

The Alderton Infant School



Annual Governance Statement for the Governing Board of the Alderton Infant School 2016 - 2017

In accordance with the Government's requirement for all governing bodies, our 3 core **strategic functions** are:

- Ensuring clarity of vision, ethos and strategic direction
- Monitor and evaluate the educational performance of the school and its pupils
- Oversee the financial performance of the school - making sure money is well spent

Vision Statement Our vision is to be at the cutting edge of early years and infant education, to develop children to be excited by the challenge of learning, and achieve well both in their academic and personal development, to the satisfaction of parents and carers.

Aims and Objectives Committed and enthusiastic staff, school leaders and governors:

- Value and nurture each child as a unique individual in a happy, caring community
- Provide the best possible opportunities in a broad and balanced curriculum both within and beyond the classroom
- Set learning goals that are appropriate and challenging to each child, regardless of their race, gender or ability
- Appreciate the vital role that parents/carers play in their child's education and continue to develop ever-stronger partnerships with them
- Ensure that children feel safe and confident in a culture built on respect for self, others and the environment
- Help children to become independent, adaptable and resilient learners with the potential to be responsible citizens in a diverse and rapidly changing world
- Promote a learning culture in which all members of the school community (children and adults) expect to continuously develop and improve

Governance arrangements

The Governing Board of the Alderton Infant School is made up of:

- 2 Staff Governors (including the Head)
- 4 elected Parent Governors
- 1 Local Authority Governor
- 5 Co-opted Governors

Regular skills audits (last full one conducted Summer 2015) ensure that the Governing Board has the skills required to contribute to the effective governance and success of the school.

Our professional and personal experience comprises of:

- Economist
- Legal journal editor, writer and researcher
- Legal administration (Court Service), restorative justice, management consultancy, mediation
- Local Authority Operational Resources Manager
- Ministry of Justice Civil Servant
- Current and former Head & Deputy Head Teachers
- Teacher
- School Administrators
- School Teaching Assistants
- Ambulance service
- Chair and Vice Chair for national and local health and regulation bodies
- Treasurers for voluntary organisations
- Conference organising for adults and children
- Member of the Executive Committee of the Loughton Residents Association
- Former Scout Leader

The full Governing Board meets once each term, and we also have a number of committees, also meeting once a term, to consider different aspects of the school in detail:

- Curriculum and Pupil Related Matters
- Personnel, Finance and Premises
- Pay Committee

We also have committees that meet if required to consider pupil discipline, staff dismissal and giving parents a voice.

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| | Each Governor also has a special responsibility. These include: maths; English; child protection; SEN; equality; ICT; health & safety; training; attendance; Pupil Premium; and School Sports Funding. |
| Attendance record of governors | Governors have good 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). |

| Name | Category | End of Office | Position | Full | Finance | Curriculum | Pay |
|---|---------------------------|-------------------|-----------------------------|----------|-----------|------------|-----------|
| S Dalby | Staff | NA | Head | 3 | 4 | 3 | 3 |
| Belinda Davis-Edwards (Resigned Feb.) | Parent | 31/12/2019 | | 0 | NA | 1 | NA |
| J Fairhead | Co-opted | 31/8/2019 | | 3 | 1 | 2 | NA |
| J Ferguson (Joined Jan.) | Parent | 11/1/2021 | | 1 | 1 | 0 | NA |
| R Fricker | Co-opted | 14/2/2019 | Chair: Full | 3 | 4 | 3 | NA |
| A Heagren | Local Authority | | | 2 | 2 | NA | 0 |
| S Harris | Co-opted | 28/2/2021 | Chair: Fin & Pay | 3 | 4 | NA | 3 |
| S (Herst) Hambling | Staff | 31/8/2020 | | 3 | NA | 2 | NA |
| D Richards (Joined Jan.) | Parent | 11/1/2019 | | 2 | NA | 1 | NA |
| C Sibley | Co-opted | 31/8/2019 | | 3 | 3 | NA | 3 |
| Grant Tufton | Associate / Parent | 29/6/2020 | | 3 | 2 | 2 | NA |
| S Worthington | Co-opted | 31/12/2017 | Chair: Curr | 3 | 4 | 3 | 3 |

Achievements

Pupils

- Focus on girls performance in Maths with success noted in attainment figures
- Focus on boys and writing with success noted in attainment figures
- Focus on closing the gap for PPG pupils with success noted in attainment figures
- Curriculum information being provided termly to parents and carers via website and email
- Pupil Premium Grant: Report to parents located on the school's website
- Sports Premium: Report to parents located on the school's website
- Attendance: Monitoring of new procedures to help identify and tackle persistent lateness and absence, with particular focus on the needs of PPG children and their families and carers, amendment to the way lateness is recorded to reflect local and national practice
- Monitor teaching and learning priorities through focussed visits and consultant visit / visit notes.
- Exit questionnaires for Year 2
- "Supporting the Attainment of Disadvantaged Pupils" DfE guidance circulated, read and considered

Safeguarding

- DfE guidance "Keeping Children Safe in Education", Educate Against Hate website and the Prevent Duty considered
- Local Authority online safeguarding audit completed
- Local Authority visit and audit of Single Central Record and personnel files
- Governor visit undertaken in June to ask all categories of staff questions regarding safeguarding responsibilities
- Chair of Governors completed Safer Recruitment course

