



Annual Governance Statement September 2016 St. Matthew's Primary School, Cambridge

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of the Board of Governors 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 Board of Governors of St. Matthew's Primary School is made up of 1 staff governor, the Head teacher, 4 elected Parent Governors, 1 Local Authority Governor, and 9 co-opted governors (of whom we have agreed 2 should be members of staff). We currently have 1 vacancy for a co-opted governor. There are also 3 associate governors, who do not have voting rights, who are the assistant head teachers of the school.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 says that "the 'board of governors' should operate at a strategic level, leaving the head teacher and senior school leaders responsible and accountable to it for the operational day-to-day running of the school. The board should avoid its time being consumed with issues of secondary importance."

The school development plan is the key document which focuses the work of the governing body.

The governing body carries out its responsibilities in a number of ways. These include:

- developing and reviewing a range of written policies and procedures to address both statutory requirements and local priorities
- delegating many of its responsibilities to committees and/or individual governors
- contributing to and reviewing the school development plan and using this document as one of the key resources for setting priorities and monitoring impact

- using a combination of reports, visits, results and other activities and information in monitoring the progress of the school

As well as our Full Governing Body Meetings, our governors also form the following sub committees:

- Teaching, learning and Outcomes Committee
- Resources Committee
- Salary Committee

Other committees and working groups are also formed as and when necessary.

See page 5 for a full list of Governors.

Attendance Record of Governors

Governors have excellent attendance at meetings and we have never cancelled a meeting because it was not “quorate” (the number of governors needed to ensure that legal decisions can be made).

See the school website for details of the attendance of individual governors at meetings.

Governor Recruitment

The parent body elected two new parent governors in May who will serve for a term of four years. In line with best practice, the Chair spoke to many interested parents before candidates made the decision to stand, and the governors were delighted that seven well-qualified, diverse candidates stood for election. It was also great to see so many parents casting their votes.

The governing body has also co-opted two members of the school staff (one as a result of a resignation of a current staff co-opted governor) onto the governing body in a full governor role. Governors are pleased to co-opt a member of support staff to the governing body for the first time in many years.

We warmly welcome all the new governors to our group. The new governors will undertake the National Governors Association skills audit so that we can identify any further gaps within the governing to fill the remaining co-opted governor post. The new governors will also be undergoing training in governance and in any roles they wish to take forward.

The Work that We Have Done on Our Committees and in the Board of Governors

Each year, we are required to elect the chair and vice-chair and approve the terms of reference for our full governing body and the committees. We do this in the first meeting of each academic year.

In our first meeting of the 2015-2016 academic year last September, the governors agreed the new School Development Plan. Governors viewed information from a wide variety of sources to finalise the plan. These include external evaluations of our work by OFSTED and the Local Authority, alongside our own extensive and detailed self-evaluation processes – our data analysis, staff appraisal processes, lesson observations, pupil progress meetings, surveys of children, parents and staff. The targets draw on discussions governors have had in our various Full Governing Body and Committee meetings. The targets also reflect the national agenda of education reform.

The six key targets on the plan are:

- 1) Improve outcomes in statutory assessments in Reading, Writing and Mathematics.
- 2) Improve Assessment and Self-evaluation processes for Science/ICT and Foundation Subjects
- 3) Improve Information for Parents
- 4) Curriculum Development
- 5) Improve Outdoor Learning Environment
- 6) Developing “character education” as part of our school curriculum

You can view the Executive Summary of our SDP on our website at www.stmatthews.cambs.sch.uk/website/school_development_plan/

Governors discussed the government policy of compulsory academisation in the meeting in March. The government has subsequently changed the policy, but St Matthew’s is liaising closely with other local schools in relation to this issue.

The governor for parent communication made contributions to the school newsletter. Governor biographies were posted on the school website.

Governors have spent time examining the performance data for the school and considering where this shows that improvements can be made in overall attainment of pupils and in the progress they make year on year.

Governors, together with our external advisor, conducted Performance Management of the Head teacher, in the Autumn term of 2015, and set challenging targets for the future. These will be reviewed in the Autumn of 2016.

One of the roles for the governors is reviewing and agreeing school policies, and this year we have considered a number of key policies, and significant work has continued on developing appropriate policies in the areas of SRE (sex and relationships education) and complaints.

We have reviewed link governor roles and training needs of the whole governing body.

Governors were delighted to see a professional video of the “Kindness Week” held in school in conjunction with the organisation “Random Acts of Kindness” in the 2015-2016 academic year.

<http://www.stmatthews.cambs.sch.uk/website/films/175665>

Governors have been very impressed with the continued widening of the school sports extracurricular activities. The sports day this year was again held on Parker’s Piece and the Margaret Gillies Cup for Fair Play was awarded for the first time.

Governors received training from one of the assistant head teachers on the PREVENT programme and how it works.

Resources Committee

The Resources Committee looks at the maintenance and development of the school premises, and makes decisions about how the school should use its budget. The health and safety governor carries out regular checks of the premises with the school's business manager. Another governor carries out regular checks to the financial processes within the school. Another governor also reviews the staff performance management process and then reports back to the salary committee when decisions are being made about staff pay increases.

The committee reviewed the Schools' Financial Value Standard and found that the school practices were in line with expectations.

The head brought the new School Contract regulations, Financial Regulations for Schools and Cambridgeshire's Scheme for Financing Schools to review Governor awareness of these regulations.

