



**Annual Governance Statement for the Governing Body of Sprowston Infant School
July 2015**

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of Sprowston Infant School 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.**

Governance arrangements

The Governing Body of Sprowston Infant School is made up as follows: -

- 1 Authority Governor
- 7 Co-opted Governors
- 1 Head Teacher Governor
- 1 Staff Governors
- 2 Parent Governors

We have two co-opted governor vacancies for which we are actively recruiting.

Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school: on our Governing Body we have the Sprowston Pavillion Playgroup Manager; a retired teacher; and a Norfolk County Council advisor for early years.

The full Governing Body meets once each term, and we have two committees to consider different aspects of the school in detail.

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| | <p>Buildings Finance and Grounds (BFG)</p> <p>This committee oversees the financial performance of the school making sure its money is well spent. It also supports the school in ensuring the buildings and grounds are maintained to a good level.</p> <p>Teaching Learning and Curriculum (TLC)</p> <p>This committee monitors the educational performance of the school and its pupils.</p> <p>A Panel of Governors are responsible for the Performance review of the Head Teacher with support from a suitably qualified person from the Local Authority.</p> <p>Panels of Governors will be set up if governors need to consider pupil discipline and staffing matters. A list of Governors is in Appendix A.</p> |
| <p>Attendance record of governors</p> | <p>Governors have excellent 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). See Appendix B for details of individual governors’ attendance at meetings.</p> |
| <p>The work that we have done on our committees and in the governing body</p> | <p>Full Governing Body</p> <ul style="list-style-type: none"> • This year the Governing body have subscribed to the Professional Clerk services provided by Norfolk Governance and Leadership Services. The main advantage of using this service is that the Clerk will: “provide guidance and advice on procedural, constitutional and legal matters and ensure meetings are conducted within the appropriate legal framework” • Supported the creation of a new school website. The Governing body have reviewed the website to ensure it meets usability and legal requirements. |

- The Governing Body have reviewed the following Policies to support the school in following best practise and meeting its legal obligations.
 - Safeguarding
 - Sex Education
 - Admissions
 - Behaviour
 - Discipline
 - Grievance
 - Capability
- The school have a Governor responsible for Safeguarding (Child Protection) who reports on safeguarding matters to the Governing body termly.
- The Governing Body supports the School Improvement and Development Plans, ensuring that the School Budget supports the Plans, and that they are affordable. At each meeting progress against the plan is monitored.
- The Governing Body have carried out a 'Governor' Skills Audit to understand its areas of strengths and weakness, and is using this information in the recruitment of Governors.

Buildings Finance and Grounds (BFG)

- The BFG Committee 'walk around the school each term' to ensure the buildings and grounds are safe, secure and sound. The drain covers within the Playground were put in following the suggestion from a Governor on a walk round, and this has removed the litter collecting in them.
- The BFG Committee have worked with the school leadership team to prioritise buildings improvements based on funds available.
- The BFG Committee have worked with the school leadership team and Norfolk Finance Services for schools to ensure the school budget is set to support the School Improvements that ensure Sprowston Infant School is a good school for all our learners.

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| | <p>Teaching Learning and Curriculum (TLC)</p> <ul style="list-style-type: none"> • The TLC Committee has discussed the key data relating to pupil achievement and progress. They have supported the initiatives put in place by the school leadership team to ensure progress in areas of weakness whilst maintaining good progress in all areas. • A Governor has specific responsibility to understand and monitor the impact of the interventions funded by the Pupil Premium Grant. • Pupil attendance is monitored on a termly basis and reasons for persistent absence are understood. The Governors support the school leadership in the steps it is taking to encourage attendance at school. <p>Minutes of Governing Body and Committee meetings are public documents, which are available from the school office.</p> |
| <p>Future plans for the governors</p> | <p>In July the Governing Body will have a Self Evaluation session with a trainer from Norfolk Governance and Leadership. Following this session we will have reviewed our working practices; understood our current performance against the Ofsted inspection schedule; identified areas for improvement and produced an action plan for continuous improvement.</p> <p>The Governing Body will look to fill its vacancies with appropriately skilled people.</p> <p>The Governing Body will look to build closer ties with the Junior School Governing Body to support closer working between the schools and more effective transition for the pupils.</p> |
| <p>How you can contact the governing body</p> | <p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, via the school office. You can see the full list of governors and more information about what we do, on the Governors’ page of the school website.</p> |

Appendix A

Sprowston Infant School Governing Body

| Governor | Role | Category | Term of Office Expiry Date |
|-----------------|-------------------|--------------------|----------------------------|
| Rob Edwards | Head | n/a | n/a |
| Chris Griffin | Chair | Authority governor | 27/10/2017 |
| Tracy Hatch | Safeguarding | Co-opted governor | 06/01/2017 |
| Juliet Stokes | Pupil Premium | Co-opted governor | 31/08/2018 |
| Jessica Parrott | SEN | Co-opted governor | 02/11/2016 |
| Adrian French | Vice-Chair | Co-opted governor | 01/11/2016 |
| Graeme Tacon | Finance | Parent governor | 31/08/2018 |
| Lindsay Gill | | Parent governor | 16/11/2018 |
| Andrew Palmer | Health and Safety | Staff governor | 31/08/2018 |

3 Co-opted governor vacancies

Appendix B

Sprowston Infant School Governor Attendance Record 2014-2015

| Governor | Full Governing Body | Teaching Learning and Curriculum (TLC) | Buildings Finance and Grounds (BFG) |
|-----------------|---------------------|--|-------------------------------------|
| Rob Edwards | 100% | 66% | 66% |
| Chris Griffin | 100% | 66% | 100% |
| Tracy Hatch | 66% | 100% | n/a |
| Juliet Stokes | 66% | 100% | n/a |
| Jessica Parrott | 66% | 66% | n/a |
| Adrian French | 33% | n/a | 66% |
| Graeme Tacon | 100% | n/a | 100% |
| Lindsay Gill | 66% | 66% | n/a |
| Andrew Palmer | 100% | n/a | 100% |

Note: There is one Full Governors meeting each term, and one each of the TLC/BFG Committee meetings each term