

## **St. Michael's Woolmer Green CofE VA Primary School**

### **Governor's Review of the Year for Parents/Carers (2016-17)**

#### **Overall School Priority: To maintain the highest levels of achievement and personal development for all current pupils relative to their starting points [as detailed in the School Improvement Plan (SIP)2016-17]**

**The Governing Body will support and challenge St Michael's Woolmer Green School in its drive to become OUTSTANDING, to be instrumental in helping to maintain and to raise standards for all.**

**The Governing Body will be an integral part of St Michael's where Senior Leaders, staff, parents/carers and pupils value the importance of a strong Governing Body.**

**We will protect and uphold the Christian Ethos and Character of the School.**

#### **Introduction to the Governing Body:**

The Governing Body has a general responsibility for ensuring that the school is run effectively, acting within the legal framework set by legislation and the policies of our local authority (LA) and Diocese, so that it provides the best possible education for our pupils. We are not expected to take detailed decisions about the day to day management of the school; that is the job of the Head Teacher.

The Governing Body will ensure that in delivering its responsibilities, it promotes and safeguards the welfare of our pupils.

At St. Michael's we have 14 Governors (currently with 1 vacant position). The Full Governing Body (FGB) meets twice per term. Each Governor makes frequent visits to the school and encourages close links between school and home. We write home giving parents/carers a summary of our activities and invite parents/carers to contribute to our discussions. We attend Parent Consultation Evenings and school events to promote good relationships and dialogue between the Governors and the parent body.

#### **Powers and Duties of our Governing Body:**

- Help to establish (alongside the Head Teacher) the aims and policies of the school, and how the standards of education can be improved
- Decide the conduct of the school, that is, how in general it should be run
- Help to draw up (with the Head Teacher and staff) the School Improvement Plan (SIP)
- Help to decide how to spend the school's budget. Ensure our budget is spent wisely.
- Make sure that the National Curriculum and religious education are taught
- Select the Head
- Appoint, promote, support and discipline staff
- Draw up an action plan after an inspection and monitor how the plan is put into practice

## **Committees:**

To ensure that the work of the Governing Body is carried out effectively, two committees have been created. Each committee has a specific area of responsibility and some delegated powers. All Governors belong to a committee and have a designated role or 'link area'. These are carefully matched to individual Governor's skills and training to ensure our statutory duties are covered in full. All committees are responsible to the Full Governing Body (FGB). The committees are as follows:

- **Finance and Resources (FRC)**
- **Learning and Pupil Progress (LPP)**

These committees meet regularly. Minutes of these meetings, once agreed, are available for all to read and can be obtained from the school office. Additionally, the Governors produce an Annual Report for Parents/carers, which is emailed home with the July Newsletter.

## **Our Full Governing Body (2016-17) committee membership and roles:**

- Chair: Sue Gray (Diocesan Board of Education Governor) FRC, LPP – HR incl. Performance Related Pay, SEND, Pupil Premium
- Vice Chair: Rachel Stringer (Parent Governor) LPP – More Able, English, Parent Communications, Admissions
- Chair FRC: Dr Matthew Barfield: (Parochial Church Council Governor) – Premises, Policies
- Vice Chair FRC: Emma Broughton: (Co-Opted Governor) – e-Safety, website and computing
- Chair LPP: Dr. Stephen Long (DBE Governor) – Numeracy, Pupil Progress and Achievement, Data, Policies
- Vice Chair LPP: Caroline Fincham (Staff Governor) – Admissions and Other subjects
- Head Teacher and Staff Governor, FRC, LPP – Finance, OFSTED, staffing issues
- Rev'd. David Munchin (X-Officio Governor) FRC – Distinctive Christian Character/environment, Collective Worship
- Lesley Griffiths (DBE/PCC Governor) LPP – Christian Character, Collective Worship
- Keith Thompson (PCC Governor) FRC – Health and safety, Premises
- Neil Gammon (Parent Governor) LPP – Safeguarding
- Kate Stuart (PCC Governor) – LPP – Nurturing and pupil well- being
- Rev'd Dominic Holroyd-Thomas (PCC Governor) - LPP

Clerk to the Full Governing Body: Janice Allen (from Sept 1<sup>st</sup> – 31<sup>st</sup> March 2017), Abigail Seeley (from April 1<sup>st</sup> onwards until superseded) and co-ordinator of FRC and LPP, Governor web-site, Governor Training, Governor Handbook

For more details of our work Governors have drawn up a clear development plan and this can be viewed, on request, from the Clerk.. An attendance record of individual Governors at FGB meetings and at Committee Meetings is available on-line on our website. Minutes are taken at each of our meetings and these clearly show the work of each committee and their effectiveness.

