



Annual Governance Statement for the Board of Governors of Duxford Church of England Community Primary School July 2018

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of the 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**

The governing body delegates the operational management of the school to the Headteacher. The governors do not get involved in the day to day running of the school or in individual child-related issues. The governors are concerned with matters such as the school development plan, performance targets, school policies and finance.

Governance arrangements

The Governing Body was re-constituted in September 2016 in keeping with statutory guidance from the Department for Education. These changes were introduced to reflect the fact that the role of Governors has become more demanding and it is important that each school has Governors with a good set of skills whilst also representing the community. The Governing Body now consists of:

- The headteacher
- 1 x staff governor (elected by the staff)
- 2 x parent governors (elected by the parents)
- 3 x foundation governors (Local rector and 2 appointed by the PCCS of Duxford, Hinxton and Ickleton)
- 1 x Local Authority governor (appointed by Cambridgeshire County Council)
- 4 x Co-opted Governors (appointed by the Governing Body for the skills they bring)

The standard term of office for a governor is four years. The chair(s) and vice-chair are usually elected annually at the first meeting of the academic year; The full Governing Body meets six times each year; however, much of the work of the Governing Body is done by committees which consider different aspects of the school in detail. At Duxford Primary, we have the following committees:

- **The Standards Committee** – which meets 4 times a year and is responsible for the quality of teaching and learning, the curriculum and the provision for Special Educational Needs.
- **The Resources committee** – which meets at least 5 times a year and is responsible for finance, premises, staffing and employment and health & safety matters.

Attendance record of governors

Governors have excellent attendance at meetings and have never had to cancel a meeting because it was not quorate – please see the website for details of individual governors' attendance at meetings.

The work that we have done on our committees and in the governing body this year

The Governing Body has had a busy year, focusing on our new headteacher, and managing school finances in the context of fluctuating numbers.

We have been considering the School Development Plan and evaluating its effectiveness in providing improvements for our children through exercises such as Governor Monitoring visits, analysis of data and the triangulation of evidence which illustrates progress and attainment. Much of this work is done through the Standards committee which regularly examines pupil attainment and progress data to ensure that the school is on track to meet its targets and to assist in identifying new areas for improvement. This year the focus has been on ensuring that all pupils are given the best chance to make progress at our school. We have appointed a SEND Governor to have a strategic overview of how school provides the best education possible for those with special educational needs. Our standards committee has also closely scrutinised the progress of pupil premium children and children with English as an additional language this year.

Progress of children with SEND across Cambridgeshire has been identified by the County Council as below national. Duxford has a relatively small cohort which makes mapping the progress of SEND children against national or even county standards challenging. Governors are satisfied that this cohort are receiving the support that they need, and have intensified their efforts in monitoring this group. This has been delivered by presenting the standards committee with new information for scrutiny, to ensure that the most effective interventions are being used to support this group of children.

Our resources committee has focused on how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes. The Standards Committee have continued to monitor the use of Assertive Mentoring and during the year, and how this has been adapted to meet the specific needs of the children and staff at our school. The standards committee has also monitored data to ensure that our new "Maths Mastery" programme has been successful and has found that it is delivering excellent outcomes for our children.

The Resources Committee looks at the maintenance and development of the school premises, monitors expenditure against budget and makes decisions about how the school should spend its budget for the benefit of the children. In April, the Resources Committee

examined and approved the 2018/2019 budget plan for the school and we are pleased to report that the school is in a healthy position financially despite the low funding per pupil received by Cambridgeshire schools. School has adapted to 8 classes following a reduction of the number of pupils forecast to be admitted into the September 2018 reception class. This will mean that there will be one less class in Key Stage 1 in the next academic year.

Our Health & safety governors carry out regular checks of the premises and grounds and ensure that any deficiencies identified are followed up and rectified. Governors are also particularly concerned about safeguarding and we have a nominated governor for safeguarding who makes regular visits and reports on any safeguarding matters who is supported by at least one other governor with the required training. All governors attended safeguarding training last year, and our nominated governors have attended several advanced courses. This has enabled the highest levels of governor monitoring and safeguarding, which reflects how the topic of safeguarding is a top priority for the governing board.

The governing board currently has no vacancies. The 2018 governor skills audit has now been conducted and as vacancies arise governors shall seek candidates with the skills that we have identified that we need to develop as a governing board.

Governors have been highly focused this year on appointing our new headteacher and ensuring that she has the management team in place needed for our school to meet its aims. Governors will continue to work with the new headteacher to realise her aims and objectives in the new academic year.

Future plans for the governors

Governors are planning to work with the headteacher to develop the School Development Plan again this year after a successful pilot in 2017. This means that governors are now involved in the full life cycle monitoring of the aims and objectives set by the school. This process will be fully documented with the aim of demonstrating to external bodies that governance and leadership at Duxford is outstanding. This will create more opportunities for governors to seek feedback from staff, parents and children on how the school is progressing against its aims and objectives. It will also give governors a formative role in those aims and objectives going forwards.

Looking into next year the focus of the governing body will be on transparency and accountability of decision making. Governors plan to raise their profile amongst staff and children and parents at the school by being present and visible at key school events, and by producing more updates and newsletters about the work that we do.

How you can contact the governing body

We always welcome suggestions, feedback and ideas from parents – please contact the co-chairs of governors Mrs Nicola Insley and Mr Gordon Lister, who can be contacted via the school office or directly via email at ninsley@duxford.cambs.sch.uk or glistler@duxford.cambs.sch.uk You can see the full list of governors; their attendance at meetings; newsletters and more information about what we do on the Governors' page of the school website.