



**Annual Governance Statement for the Governing Body of Sprowston Infant School  
July 2021**

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 currently have four co-opted governor vacancies.

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 a Charity professional.

We are active in seeking to grow our governance team. Please contact the school if you are interested in joining the Governing Body.

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

	<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 convened if governors need to consider pupil discipline and staffing matters.</p> <p>A list of Governors is in Appendix A.</p> <p>Governance has been very challenging in this academic year. All meetings were held virtually (over Zoom) as governors were unable to visit the school in person.</p> <p>Extra FGB meetings have been arranged (often at short notice) in response to the changing education environment.</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>Lisa Aldous resigned in November 2020  Andy Bunter (Chair) resigned in July 2021</p> <p>Laura De Souza joined the FGB in April 2021  Michelle de Oude joined the FGB in April 2021</p>

### Meeting attendance 2020-2021

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

<b>Governor</b>	<b>Governor Type</b>	Virtual FGB meeting 29 Sep 2020	Virtual EFGB 08 Oct 2020	Virtual joint BFG/TLC committee 24 Nov 2020	Virtual FGB meeting 12 Jan 2021	Virtual EFGB 28 Jan 2021	Virtual EFGB 11 Mar 2021	Virtual Joint BFG/TLC committee 25 Mar 2021	Virtual FGB meeting 27 Apr 2021	Virtual Joint BFG/TLC committee 29 Jun 2021
Mrs Lisa Aldous	Co-opted governor	Y	N	-	-	-	-	-	-	-
Mrs Margaret Bevan	Co-opted governor	Y	N	Y	Y	Y	Y	Y	Y	Y
Mr Andy Bunter	Co-opted governor	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mrs Michelle de Oude	Parent governor	-	-	-	-	-	-	-	-	Y
Ms Laura De Souza	Co-opted governor	-	-	-	-	-	-	-	Y	Y
Mr Ian Duckett	Co-opted governor	Y	N	Y	Y	N	Y	N	N	N
Mr Rob Edwards	Headteacher	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mr Christopher Griffin	Local Authority Governor	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mr Rowan Shingler	Staff governor	Y	N	Y	N	N	N	Y	Y	N
Mrs Paula Wicks	Parent governor	Y	Y	Y	Y	Y	N	Y	Y	Y

<p><b>The work that we have completed in our committees and the governing body</b></p>	<p><b>Full Governing Body</b></p> <ul style="list-style-type: none"> <li>• 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”</li> <li>• Supported the monitoring of the school website. The Governing body review the website to ensure it meets usability and legal requirements.</li> <li>• The Governing Body has reviewed all required Policies to support the school in following best practice and meeting its legal obligations over the past twelve months. Where appropriate these are based on template policies provided by the authority.</li> <li>• The school has a Governor responsible for Safeguarding (Child Protection) who reports on safeguarding matters to the Governing body termly.</li> <li>• The Governing Body supports the School Improvement and Development Plan (SIDP), ensuring that the School Budget supports the SIDP and that they are affordable. Progress against the plan is monitored at each meeting.</li> <li>• Extra meetings have been held this year as needed to support the Headteacher in the challenging circumstances.</li> </ul>
	<p><b>Buildings Finance and Grounds (BFG)</b></p> <ul style="list-style-type: none"> <li>• The BFG Committee ‘walk around the school’ each term to ensure the buildings and grounds are safe, secure and sound. <i>This has not been possible this year due to Coronavirus. The Headteacher has regularly updated governors regarding any Premises issues.</i></li> <li>• 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. The Finance Governor has attended meetings virtually.</li> </ul>

	<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, particularly in this most challenging year.</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. <i>All monitoring has taken place remotely during this school year.</i></li> </ul> <p>Minutes of Governing Body and Committee meetings are public documents, which are available from the school office.</p>
<b>Future plans for the governors</b>	The Governing Body will look to fill its vacancies with appropriately skilled people.
<b>How you can contact the governing body</b>	<p>We always welcome suggestions, feedback and ideas from parents – please contact governors 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 Full Governing Body 2020 – 2021

Name	Type of Governor	Roles	Term Ends	Business Interests
Mrs Lisa Aldous	Co-opted governor	Finance	Resigned April 2021	Also a Governor Open Academy
Mrs Margaret Bevan	Co-opted governor	SEN	25 Nov 2023	None
Mr Andy Bunter	Co-opted governor	Chair Pupil premium Performance Management	Resigned July 2021	None
Mrs Michelle de Oude	Parent governor		26 Apr 2025	None
Ms Laura De Souza	Co-opted governor		26 Apr 2025	Teacher
Mr Ian Duckett	Co-opted governor	Vice Chair Performance Management	11 Apr 2024	Also a Governor Taverham High School
Mr Rob Edwards	Headteacher			None
Mr Christopher Griffin	Local Authority Governor	Finance Health and safety Link for Training	28 Oct 2021	None
Mr Rowan Shingler	Staff governor	Looked After Children	31 Aug 2022	Teacher
Mrs Paula Wicks	Parent governor	Safeguarding	12 Mar 2022	Staff Member

**Roles will be reallocated at the first FGB of the new academic year 2021 - 2022**

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