Sue Gray (Chair of Governors)

<p>September 2016</p>	<ul style="list-style-type: none"> <li>• Governors attended staff INSET Day (02/09/16) - School Self Evaluation Document (SSE) and School Improvement Plan (SIP) shared with teaching staff. Documents were written jointly by HT with Governors and in consultation with teaching staff</li> <li>• First Full Governing Body (FGB) meeting of the year (26/09/16) – Business Meeting Elections of Chair (SG) and Vice Chair (RS). Roles agreed Committees and Terms of Reference agreed. Chairs of Committees appointed. Link Governors appointed, panels identified Pecuniary interests Training needs established Review of the Governing Body and Committee Structure – approved. New expectations for Governing Bodies reviewed Governor Development Plan – approved. Head’s Report to Governors 2016 - Approved.</li> <li>• Summary SIP (2016-17) approved. This details the 5 school priorities for the year: <ul style="list-style-type: none"> <li>i) Embed new leadership roles (senior and subject) to drive forward effective school improvement. Embed new staffing structure</li> <li>ii) Ensure teaching continues to be good and mostly outstanding and that assessment procedures are developed in line with the increased expectations of the national curriculum</li> <li>iii) Enhance the provision for all pupils including those most able and disadvantaged. Extend opportunities for independent and enriched learning</li> <li>iv) Ensure pupils make substantial and sustained progress in maths and exceed national and local averages</li> <li>v) Continue to develop the Christian Ethos of the School by enabling pupils to understand Christianity as a living faith</li> </ul> </li> <li>• School Self Evaluation (SSE) presented to Governors.</li> <li>• Revised Governor Handbook approved.</li> <li>• Finance and Resources Meeting – (19/09/16) approved month end reports for June, July.</li> <li>• Governor Visit - Focus - Health and Safety Audit – KT</li> <li>• Governor Visit – RW – Welcome assembly</li> <li>• Performance Management (PM) – BM - 22/09/17 completed (SG and MB). 2015-16. objectives reviewed. New objectives set for 2016-17 linked to SIP.</li> <li>• Leading Collective Worship - DM</li> </ul>
<p>October 2016</p>	<ul style="list-style-type: none"> <li>• Leading Collective Worship – DM.</li> <li>• LPP meeting (03/10/16) EYFS report Analysis of end of key stage data. Maths Audit – BM, AP Annual Safeguarding Audit drafted and approved (15/10/15) – NG Policy review: Collective Worship</li> <li>• Parent Consultation Evenings (19/20) attended by all Governors.</li> <li>• Governors attended the Harvest Festival</li> <li>• SIAMS Inspection (06/10/16) – SG, RS</li> <li>• Training – OFSTED prep – BM, AP, SG.</li> <li>• Training – Briefing Multi-Academy Trusts – BM, SG.</li> <li>• Training – Admission Appeals – RS</li> <li>• Training – Herts. Annual Governors Day - RS</li> </ul>
<p>November 2016</p>	<ul style="list-style-type: none"> <li>• Leading Collective Worship – DM</li> <li>• OFSTED Section 5 Inspection (15/11/16) – School remains GOOD – All Governors</li> <li>• LPP meeting (26/11/16) Report on SIAMS – SG Progress and attainment – AP Safeguarding – audit and annual report complete, visit made – NG Policies – SEND, exclusions (draft presented)</li> <li>• Training – Joint Head’s and Chairs briefing (09/11/16)</li> <li>• Training – Financial Management - EB</li> </ul>

	<ul style="list-style-type: none"> <li>• Training – Governor Conference - RS</li> </ul>
December 2016	<ul style="list-style-type: none"> <li>• Leading Collective Worship – DM</li> <li>• Standards Visit (02/12/16) – SG, AP</li> <li>• Governor’s Day (05/12/16) – All Governors</li> <li>• FGB meeting (05/12/16) OFSTED Issues Website Safeguarding Audit – sign off - NG</li> <li>• FRC meeting (05/12/16) – Review/approve month end reports (Sept/Oct) Admissions update - AP Subject leadership update, staffing issues – AP Policies – Equality and Diversity</li> <li>• Website review – RS</li> <li>• Governors attended the Carol Concert and Nativity Performance</li> <li>• Training – Reducing and Managing Allegations against Staff (08/12/16) – RS, SG</li> <li>• Training - Safeguarding Cluster – LG, KS</li> <li>• Training – Induction – LG, KS</li> </ul>
January 2017	<ul style="list-style-type: none"> <li>• Leading Collective Worship – DM</li> <li>• Governors attended Meet and Greet Sessions – SG, RS, EB, KS</li> <li>• FRC meeting (17/01/17) Review /approve figures for Sept/Oct '16 - JA Admissions Update - JA Performance Management update - JM Church (Year 6 class) Window repairs - Tour Traffic calming measures – SG</li> <li>• LPP meeting (23/01/17) Standards Report – JM Reception Parents met with LPP - RS Meet and Greet sessions – feedback – JM</li> <li>• Governor Visit (30/01/17) – Health and Safety - KT</li> <li>• FGB Meeting (30/01/17) Outline Plans to address SIAMs/OFSTED Areas for Development – JM Strengthening links with parent body – RS Determine Admissions Policy – JA Training – Safeguarding Children Cluster Meeting – KS, LG Training Exclusions – SG, SL</li> </ul>
February 2017	<ul style="list-style-type: none"> <li>• Leading Collective Worship – DM</li> <li>• Governor Visit (01/02/17) – English - RS</li> <li>• Safer Internet Day (07/02/17) – EB</li> <li>• Training – Understanding Data – DM</li> <li>• Training – Preparing for OFSTED – DM</li> <li>• Training - Handling Complaints – DM</li> <li>• Training – Managing Attendance – EB, LG</li> <li>• Training – Chairs Briefing – RS</li> <li>• Training – Exclusions – RS, KT, KS, DM</li> <li>• Admissions Committee met to rank 2017 applications</li> </ul>
March 2017	<ul style="list-style-type: none"> <li>• Leading Collective Worship – DM</li> <li>• Governors attended inaugural Parent Council (7/3/17) – RS, KS</li> <li>• Parental Consultations (22/23/03/17) attended by all Governors.</li> <li>• LPP meeting (20/03/17) Report from Interim Headteacher – JM Draft Behaviour Policy to review - JM</li> </ul>

