



**Annual Governance Statement for the Governing Body of Sprowston Infant School  
January 2020**

In accordance with the Government’s requirement for all governing bodies, the three 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 three co-opted governor vacancies.

We also 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 have a Strategic Education and Training Professional, an Insurance Finance Professional, a retired Teacher and an ordained Pioneer Minister with the local church. We are active in seeking to grow our governance team.

	<p>The full Governing Body meets once each term, and we have two committees to consider different aspects of the school in detail.</p> <p><b>Buildings Finance and Grounds (BFG)</b></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><b>Teaching Learning and Curriculum (TLC)</b></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.</p> <p>A list of Governors is in Appendix A.</p>
<p><b>Attendance record of governors</b></p>	<p>Governors have a reasonable attendance at meetings and all meetings have been quorate (sufficient governors in attendance to ensure decisions can be made in accordance with governance rules) although committee meetings are held jointly.</p> <p>See attendance record below:</p> <p>Lindsay Gill resigned in February 2019</p> <p>Katie Taubman resigned in July 2019</p> <p>Susan Wilkinson resigned in August 2019</p> <p>Lisa Aldous joined the FGB in April 2019</p> <p>Margaret Bevan joined the FGB in November 2019</p>

### Meeting attendance 2018-2019

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

Governor	Governor Type	25 Sep 2018		27 Nov 2018		22 Jan 2019		12 Mar 2019		30 Apr 2019		02 Jul 2019	
		FGB Meeting	Joint TLC/BFG committee meeting	FGB Meeting	Joint TLC/BFG committee meeting	FGB Meeting	Joint TLC/BFG committee meeting	FGB Meeting	Joint TLC/BFG committee meeting	FGB Meeting	Joint TLC/BFG committee meeting	FGB Meeting	Joint TLC/BFG committee meeting
Lisa Aldous	Co-Opted	-	-	-	-	Y	Y	Y	Y	Y	Y	Y	Y
Andy Bunter	Co-Opted	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Ian Duckett	Co-Opted	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Rob Edwards	Headteacher	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Lindsay Gill	Parent	Y	N	Y	-	-	-	-	-	-	-	-	-
Christopher Griffin	Authority	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
Katie Taubman	Co-Opted	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	-
Rowan Shingler	Staff	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Paula Wicks	Parent	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Susan Wilkinson	Co-Opted	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	N

**Meeting attendance to date 2019-2020**

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

<b>Governor</b>	<b>Governor Type</b>	<b>FGB meeting</b>		
		<b>24 Sep 2019</b>	<b>26 Nov 2019</b>	<b>14 Jan 2020</b>
Lisa Aldous	Co-Opted	Y	Y	Y
Margaret Bevan	Co-Opted	-	Y	Y
Andy Bunter	Co-opted	Y	Y	Y
Ian Duckett	Co-Opted	Y	N	N
Rob Edwards	Headteacher	Y	Y	Y
Christopher Griffin	Local Authority	Y	Y	Y
Rowan Shingler	Staff	Y	Y	Y
Paula Wicks	Parent	Y	N	Y

**The work that we have completed in our committees and the governing body**

**Full Governing Body**

- 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. Progress against the plan is monitored at each meeting.

**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 BFG Committee have worked with the school leadership team to prioritise buildings improvements based on funds available, including a replacement floor in the Hall, and boiler repairs
- 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

	<p>are supporting Sprowston Infant School in its aim to be an outstanding school for all our learners.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
	<p><b>Teaching Learning and Curriculum (TLC)</b></p> <ul style="list-style-type: none"> <li>• 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. Maths and English subject leaders present improvement plans regularly</li> <li>• A Governor has specific responsibility to understand and monitor the impact of the interventions funded by the Pupil Premium and Sports Premium grants</li> </ul> <p>Minutes of Governing Body and Committee meetings are public documents, which are available from the school office.</p>
<p><b>Future plans for the governors</b></p>	<p>The Governing Body will look to fill its vacancies with appropriately skilled people.</p>
<p><b>How you can contact the governing body</b></p>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors Andy Bunter on: -</p> <p><a href="mailto:chairofgov@sprowstoninfant.norfolk.sch.uk">chairofgov@sprowstoninfant.norfolk.sch.uk</a></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

### Sproston Infant School Governing Body

Name	Category	Term of Office Expiry Date	Roles	Business Interests
Lisa Aldous	Co-opted governor	29 Apr 2023	Finance Sports Premium Performance Management	Also a Governor at Open Academy
Margaret Bevan	Co-opted governor	25 Nov 2023	SEN	None
Andy Bunter	Co-opted governor	26 Feb 2021	Chair Pupil premium Performance Management	None
Ian Duckett	Co-opted governor	11 Apr 2020	Vice Chair Performance Management	Also a Governor at Taverham High School
Rob Edwards	Headteacher	N/A	Headteacher	None
Christopher Griffin	Local Authority Governor	28 Oct 2021	Finance Health and safety Link for Training	None
Rowan Shingler	Staff governor	31 Aug 2022	Looked after Children	Teacher
Paula Wicks	Parent governor	12 Mar 2022	Safeguarding	None

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