



**Annual Governance Statement for the Governing Body of Sprowston Infant School
February 2018**

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 four co-opted governor vacancies.

We have one parent governor vacancy. Please let the school office know if you are a parent interested in joining us.

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 an educational psychologist; A strategic education and training professional and An Ordained Pioneer Minister with the local church. We are active in seeking to grow our governance team.

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

Buildings Finance and Grounds (BFG)

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.

Teaching Learning and Curriculum (TLC)

This committee monitors the educational performance of the school and its pupils.

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.

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.

Attendance record of governors

Governors have a reasonable attendance at meetings, however in the last twelve months we have had to cancel a meeting because it was not “quorate” (the number of governors needed to ensure that legal decisions can be made).

See below:

Y = Attended, N = Apologies Accepted, NA = Apologies not Accepted, NS = No Apologies sent

Governor	Governor Type	Meeting Dates			
		26 Sep 2017	28 Nov 2017	23 Jan 2018	13 Mar 2018
Andy Bunter	Co-Opted	Y	Y	Y	Y

	Ian Duckett	Co-Opted	N	NS	N	Y	
	Rob Edwards	Headteacher	Y	Y	Y	Y	
	Lindsay Gill	Parent	Y	Y	Y	N	
	Christopher Griffin	Authority	Y	Y	Y	Y	
	Tracy Hatch	Co-Opted	N	Y	N	resigned	
	Andrew Palmer	Staff	Y	Y	Y	Y	
	Susan Wilkinson	Co-Opted	-	-	Y	Y	
<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 continued to subscribe to the Professional Clerk services provided by Norfolk Educator Solutions. 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 monitoring of the school website. The Governing body review the website to ensure it meets usability and legal requirements. • The Governing Body has reviewed all required Policies to support the school in following best practise and meeting its legal obligations over the past twelve months. Where appropriate these are based on template policies provided by the authority. • 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 ‘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 Governors have supported the school in the YR and Y1 outside areas. This was carried out to support the continued improvement of our early years learning achievement, which was half the national average.
- The BFG Committee have worked with the school leadership team to prioritise buildings improvements based on funds available.
 - Consideration will be given to improving the Year 1 and staff toilets.
 - Consideration will be given to improving the Tarmac Playground.
- 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 are supporting Sprowston Infant School in its aim to be an outstanding school for all our learners.
- 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>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. <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>The Governing Body will look to fill its vacancies with appropriately skilled people.</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 on: -</p> <p style="text-align: center;">chairofgov@sprowstoninfant.norfolk.sch.uk</p> <p>Alternatively via the school office.</p> <p>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	Business Interests
Rob Edwards	Head	n/a	n/a	Head
Chris Griffin	Chair/Finance	Authority governor	28/10/2021	None
Susan Wilkinson	Safeguarding	Co-opted governor	22/01/2022	Educational Psychologist for the School
Lindsay Gill	SEN	Parent governor	16/11/2018	None
Andrew Palmer	Health and Safety	Staff governor	01/09/2018	Teacher
Ian Duckett	Vice chair	Co-opted governor	11/04/2020	None
Andy Bunter	Pupil Premium	Co-opted governor	26/02/2021	None

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