	<p>Pupil progress and achievement update – JM  KS1 Parents met with LPP – RS  Updates on Safeguarding (NG), Most Able (SL)</p> <ul style="list-style-type: none"> <li>• FRC meeting (23/03/17)  Review and Approve Month end reports (Jan/Feb'17)  Policies – Equality and Diversity approved  Draft SFVS return for approval  Staffing structure  Health and Safety Audit – KT</li> <li>• Training – Safer Recruitment – RS</li> <li>• Training – Introduction for Governors – LG, KS</li> <li>• Training – Managing attendance – EB, LG</li> <li>• Parent Consultations (22/23/02/17) – All Governors</li> <li>• Parent/carer Questionnaire analysed – RS, SG</li> <li>• FGB Meeting (27/03/17)  Summary of work of FRC,LPP – MB, SL  Head's Report – JM  Strengthening links with Parent Community - RS  Behaviour Policy – adopted  Safer Internet Training Day - EB</li> <li>• JARV (Joint Annual Review Meeting) – 28/03/17 – AP, JM, SG and HfL</li> </ul>
April 2017	<ul style="list-style-type: none"> <li>• Leading Collective Worship – DM</li> <li>• Appointments Committee established – SG, RS, DM</li> </ul>
May 2017	<ul style="list-style-type: none"> <li>• Leading Collective Worship – DM</li> <li>• FRC meeting (22/05/17)  Review and Approve Year end (to March 31<sup>st</sup> 2017)  Approve School Fund Accounts 2016-17  Approve DFC Accounts 2016-17  Review Draft Budget Summary 2017 – 18</li> <li>• FGB meeting (22/05/17)  Approve Budget for 2107 – 18  Admissions update - AP  The work of the Diocese in Support of the School - LJ</li> <li>• Training – An Inspector Calls – DM</li> <li>• Training – Safer Recruitment – DM</li> <li>• Training – Understanding School Performance Data – DM</li> <li>• HT Interview and appointment process – decision ratified by FGB. JM accepted offer.</li> <li>• Governors attended Parent Council meeting (23/5/17) - RS</li> </ul>
June 2017	<ul style="list-style-type: none"> <li>• Leading Collective Worship – DM</li> <li>• Training – Being an Effective Clerk - AS</li> <li>• Training – Handling Complaints – DM</li> <li>• Training – Safeguarding Level 1 – RS</li> <li>• Training - Joint HT and CoG Meeting – JM, SG</li> <li>• Interviews – EB</li> <li>• JARV Progress Review with HIP– AP, JM, SG</li> <li>• Governors attended Sports Day</li> <li>• Governors attended New Intake Meeting</li> </ul>
July 2017	<ul style="list-style-type: none"> <li>• Leading Collective Worship – DM</li> <li>• FRC meeting (03/07/17)  Review and Approve month end figures (April, May, June 2017)  Admissions update  Approve replacement boiler and radiators  Staffing Appointments</li> </ul>

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|  | <ul style="list-style-type: none"><li>• LPP meeting (10/07/17)<br/>End of year data analysis<br/>Update of STEPs training<br/>Summary JARV (Joint Annual Review) Report<br/>SEND Report<br/>Strengthening links with the Parent body and the local community<br/>Governor Visit - LG</li><li>• FGB meeting (12/07/17)<br/>Head's Report - AP/JM<br/>Plans for next year – JM<br/>Policies - to ratify: Advertising and Sponsorship, Code of Conduct for parents/carers</li><li>• SIP – 2017-8 reflecting OFSTED and SIAMs priorities</li><li>• School Office Administrator Interviews – RS, SG</li><li>• Governors attended School play</li></ul> |
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