

## **CALDECOTE PRIMARY SCHOOL**

### **ANNUAL GOVERNANCE STATEMENT 2021-22**

This statement seeks to outline the impact of governance arrangements at Caldecote Primary School throughout the course of the 2020-21 academic year.

#### **Governor Membership, Vacancies and Attendance**

The Instrument of Government for Caldecote Primary School allows for 12 governors;

- a) Three parent governors
- b) One LA governor
- c) One staff governor
- d) One headteacher
- e) Six co-opted governors.

The Governing Body Membership currently stands at 9, with one parent governor vacancy, one staff governor vacancy and one Co-opted Governor vacancy. Parent and staff governor elections will be held early in the Autumn term of 2022 and a potential co-opted governor has been recruited, subject to approval by the FGB.

Through the course of the 2021-22 Academic Year, the Governing Body has recruited two new co-opted governors and one parent Governor has been elected

Over the course of the 2021-22 Academic Year, the Governing Body has been chaired by co-Chairs Kate Duncombe and Pippa Smith. The Vice Chair position was vacant.

The work of the Governing Body has been supported by Vicky Miles, as Clerk to Governors and Katie Tween who took on the role in January 2022.

Over the course of the year, Governors at Caldecote Primary School successfully continued to demonstrate an overall positive attendance and engagement with their work by successfully engaging online. Further information about governor attendance can be found on the school website.

<https://www.caldecoteprimaryschool.org.uk/page/?title=Attendance+at+meetings&pid=179>

## **The Structure of Governance**

As well as meeting as a Full Governing Body, Caldecote Primary School also has two committees, to ensure sufficient oversight, support and accountability towards areas of identified priority and statutory coverage.

The school names these committees as:

- Personnel ,premises and finance (PPF) which mainly deals with HR, Finance, Health and Safety, Premises and
- Pupil, Curriculum and Safeguarding (PCS) – which mainly deals with the curriculum, assessment and data, SEND and Pupil Premium expenditure and impact

Both committees and the Governing Body overall have a continued oversight of the school's safeguarding responsibilities and manage the updates of school policies aligned to the particular areas of responsibility.

In addition to the above, the school also delegates Headteacher Performance Management to appropriately trained governors annually. Pay is delegated to the PPF committee.

Committees related to purposes such as dealing with complaints or exclusions are constituted as they are required, in line with the determining policy. We have an agreement with schools in our network to support each other where needed so that sufficient governors with no prior knowledge of a complaint can attend relevant hearings.

## **Impact of the work of the Full Governing Body**

Over the course of the last academic year, the Governing Body has demonstrated notable impact with regard to;

- Focusing on staff well-being through offering support as well as challenge throughout the year.
- Challenging staff during monitoring visits, particularly middle-leaders
- Supporting the school with staff recruitment, ensuring that safer recruitment practices were followed at all times.
- Raising the profile of the governing body with the staff.
- Ensuring that wherever possible, the school was able to run “business as normal” throughout a challenging year.
- Improving the systems for governor visits and governor induction.

### **Impact of the work of the PPF**

Over the course of the last academic year, the PPF has demonstrated notable impact with regard to;

- Planning the budget for a challenging year ahead including discussion of the impact of energy prices and inflation
- Reviewing the effectiveness of site management, leading to a change in strategy to reduce the time SLT spend on site management by employing a new member of staff.
- Ensuring all policies relevant to this committee are reviewed in a timely manner.

### **Impact of the work of the Pupil, Curriculum and Safeguarding Committee**

Over the course of the last academic year, the PCS Committee has demonstrated notable impact with regard to

- Monitoring the launch of a new phonics programme to understand how consistent teaching is achieved across Reception and Key Stage 1.
- Monitoring that Staff have been trained in the new scheme and resources purchased.
- Monitored progress made on the RAP, looking in particular at the Caldecote curriculum, subject leadership and diversity.
- Ensured all relevant policies are up to date.

### **Governor Training**

Governors work collectively, so we are always able to benefit from our different points of view and considerations within meetings. However, the Governing Body has also benefitted from training courses on the following topics throughout the course of the year;

- School property and maintenance
- Safer Recruitment in Schools Refresher Course
- Managing complaints
- New to Governance induction
- Analysing and using data
- Developing and monitoring the primary curriculum
- Taking the Chair

We have also taken part in

- LA Briefings – in order to remain up to date with latest Local Authority information regarding the approaches towards safe school reopening
- Online training on Safeguarding and Child Protection and PREVENT
- Attendance at CB23 network meetings

### **Governor Monitoring**

As well as attending meetings, governors are also expected to visit school to understand more about school life and particular areas of priority (typically linked with different areas of the curriculum).

Visits into school have been limited due to Covid 19 although visit in person happened during the summer term. Throughout the course of this year, Governors have undertaken particular monitoring in relation to;

- Safeguarding
- Health and Safety
- Premises and grounds
- Curriculum monitoring
- Progress of the RAP

### **Forward Planning**

Following the above impact of Covid 19 and the necessity to govern 'remotely' the Governing Body looks forward to returning to a more "normal" structure to its work in the forthcoming academic year. Our priorities are to;

Broaden the skill set and confidence of governors and encourage them to take on more responsibility

- Ensure governors have the confidence to take an active part in meetings
- Deepen governors understanding of how the school collects and uses assessment data
- Continue to ensure all governors have up to date understanding of Safeguarding and their role in keeping children safe
- Ensure effective triangulation and monitoring of the curriculum takes place in school

### **Other information and contact**

Further information regarding the work of the Governing Body can be found at: This <https://www.caldecoteprimaryschool.org.uk/page/?title=Governors&pid=122> includes information regarding attendance of governors and their Declarations of Interest.

Alternately, stakeholders are always welcome to engage with the work of the Governing Body by contacting the Chair of Governors via email to [chair@caldecote.cambs.sch.uk](mailto:chair@caldecote.cambs.sch.uk) regarding the work of the Governing Body.