Parent Voice Committee and communication with parents

- Meetings for parents re: e-safety, maths, SATs, class / age-related expectations, and homework
- Parent Questionnaire sent out in March 2017
- Newsletter sent outlining responses to the questionnaire and resulting actions, full responses published on the website
- Home School Agreement revised

Governing Body

- Schools Financial Value Standard submitted to Essex County Council
- Considered Multi Academy Trust status as part of the local consortium in line with DfE thinking and local authority duties
- Enhanced the website, and wider communication channels, for parents and carers
- Reviewed the content and purpose of the Head Teachers Report

- Updated “Code of Conduct and Concerns and Complaints” in line with Essex County Council guidance
- Recruitment of two Parent Governors
- Ofsted’s “Key Questions for Governors” circulated, read and considered

Staff

- Staff wellbeing questionnaire circulated to all staff, results assessed and considered, with actions reported to all
- Recruitment, retention and training
- Coaching sessions for senior and middle leaders
- Peer review initiated within local consortium by Head Teachers
- ICT tablets provided for teacher use

Essex County Council RAG rating “Green” given

- Visit notes from the Standards and Excellence Commissioner shared at Governor meetings

Premises

- Refurbished internal areas following major heating works programme
- Heads and Infant Chair met with local councillors and residents to discuss parking outside the school

Developing closer working relationships with the Head and Deputy in the Junior School and their governing board:

- Joint Governing Board meeting held to discuss multi-academy trusts
- Half-termly meetings between Heads and Chairs established
- Essex County Council model Collaboration Agreement agreed with the Junior School Governing Body
- Recruitment of site manager and assistant

Wrap Around Care

- Establishment of working and legal relationships with new provider Bright Horizons following their takeover of Asquith Nurseries
- Regular meetings with provider to discuss and evaluate aims, effective provision and best value

Future Plans

Pupils

- So as best prepare children for their future lives, enhance their creativity by presenting them with regular opportunities to be creative across the curriculum and to continue to impact on writing
- To further improve the proportion of pupils reaching and exceeding expected standards in maths by further improving the proportion at greater depth

Parents

- Continue to enhance the attendance rate of pupils, particularly for those in receipt of pupil premium & SEND support
- Using Growth Mindset techniques, enhance parents' ability to better support their children's learning at home
- Continuation of "Coffee and Chat" sessions with a theme / objective each time
- Experiment with a governor presence at parent's evening and information sessions

Staff

- To consider piloting staff suggestions on reducing paperwork and planning requirements as part of wellbeing focus
- To further enhance CPD for middle managers and the implication for teaching and learning
- To continue to embed new assessment and curriculum procedures in conjunction with partner schools
- To enhance the monitoring and management of intervention strategies to target the learning of pupils in receipt of pupil premium

Governing Body

- To further explore opportunities for the school to become a member of a Multi-Academy Trust
- Recruit a new Parent Governor and a new LA Governor in the Autumn Term 2017
- Consider DfE "Governors' Competency Framework" and Skills audit: recreate this as a "live" document which can be updated in real-time
- Implementation of the new data protection requirements (General Data Protection Regulation 2016)
- Finances re expected changes to the funding formula and decreased income from Parents Association

Premises

- To decorate three classrooms including new flooring and refurbish the SENCo learning support base
- To purchase a multi-purpose interactive whiteboard for the main hall
- To ensure that the building and site are safe, fit for purpose and well cared for

Alderton Infant School Governors' Training Record

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|---|------------|----------------------|
| Finance | 13/10/2016 | Lynne Reed |
| Epping Forest Schools Local Delivery Group Conference | 19/10/2016 | Consortium |
| Growth Mindset | 19/10/2016 | External |
| Governors' Role in Holding their School to Account | 1/11/2016 | Essex County Council |
| Alderton Infant School RaiseOnLine data | 8/11/2016 | Julian Sorsby |
| Data: RaiseOnLine | 5/12/2016 | Essex County Council |
| Induction x 1 | Autumn | Essex County Council |
| Getting to grips with data and strategic leadership | 26/1/2017 | Keith Pullen |
| Chairing | 23/2/2017 | Consortium |
| Induction x 2 | Spring | Essex County Council |
| Introducing the General Data Protection Regulation 2016 | 15/5/2017 | Essex County Council |
| Head Pay and Performance Management | 2/6/2017 | Essex County Council |
| Safer Recruitment | 6/6/2017 | Consortium |
| Responding to Challenges in Schools | 4/7/2017 | Essex County Council |
| Data and leadership follow up | 4/7/2017 | Keith Pullen |
| Alderton Infant KS1 results | 11/7/2017 | Julian Sorsby |

Alderton Infant School Governors' Visits

Please see termly Headteacher's Reports to Governors for a full list of visits made to the school.

Contacting the Governing Body

We always welcome suggestions, feedback and ideas from parents and other interested parties. Please contact the Chair of Governors, Rebecca Fricker, via the school office.

You can see further information about the work of the Governing Body on the school website.