating in 1974. I spent 10 years in industry in a variety of roles before being appointed to a lectureship at the University of Manchester. For the last 17 years of my time at Manchester Uni I was also a hall warden, living in two very different halls with my two children. Living in halls, one a modern self-catered hall and one a traditional catered hall where academic gowns were worn to dinner, was a great experience. I learnt so much about different cultures and countries as well as dealing with all sorts of issues and problems including medical emergencies.

Throughout my time in industry and at the university I have been privileged to meet and enjoy developing friendships with a wide range of people from all over the world.

While working, I also helped out at Rainbow and Cub groups in Manchester. As a single parent the experiences that these, and other groups, gave my children were really appreciated and I wanted to give something back. I am very proud that with the cubs I was awarded a special polar camping badge for camping in sub zero temperatures (the camp was in May)!

I retired in 2010 and have, so far, had a very busy retirement. I used to puppy walk for Guide Dogs and although I no longer do that I am still an active volunteer - free running and boarding working and retired guide dogs and helping fundraise when I can. I also give talks about the charity to groups including schools and youth groups, church and other community groups. I have even given a talk to a quilting group.

My last two puppies were withdrawn - one doesn't like traffic and one was too lazy - but I kept them and they are now both fully qualified Pets as Therapy dogs. Currently I visit a local specialist secondary school with one, while the other goes to a local primary school where children read to her.

I moved to Sale in 2011 and have been involved in a number of community groups including Altrincham and District Dog Training Club and The Friends of Worthington Park.

With two dogs I am always out and about and I take hundreds of photographs on my phone. I develop these digitally to produce prints and a range of products, and regularly show my work as part of Sale Arts trail and other events.

With five grandchildren (soon to be six) and my background in higher education I am very interested in education and education policy. I very much hope that, as well as finding out more about current primary education, I can bring something useful to the role of Co-opted School Governor.

**Helen Boyle**

## **6. CHAIR'S STATEMENT**

Over the academic year 2017-2018, all governors have worked extremely hard as part of the Board to support the Headteacher and the staff at Moorlands to provide a happy, caring school which meets the needs of each and every pupil.

As governors, our formal role is threefold: to provide a strategic direction for the school; to hold the Headteacher to account for the educational performance of the school; and to oversee the financial performance of the school, including agreeing the annual budget. We do not get involved in the day to day running of the school.

Dr Nick Wheeler's term finished in November 2017 but we were delighted to fill the Parent Governor vacancy with Mrs Helen Boyle who joined us in December 2017. Mr Kane Simons resigned as Co-opted Governor in January 2018 due to a career change and we were joined by Dr Jacque Wilson in March 2018. Sadly Mrs Julie Jenkinson resigned in March 2018. Finally after many years as Governor, Chair and Vice Chair Louise Smith resigned at the last meeting of the academic year.

During the academic year 2017-2019, we met as a whole governing body five times, four as full Governing Board and once as an extraordinary meeting. We also had four meetings of our Resources sub-committee and two meetings of our Pay, Personnel and Standards sub-committee to discuss and question policies and developments in more detail. Each governor served on one of the committees, according to his or her interests, skills and experience. Governors also attended a training session held at Moorlands by Julie Lawson, Governor Services Manager on Safeguarding for Governors.

Moorlands had a short inspection by OFSTED on the 27<sup>th</sup> of March 2018 which was attended by most of our Governors. We were very pleased to again be judged as Good with the inspector recognising our continued improvement in many areas.

In accordance with government requirements, all governors are now DBS checked.

Some examples of work we have undertaken this year include:

- Each new governor undertaking online Level 1 Safeguarding training in accordance with new governance rules. All governors repeat this every 3 years as a minimum



- Governors attended a variety of training courses run by Trafford's Governor Services, including; Roles & Responsibilities for Governors, Holding School Leaders to Account, HR Briefing and Employment Law: update for governors, Succession planning of the board and governor recruitment, Safeguarding and Governors' Forum events
- Working with the Headteacher and Business Manager on the school's business plan and annual budget
- Working with the Headteacher on the school's Raising Attainment Plan
- Considering and approving policies, including for example Maths and Calculations Policy, Behaviour Policy and Volunteer Helpers in School Policy
- Contributing to and approving the School Financial Value Standard
- Continuing our 'meet the teacher' feature, where we have invited a member of staff to our main meetings, to learn more about their particular individual experience and vision, for example during this year Miss Calladine attended one of our board meetings to introduce herself to Governors and gave a brief explanation of her experience and career. She has worked at the School since September and is a Year 6 teacher and the Music Co-ordinator
- Continuing our 'Link Governor' work: this year the Maths Link Governor (Liz Hocking), English Link Governor (Louise Smith) and SEN Link Governor (Sue Harrison) visited the school in this capacity and wrote reports for the Board
- Scrutinising and approving the Pupil Premium Report and Sports Premium Report
- Discussing outcomes from Parents' Questionnaire
- Performing the Trusted Observer role during administration of the SATS (Sue Harrison)
- Working with the school's external adviser to undertake Headteacher performance management (Jo Renfrew and Louise Smith)
- Attending and supporting the school during the open mornings for Templemoor Infant and Nursery School children and parents
- Responding to parent queries
- Attending and being interviewed by the inspector at the OFSTED short inspection on 27<sup>th</sup> March 2018
- Working with external bodies that resulted in the installation of the hugely successful Rain Gardens

It has overall been an eventful and very successful year.

Jo Renfrew

Chair of Governors 2017-2018

## **7. CALENDAR OF MEETINGS**

### **Academic Year 2017-2018**

<b>Term</b>	<b>Board Meeting</b>	<b>Personnel, Pay &amp; Standards Committee</b>	<b>Resources Committee</b>
Autumn	19/09/17 22/11/17	06/11/17	01/11/17
Spring	06/03/18	13/03/18	30/01/18
Summer	12/06/18	n/a	17/04/18 11/06/18

## **8. GOVERNORS' CODE OF CONDUCT**

Please see attached our approved Code of Conduct.