



**Kingsway Infant School**

# **Annual Governance Statement**

**2017/18**

As the Governing Body of Kingsway Infant School, we are proud of the school and its welcoming, inclusive ethos and strong family atmosphere. In accordance with the Government's requirement for all governing bodies, the three core strategic functions of the Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding the Head teacher 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 Structure**

Governing body is made up of 10 governors.

- 2 Staff Governors including the Headteacher
- 2 Parent Governors.
- 1 Local Authority Governor.
- 4 Co-opted Governors including the Chair and Vice Chair of Governors.
- 1 Co-opted Governor vacancy

The Governing Body appoints a professional Clerk who is responsible for arranging meetings, taking minutes and following up on all actions. The Clerk also advises on procedural matters and plays a key role in the work of the Governing Body.

Governors are all appointed (except for the Head teacher), are independent and have equal status to each other. A Chair and Vice Chair are elected by the Governing Body and work closely together with the Head teacher and the Clerk.

During the school year 2017/18, the Governing Body was structured in accordance with the Circle method. This means that there are no committees, except for the Head teacher's Appraisal Committee and the Pay Committee, which enables the whole Governing Body to take a broader and more informed holistic view of the school. Governors visit the school a minimum of 3 times during the year to monitor key priority areas identified in the School Improvement Plan. Specific monitoring is undertaken for the areas of Health & Safety, Safeguarding and Finance. Formal monitoring visits allow Governors the opportunity to observe and communicate with staff and pupils and ensure that actions agreed in the School Improvement Plan are being actively undertaken by the school.

After each visit, a formal report is prepared and presented at the next Governing Body meeting. From this the progress in the delivery of agreed school priority areas can be actively monitored and impact on the education of the pupils more effectively assessed.

During 2017-18 the Governing Body met 8 times, the Head teachers Appraisal Committee met 4 times, and the Pay Committee met once. There were 18 formal monitoring visits undertaken and governors visited informally supporting school events such as plays, music evenings and fund raising events etc. The Chair of Governors has regular meetings/discussions with the Head teacher and the Clerk outside of full Governing Body meetings. Governors also attended interviews with the Ofsted inspection team when they inspected the school in June 2017.

The overall attendance record of governors has been excellent, and every meeting has been quorate during the school year.

The Head teacher's Appraisal Committee is supported by an external advisor. Additionally, there is a facility to bring together small panel/committees as and when needed. The Governing Body and the committees all have clear Terms of Reference and all Governors are required to abide by a Code of Practice (Conduct).

### **Governing Body Skills & Knowledge Development**

The Governing Body recognises that to effectively fulfil its role, it must ensure that all of its Governors have the required skills and knowledge to support the achievement of the school's priority objectives. Recognising the importance of training and development, the Governing Body appoints a Governor Development Co-ordinator to ensure that there is a committed and consistent focus on the areas where the Governing Body needs to develop.

Regular reviews are undertaken to identify and address any skills gaps. An annual self-evaluation (Skills Audit) is completed to assess the effectiveness of the Governing Body over the school year. The Governing Body is a member of Governance and uses this and other relevant information channels to ensure it remains abreast and up to date on relevant developments in the education sector.

### **Governor Focus in Academic Year 2017-18**

At the beginning of the school year, the Governing Body agreed the School Improvement Plan with the Head teacher. This annual planning document is used to identify the key areas on which the school and the Governing Body wish to focus during the academic year. It includes scheduled milestones and measures to assist with ongoing monitoring as well as impact indicators so that the Governing Body can assure itself that the actions taken within the plan will improve teaching and learning outcomes for all children. In addition to school monitoring visits, the Governing Body uses other school data including, Local Authority data, Government data (Analyse School Performance), Phonics Screening Check, Baseline Assessment, the Ofsted Data Dashboard and regular internal school assessment data. Pupil progress and attainment is scrutinised through data analysis. Vulnerable groups including pupil premium and SEN children are closely monitored.

### **Governor focus areas for 2018/19**

The Governing Body will continue to develop and work towards the longer-term strategy of the school, to closely monitor financial status and progress also to work closely with the Headteacher, Senior Leadership Team, Staff, Parents and the Community to deliver the best outcomes for our pupils.