

Annual Governance Statement for the Governing Body of Colne Engaine (CEVA) Primary School November 2014	
What we are about	<p>We agree with the three functions which the current government thinks we have:</p> <ul style="list-style-type: none"> • Ensuring clarity of vision, ethos and strategic direction • Holding the headteacher to account for the educational performance of the school and its pupils • Overseeing the financial performance of the school and making sure its money is well spent <p>We believe, however, that we have a range of other functions which are equally important and without which the three functions above would be meaningless.</p> <ul style="list-style-type: none"> • We have an overriding duty of care to the staff and the pupils of the school • We must act as a critical friend to the headteacher in the hugely demanding job she has • We must ensure that the curriculum on offer to our pupils is broad and balanced and encourages learning and success • We are a church school and fostering our links with the church must be very important to us • We must recognise that we work within a community and we must embrace everyone in the community and help encourage the development of the community both inside and outside the school • We must support the school in working with other schools, giving expertise and experience to and gaining expertise and experience from other schools
Governance arrangements	<p>We are a Church of England Voluntary Aided school and we are required to have a governing body where the number of governors appointed by the diocese and the Parochial Church Council must outnumber other governors by 2. We therefore have a governing body which has 2 governors elected by parents, 1 governor appointed by the Local Authority, 1 governor elected by staff, the Headteacher, 3 governors appointed by the diocese, 3 governors appointed by the Parochial Church Council, the incumbent (the vicar). Within that group we have a wide range of experience and skills, ranging across education, finance, the law, personnel matters, community work; we believe that as a team we are well equipped to meet the challenges of the roles listed above with a range of “hard” skills and knowledge allied to equally important “soft” skills such as empathy with our “stakeholders”, talking to people, enlisting support and engaging with the community.</p>
Attendance record of governors	<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)</p>
The work we have done in the full Governing Body and in committees over the past year	<p>The full governing body has covered a wide range of business over the year. Some of it has been information and recommendations from committees where matters have been looked at in some detail: matters such as recommendations to accept the myriad of policies that have to be kept under review, what targets have been set for progress and achievement, information on the work of committees, pupil progress and achievement data, reports from relevant staff on areas of the curriculum. All governors then have the opportunity to ask questions or challenge decisions which are being made.</p>

There have been however many things that only the full governing body should decide on such as the scheme of delegation (what can be delegated to committees or individuals), what standing orders we should have, what the terms of reference of our committees should be, the admission arrangements, the non-pupil days.

This year we are also being required to reconstitute ourselves – to look again at how many governors we have, following rules for different categories of governor set out by the government. As a voluntary aided church school, we are only having to make minor modifications to our structure.

At the heart of each meeting of the full governing body is a very detailed report from the headteacher about all aspects of the school. Governors are then well informed of where the school is and what is planned to make improvements where necessary.

The full governing body also keeps an oversight of arrangements for safeguarding, children in care and children with Special Educational Needs. Every year the governors agree the School Development and Improvement Plan and then decide on visits that each governor will make to monitor some aspect of the plan. All governors get a report on these visits. The governors examine and agree the school's self-evaluation (the SEF) and also over the year evaluate their own performance across a wide range of different aspects.

The past year in particular the governors have been thinking about the fact that the national curriculum is changing quite substantially and that levels as a way of marking pupil progress have been abolished; we will want to support the school as much as possible as they deal with these difficult changes.

The Children's Learning and Well-being Committee at each meeting has looked in detail at the report given by the headteacher on progress and attainment over the preceding term; the committee has made sure it is happy that everything that can be done is being done to maximise progress and achievement. Alongside that the committee has considered in detail reports from the Education Adviser attached to the school. A particular focus has been on closing the gaps for more vulnerable groups of pupils. The committee has reviewed and re-approved a large number of policies over the course of the year.

It has also looked regularly at the proposed spends on the Pupil Premium and the Sports Premium and their impact and, after examination, been able to recommend them to the Finance, Premises, Health and Safety committee for adoption.

Personnel and Admissions has over the year reviewed and re-adopted a number of policies to do with staff employment, performance, well-being. The committee has also been responsible for reviewing and agreeing the admissions policy for this year and recommending it to the full governing body.

The Pay Committee has met with the headteacher and received and discussed her recommendations for movement on the pay scales for individual members of staff. Following the meeting they have made decisions about accepting the recommendations.

Finance, Premises, Health & Safety has agreed the budget for the year proposed by the school and following that has received monthly reports on the budget, which have been examined in detail at each meeting. It has also

	<p>agreed a three year budget plan. Members of the committee were involved in assembling the new Pay Policy. The committee has examined the spending plans for Pupil Premium and Sports Premium, taking the advice of CLWB. It has also kept an eye on the School Fund and the Catering Budget, with a particular interest in the latter following the introduction of Universal Free School Meals. It has examined and agreed to some major spends on ICT, heating and lightning protection. It has made sure that our contracts represent good value for money and has regularly benchmarked areas of spending to see how we do in relation to similar schools. Health and Safety is part of its brief and at each meeting a report is given by the responsible governor on any issues that have arisen during meetings and checks with the site manager.</p> <p>Minutes of Governing Body and Committee meetings are public documents; a file of record is kept at the school which is available to look at by request to the School Office.</p>
<p>Future plans for the governors</p>	<p>Over the coming year we shall be particularly concerned to ensure that the curriculum and assessment changes go smoothly and we will also be monitoring the arrangements and costings of the universal free school meals project. We will also be focusing on preparing ourselves for the next OFSTED inspection though we do not know when that will be.</p>
<p>How you can contact the governing body</p>	<p>We always welcome suggestions, feedback and ideas from parents and carers. Please contact the Chair of Governors, Godfrey Evans, via the school office. You can see the full list of governors and more details about when the committees and the Full Governing Body meet on the Governors' pages of the website http://www.colneengaine.essex.sch.uk . Look out also for updates on what we are doing in the monthly newsletters that the school circulates.</p>