The schools financial benchmarking exercise was reviewed and our spending is roughly in line with other schools. In particular, governors noted that St. Matthew's receives the lowest level of funding per pupil of all of our comparator schools. However, the average KS2 points score for a St. Matthew's child was just above the midrange of our comparator schools with similar catchment areas.

Governors were also informed about how the pupil premium money is spent. This information can be found on the school website:

http://www.stmatthews.cambs.sch.uk/website/expenditure_and_impact_of_pupil_premium/89314

The resources committee has also examined the 2016/2017 budget plan for the school and recommended it to the full governing body, where the budget was approved. In a still uncertain financial climate, this budget aims to:

- 1) maintain a strong carry forward at the end of the current financial year
- 2) broadly maintain the current financial and staffing structures

At the end of the 2015-2016 financial year the school had a surplus in budget for the first time in three years. This represents an extremely positive turnaround of the school's financial position and vindicates two key strategic decisions that the governing body have made over the last two years:

- To maintain the existing staff structure
- To move the school out of a deficit budget position over a two year period

Teaching, Learning and Outcomes Committee

The Teaching, learning and outcomes committee has been kept apprised of the reports of the school's LA Advisor and has analysed the available data on performance and progress.

We have remained focused on whether children are making sufficient progress year on year. Governors enjoyed hearing about the school food policy. Governors also received presentations and training on the new Early Excellence and Target Tracker software which is now being used by the school to monitor progress.

In response to a question from governors, one of the assistant heads gave a presentation to the committee about the varied and many ways volunteers are used in the school.

Link governors also visited different areas within the school such as numeracy and literacy, as well as SEND, early years, music, PE, science, and anti-bullying and reported back to committees. Governors recognise the importance of carrying out regular visits to keep our knowledge of the school up to date.

Other Work

Minutes of Board of Governors are public documents – you can either find them on the Governors' area of our website or you can ask at the school office if you would like to see any of the minutes of our meetings.

Future Plans for the Governors 2016 - 2017

The Board of Governors is looking forward to the challenges which the autumn term will bring. We will be monitoring the new School Development plan. We will also be overseeing the continued expansion of the school from 2 form entry to 3 form entry. Our additional class is now in Year 5, so there are still 1 year to go until the school is at full capacity.

We are still looking for someone to take on the role of co-opted governor with skills which best fit with the school development plan targets and fill any gaps.

We will be considering the new Ofsted inspection guidelines and preparing for an inspection of the school.

How to Contact the Board of Governors

We always welcome suggestions, feedback and ideas from parents, carers and anyone from the local community – please contact the Chair of Governors, Dr. Thorn, via the school office. You can see the full list of governors; their attendance at meetings; minutes of Board of Governor meetings and more information about what we do, on the Governors' page of the school website at:

<http://www.stmatthews.cambs.sch.uk/website>

Board of Governors of St. Matthew's School, Cambridge

| Governor | Category | Term of office ends |
|---------------------------|-----------------|----------------------------|
| Carole Mills (vice chair) | Local Authority | September 2018 |
| Tricia Lloyd | Co-opted staff | July 2018 |
| Christina Bates | Co-opted staff | July 2018 |
| Gavin Ayliffe | Parent | June 2018 |
| Jill Tuffnell | Co-opted | September 2017 |
| Angel Gurria | Parent | May 2020 |
| Kevin Blencowe | Co-opted | September 2017 |
| Lucy Walker | Co-opted | September 2017 |
| Mark Tinkler | Co-opted | September 2017 |
| Melissa Hatcher | Staff | November 2017 |
| Neil Perry | Co-opted | September 2017 |
| Rosa Mottershead | Parent | May 2020 |
| Sarah Ransome | Parent | June 2017 |
| Tony Davies | Head teacher | December 2017 |
| Zoe Thorn (chair) | Co-opted | September 2017 |
| Vacancy | Co-opted | |

Specific Governor Roles

| Governor | Subject Link role | Other Link role |
|---|--------------------------|---|
| Carole Mills (vice chair) | Maths and ICT | Head teacher performance |
| Tricia Lloyd (co-opted staff member) | | |
| Christina Bates (co-opted staff member) | | |
| Gavin Ayliffe | Literacy | Anti-bullying, behaviour |
| Jill Tuffnell | PE | EFSM/Pupil Premium/EAL/Inclusion |
| Angel Gurria | | |
| Kevin Blencowe | | Health and safety, headteacher performance |
| Lucy Walker | | Termly briefing |
| Mark Tinkler | Music | |
| Melissa Hatcher | | |
| Neil Perry | Early years | PSHE |
| Rosa Mottershead | | Financial checking (from Autumn 2016) |
| Sarah Ransome | | Parent communication |
| Tony Davies | | |
| Zoe Thorn (chair) | Science | Financial checking (until Autumn 2016), governor training and new governors, performance management |

St. Matthew's Primary School Board of Governors Training Record for 2015-2016

| Governor | Training attended during the year |
|---------------------------|---|
| Carole Mills (vice chair) | |
| Emily Evans | |
| Gavin Ayliffe | |
| Jill Tuffnell | Termly briefing |
| Kevin Blencowe | |
| Lucy Walker | |
| Mark Tinkler | |
| Melissa Hatcher | Induction training for new governors |
| Neil Perry | Safeguarding refresher training |
| Sarah Ransome | termly briefings, |
| Tony Davies | |
| Zoe Thorn (chair) | Termly briefing (September 2016) |
| Angel Gurria | Induction training for new governors (Autumn 2016) |
| Rosa Mottershead | Induction training for new governors (Autumn 2016), budgeting |