



Annual Governance statement September 2015 St. Matthew's Primary School, Cambridge

In accordance with the Government's requirement for all governing bodies, the three 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 Headteacher, 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 2 vacancies for co-opted governors. 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:

- Curriculum 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 page 6 for details of the attendance of individual governors at meetings.

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.

Governors supported the introduction of the new school website and are making sure all governor areas are up to date. The governor for parent communication also wrote regular contributions to the school newsletter.

Governors invited Chris Meddle from Governor services to our meeting in December to talk about the process for reconstitution.

The governing body completed a skills audit to identify the skills, knowledge and experience of current governors and any additional specific skills or experience that the Board ideally requires. The outcome of the audit helped us to identify skills gaps during the reconstitution process.

Governors decided that we would ask for a Governance Health Check this year, and this was carried out in February by Carol Peel from Cambridgeshire Governor Services and Alison West, our Advisor. We received useful advice on how to improve our practice as a governing body, as well as eating a delicious lunch cooked by the new school meals provider.

Governors also invited representatives from the local authority to our December meeting to address concerns they had about the overheating of the new school building on hot days. The local authority agreed to replace some windows and put air conditioning units in all classrooms. This work was completed over the summer holidays.

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 invited our Adviser, Alison West, to speak about her recent “keeping in touch” visit at our meeting in March.

Governors heard a presentation about the annual Health Related Behaviour Survey from the PSHE co-ordinator in July.

Governors conducted Performance Management of the Headteacher, together with our external advisor, and have set targets for the future, around sustaining high levels of achievement for pupils in the school, and developing an effective partnership with the Kite teaching alliance.

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 SEND (special educational needs and disability); Safeguarding and Child Protection Policy; Child Protection Whistleblowing Policy; Procedures for Dealing with Allegations of Abuse; attendance policy; LA nursery admissions policy.

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.

The committee has also examined and approved the 2015/2016 budget plan for the school. The school budget is tight but we aim to have the deficit of last financial year cleared by the end of this financial year.

Curriculum Committee

The curriculum 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 focussed on whether children are making sufficient progress year on year. Governors enjoyed hearing about the great initiatives in music at the school and discussing how making partnerships can enrich the arts curriculum. Governors also asked the school to carry out surveys of parents, pupils and staff to inform the new school development plan as well as check progress on current targets.

Link governors also visited different areas within the school such as numeracy and literacy, as well as SEN and early years. We recognise the importance of carrying out regular visits to keep our knowledge of the school up to date.

Other work

Governors have also appointed a new clerk, Dr. Elisabeth Silver, who started work on 1st September 2015. We would like to thank our previous clerk, Mrs. Anne Maskell, for her 20 years of hard work and loyal service to the governing body of the school.

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 2015 - 2016

The Board of Governors is looking forward to the challenges which the autumn term will bring. We will be finalising the new School Development plan, and considering the outcomes from parent, pupil and staff questionnaires. 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 4, so there are still 3 years to go until the school is at full capacity.

We will be recruiting another member of staff to be a co-opted governor, and, when our new school development plan is finalised, looking for someone to take on the role of co-opted governor with skills which best fit with the new targets and fill any gaps we currently have.

We will be reviewing link governor roles and training needs of the whole governing body. 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 – 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
Emily Evans	Co-opted staff	September 2017
Gavin Ayliffe	Parent	June 2018
Jill Tuffnell	Co-opted	September 2017
Jo Dean	Parent	March 2016
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
Sam Wilkes Read	Parent	November 2017
Sarah Ransome	Parent	July 2017
Tony Davies	Head teacher	December 2017
Zoe Thorn (chair)	Co-opted	September 2017
Vacancy	Co-opted	
Vacancy	Staff	

St. Matthew's Primary School Board of Governors Attendance Record for 2014-2015

Governor	Full Governing Body, %	Curriculum Committee, %	Resources Committee, %
Carole Mills (vice chair)	100	100	-
Emily Evans	100	100	-
Gavin Ayliffe	100	100	-
Jill Tuffnell	100	100	-
Jo Dean	100	-	100
Kevin Blencowe	100	-	100
Lucy Walker	100	-	67
Mark Tinkler	80	33	-
Melissa Hatcher	100	-	100
Neil Perry	60	33	-
Sam Wilkes Read	80	-	67
Sarah Ransome	100	-	100
Tony Davies	100	100	100
Zoe Thorn (chair)	100	-	100

Some governors have attendance records which are lower than ideal, but the governing body feels that their contribution is still very valuable to the school.

St. Matthew's Primary School Board of Governors Training Record for 2014-2015

Governor	Training attended during the year
Carole Mills (vice chair)	
Emily Evans	Induction training for new governors
Gavin Ayliffe	
Jill Tuffnell	
Jo Dean	Anti bullying, termly briefings, FFT aspire
Kevin Blencowe	
Lucy Walker	Safer recruitment, child protection, allegations against staff, safeguarding children and special educational needs, termly briefing
Mark Tinkler	
Melissa Hatcher	Induction training for new governors
Neil Perry	Safeguarding refresher training
Sam Wilkes Read	Safer recruitment
Sarah Ransome	Anti bullying, termly briefings, FFT aspire, providing effective challenge
Tony Davies	
Zoe Thorn (chair)	Safer recruitment, NGA leadership course for chairs, monitoring performance management.