

## **CALDECOTE PRIMARY SCHOOL**

### **ANNUAL GOVERNANCE STATEMENT 2023-24**

This statement seeks to outline the impact of governance arrangements at Caldecote Primary School throughout the course of the 2023-24 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 11 with one parent governor vacancy current.

Through the course of the 2024-24 Academic Year, the Governing Body has recruited one new co-opted governor.

Over the course of the 2023-24 Academic Year, the Governing Body has been chaired by co-Chairs Kate Duncombe and Pippa Smith for term one. Kate Duncombe joined the teaching staff in Spring 2024 and stepped back from the Co-Chair role. The Vice Chair position was held by Mary-Anne Claridge

The work of the Governing Body has been supported by Sarah Dodd as Clerk to Governors.

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 in person and online. Further information about governor attendance can be found on the school website.

## **The Structure of Governance**

Caldecote Primary School has been trailing the Circle Model of governance. As well as meeting as a Full Governing Body, Caldecote Primary School also has three working groups committees, to ensure sufficient oversight, support and accountability towards areas of identified priority and statutory coverage.

These groups are

- **Curriculum Working Group** – to focus on the curriculum section of the RAP, but also any other areas of the curriculum that were flagged up by either the Heads or the FGB as needing additional monitoring.
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- **Finance/Budget Working Group** –Remit to include receiving and reviewing the BMR from the School Business Manager, monitoring and reviewing the annual budget and reporting to the FGB on finance/budget matters and to act as the pay body
- **Governance Working Group** – To monitor the effectiveness of governance given the changes. To include on-going evaluation of the success of the Circle model.

Governing Body overall and the working groups 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 Resources Working group.

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;

- Continued to focus on staff well-being through offering support as well as challenge throughout the year.
- Deepening our understanding the challenges facing the school is supporting children with SEND
- Deepening our understanding of the increased emotional needs of children
- Supporting the school with staff recruitment, ensuring that safer recruitment practices were always followed.

### **Impact of the work of the Resources Working Group**

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

- Planning the budget for a challenging year ahead
- Put in place effective monitoring of Health and Safety Practices at the school and ensuring all necessary checks are carried out
- Put in place an effective system of checking that Safeguarding is effective across the school

### **Impact of the work of the Curriculum Working Group**

Over the course of the last academic year the Curriculum Working Group has demonstrated notable impact with regard to

### **Impact of the work of the Governance Working Group**

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### **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;

- Handling Allegations Against Headteachers (and other Adults in School)
- Safer recruitment in schools
- A Governor's Role on Health and Safety
- Schools Property Maintenance/Estates Management
- Managing Complaints, Allegations and Grievances for Governors and Clerks

We have also taken part in

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- 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

### **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).

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**

Our priorities are to;

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

- Improve engagement with the school and the Full Governing Body.
- Improve communication between governors outside of formal meetings.
- Continue to ensure all governors have up to date understanding of Safeguarding and their role in keeping children safe.
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### **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.