

# The Governance Statement

In January 2014 the Department for Education published departmental advice in relation to the School Procedures regulations 2013. A number of additional recommendations, not mentioned in the Procedures regulations, were made in the advice document, **including reference to the publication of an annual governance statement.**

*It is also good practice for the board to publish an annual governance statement (as academy trusts are required to do through the Accounts Direction) to explain how it has fulfilled its responsibilities – particularly in relation to its core functions, including:*

- *the governance arrangements that are in place, including the remit of any committees;*
- *the attendance record of individual governors at board and committee meetings; and*
- *an assessment of the effectiveness and impact of the board and any committees with details of any particular challenges that have arisen.*

Whilst accepting that the publication of a governance statement is not mandatory, it is good practice and an effective way for governors to demonstrate that their accountability to parents, at least annually. We suggest that governors agree a statement – an **example** is below – and publish this on their website, perhaps at the end of the summer term each year.

<b>Annual Governance Statement for the Governing Body of Hemsby Primary School</b> July 2017	
<p>In accordance with the Government’s requirement for all governing bodies, the 3 core strategic functions of Hemsby Primary School Governing Body are:</p> <ol style="list-style-type: none"> <li><b>1. Ensuring clarity of vision, ethos and strategic direction;</b></li> <li><b>2. Holding the headteacher to account for the educational performance of the school and its pupils;</b></li> <li><b>3. Overseeing the financial performance of the school and making sure its money is well spent.</b></li> </ol>	
<b>Governance arrangements</b>	<p>The Governing Body of Hemsby Primary School is made up of 2 staff governors (including the Headteacher), 2 elected Parent Governors, 1 Local Authority Governor and 6 Co-opted governors. Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school: on our Governing Body one Co-opted governors is in</p>

	<p>professional role in Human resources, the others are members of the community who have held professional roles in Local government .The staff members both teach at Hemsby Primary. In addition to the governors we have co-opted out SENCO member of staff for advice and guidance in their professional role. We currently have a vacancy for 2 parent governors.</p> <p>The full Governing Body meets twice each term, and we also have a number of committees to consider different aspects of the school in detail. At Hemsby Primary we have a Resources Committee, which focuses on finance, premises and H.R matters; Nursery and Curriculum committee which also oversees policies and procedures. We also have a group of governors who meet if required to consider pupil discipline</p> <p>See p3 for a list of Governors.</p>
<p><b>Attendance record of governors</b></p>	<p>The majority of governors have excellent attendance at meetings and we have never cancelled a full governing body meeting because it was not “quorate” (the number of governors needed to ensure that legal decisions can be made). See p4 for details of individual governors’ attendance at meetings.</p>
<p><b>The work that we have done on our committees and in the governing body</b></p>	<p>The Governing Body has had a particularly busy year, focusing on school improvement and working together in partnership with other schools in the local area. The Nursery has now been amalgamated and now forms part of the school framework.</p> <p>The Teaching and Learning Committee has considered the impact of the successfully implemented new curriculum and governors also discuss key data giving the results of pupil achievement and progress, so that we can be sure that the school is on track to fulfil its ambitious targets for all pupils. We are also concerned about our “vulnerable groups” of children and focus on how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes.</p> <p>The Resources Committee continued to look at the maintenance and development of the school premises, and makes decisions about how the school should use the budget. The budget has been set taking into account the school improvement and development plan. A budget monitoring review takes place at each meeting.</p> <p>The use of pupil premium funding and the impact of investment and developments of ICT for both pupils and staff continue to be of particular importance. All Governors carried out a check of the premises. The premises action plan has been updated and is used as a working document to identify key issues, including development of managing the trees within the grounds and to</p>

	<p>continue the rolling programme of maintenance. Governors are also particularly concerned about safeguarding and we have a Nominated Governor for Safeguarding who gives a termly report to the governors about any safeguarding matters. Early in the summer term, the Resources Committee approved the 2016/17 budget plan for the school: we are pleased to report that whilst the budget is extremely tight the school is in a healthy position financially and can afford to run 7 classes in the next academic year as well as employing a full time SENCO (special educational needs co-ordinator).</p> <p>One of the roles for the governors is reviewing and agreeing school policies, this is done on a rolling cycle. The Attendance Policy changes as a result of legislation changes that no longer allow schools to authorise term time holidays. The Governing Body recognises the problem that this may cause for some parents, but we are very pleased that attendance figures at the school have improved considerably.</p> <p>Minutes of Governing Body and Committee meetings are public documents – you can either find them on the Governors’ page of our website or you can ask at the school office if you would like to see any of the minutes of our meetings.</p>
<p><b>Future plans for the governors</b></p>	<p>The Governing Body is looking forward to the next year .We have 2 new governors joining us in September.</p> <p>We are planning to further explore moving our school forward which is a requirement from the local authority for us to consider the options. We will be looking in particular at the benefits this would bring children in school and young people in the area .This will be both exciting and challenging.</p>
<p><b>How you can contact the governing body</b></p>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, via the school office. You can see the full list of governors; their attendance at meetings; minutes of governing body meetings and more information about what we do, on the Governors’ page of the school website.</p>

## Hemsby Primary School Governing Body

<b>Governor</b>	<b>Category</b>	<b>Term of office expiry date</b>
Ann Hodds (Chair of Resources Committee)	Co-Opted Governor	09/09/2018
Melanie Porter (Chair – May 2017)	Co-Opted Governor	09/09/2018
Truda Craig	Co-Opted Governor	14/02/2018
Ruth Read (Chair of Nursery Committee)	Co-Opted Governor	30/03/2018
Edward Savage (Head Teacher)	Staff Governor	Ex officio
Suzanne Winter (Chair of Curriculum)	Staff Governor	23/02/2021
Selwyn Tillett	Co-Opted Governor	14/07/2020
Malcolm Goodall	Co-Opted Governor	08/05/2020
Margaret Hawley ( Chair – until May 2017)	L.A Governor	18/05/2017
Sharon Wagstaff	Associate	

## Hemsby Primary School Governors' Attendance Record for 2016-2017

<b>Governor</b>	<b>Full Governing Body</b>	<b>Resources Committee</b>	<b>Nursery</b>	<b>Curriculum</b>
Margaret Hawley	100%	NA	100%	
Melanie Porter	100%	80%	NA	
Malcolm Goodall	40%	NA	NA	
Ann Hodds	100%	100%	100%	
Ruth Read	80%	NA	66%	
Truda Craig	40%	NA	66%	
Suzanne Winter	80%	60%	NA	
Edward Savage	100%	100%	66%	
Sharon Wagstaff	100%	NA	NA	
Selwyn Tillett	60%	100%	NA	

\*Attendance calculation based on percentage of meetings attended during period of office in academic year.

\*\*December FGB cancelled due to sickness

## Academies

Academies have always been required to complete a governance statement as part of the Accounts Direction report. A governance statement must be included in the annual report as the academy trust is in receipt of public funds under its funding agreement with the DfE. HM Treasury requires a governance statement to be prepared by all public bodies. It includes information on the governance framework of the academy trust and important confirmation that the trustees have carried out their responsibility for ensuring that effective management systems, including financial monitoring and control systems, have been put in place. The governance statement should be signed on behalf of the board of trustees by the chairperson and the academy trust's accounting officer.

The governors' report should cover the following matters in relation to the academy trust:

- reference and administrative details;
- structure, governance and management;
- objectives and activities;
- achievements and performance;
- financial review;
- plans for future periods;
- funds held as custodian trustee on behalf of others.

(Academy Accounts Direction 2013)