



**Annual Governance Statement for the Governing Board of  
St Stephen's Tockholes School  
School Year 16-17**

***Mission Statement***

***"Inspiring God's children to achieve their full potential. We are a small school but big enough to care and inspire all children. We provide a safe Christian environment for all to work and play together."***

**Role of the Governing Board**

The role of the governing board in a local authority maintained school is set out in education law, namely to 'conduct the school with a view to promoting high standards of educational achievement'. The board also has a legal responsibility to promote pupil wellbeing. It does this by:

**Setting Strategic Direction**

- Ensuring clarity of vision and ethos
- Engaging with stakeholders
- Making sure statutory duties are met.

**Creating Robust Accountability**

- Accountability for teaching, achievement, behaviour and safety
- Strengthening and supporting school leadership
- Performance managing the Headteacher
- Contributing to school self-evaluation.

**Ensuring Financial Probity**

- Making sure the school’s money is well spent
- Monitoring the use of the Pupil Premium grant and other resources to overcome barriers to learning.

**Governance Arrangements**

The Governing Board is made up as follows:

<b>Governing Board</b>		<b>Term Starts</b>	<b>Term Ends</b>
<b>Foundation Governors</b>			
Paul Adnitt	Chair of Governing Board	23 Oct 2014	22 Oct 2018
Jason Slack	Vice Chair of Governing Board	23 Oct 2014	22 Oct 2018
Nicholas Davis		31 Jan 2017	
Jill Gibson		01 Sep 2016	31 Aug 2020
Tracy Hallows		01 Sep 2016	31 Aug 2020
George Swanton		17 May 2017	16 May 2021
Vacancy (1)			
<b>Local Authority Governors</b>			
Victoria Burnside		24 Oct 2014	23 Oct 2018
<b>Executive Headteacher</b>			
Alison Ashworth Taylor		01 Jan 2016	
<b>Parent governors</b>			
Chantel Du Randt		12 Jan 2017	11 Dec 2020
Warren Serrao		16 May 2016	15 May 2020
<b>Staff governors</b>			
Geraldine Walmsley		17 Jun 2014	16 Jun 2018

The full Governing Board meets once per term and Governors also meet at least termly as committees to consider various aspects of the school in detail. At School we currently have the following committees:

**Buildings and Health and Safety Committee, Curriculum Committee and Finance and Staffing Committee.**

St Stephen's Tockholes Governors' Meetings in 2016-17 were as follows:

Meetings	Autumn Term	Spring Term	Summer Term
Curriculum	14th September 2016	18th January 2017	3rd May 2017 Presentation by staff on Singapore Maths
Finance and Resources	21 <sup>st</sup> September 2016	25th January 2017 5 <sup>th</sup> April 2017	10 <sup>th</sup> May 2017
Buildings Health and Safety	21 <sup>st</sup> September 2016	25th January 2017	10 <sup>th</sup> May 2017
Full Governing Body	16th November 2016 Governors Communion service 6:00pm- Followed by Full Governors' Meeting	5 <sup>th</sup> April 2017	14th June 2017

Governors also have links to subjects and have started to visit school on an agreed plan to meet pupils and staff, in addition to monitoring specific aspects of the curriculum or areas such as SEND and safeguarding.

There are also committees that meet, if required, to consider pupil discipline, staffing appeals and complaints. A list of Governors, their terms of office and positions of responsibility is published on the school website **and** can be accessed by clicking here

<http://www.tockholeschool.org.uk/school-information/the-governors/>

## Governors' Attendance Record

Governing boards make decisions collectively, though they may choose to delegate responsibility to committees, or individuals (including the Headteacher). Attending Governing Board meetings is an essential part of a governor's role and the attendance record for the governors of our school is good. This ensures that all governors receive the necessary information all at the same time and therefore important and informed decisions can be made as and when necessary on all aspects of the school, staff and pupils.

The attendance record for all governors is published on the school website

### St Stephen's Tockholes CofE Primary School - Meeting Attendance

#### Governor Attendance 2016/17 Academic Year

= present / AA = apologies accepted / ANA = apologies not accepted / AWA = absent without apologies  
 NIP = Not In Post, N/A = Not Applicable  
 (EHT=Executive Headteacher/AHT Associate Headteacher/CoG= Chair of Governors/  
 VC=Vice Chair/CC = Chair of Committee)

#### Meeting Name: Full Governing Board Meeting

Governor	Meeting Dates & Attendance			Possible Attendance	Actual Attendance
	16/11/2016	05/04/2017	14/06/2017		
Alison Ashworth-Taylor (ExecHt)	✓	✓	✓	3	3
Rosie Barnes (AstHT)	✓	✓	✓	3	3
Gill Ross (AstHT)	✓	✓	✓	3	3
Paul Adnitt (CofG)	✓	✓	✓	3	3
Jason Slack (Vice Chair)	✓	✓	✓	3	3
Chantel Du Randt	N/A	✓	✓	2	2
Jill Gibson	✓	AA	✓	3	2
Tracy Hallows (Nee Heys)	✓	AA	AA	3	1
George Swanton	✓	✓	✓	3	3
Warren Serrao	✓	AA	✓	3	2
Victoria Burnside	AA	✓	✓	3	2
Geraldine Walmsley	✓	✓	✓	3	3
Kelly Johnson	✓	N/A	N/A	1	1
Rachel Willis	✓	✓	N/A	2	2
Ex-Officio Rev Nick Davis	N/A	AWA	AA	2	0

**Meeting Name: Curriculum and Standards Committee**

Governor	Meeting Dates & Attendance			Possible Attendance	Actual Attendance
	14/09/2016	18/01/2017	03/05/2017		
Alison Ashworth-Taylor (ExecHt)	✓	✓	✓	3	3
Paul Adnitt	✓	✓	AA	3	2
Rosie Barnes (AstHT)	✓	✓	N/A	2	2
Jill Ross (AstHT)	✓	N/A	N/A	2	2
Geraldine Walmsley (CC)	✓	✓	✓	3	3
Kelly Johnson	✓	N/A	N/A	1	1
Victoria Burnside	✓	✓	AA	3	2
Chantel Du Randt	N/A	✓	✓	2	2
George Swanton	✓	✓	✓	3	3
Tracy Hallows	✓	✓	AA	3	2
Warren Serrao	✓	AA	✓	3	2

**Meeting Name: Finance and Staffing Committee**

Governor	Meeting Dates & Attendance					Possible Attendance	Actual Attendance
	21/09/2016	25/01/2017	05/04/2017	10/05/2017			
Alison Ashworth-Taylor (ExecHt)	✓	✓	✓	✓	4	4	
Rosie Barnes (AstHT)	✓	✓	N/A	N/A	2	2	
Gill Ross (AstHT)	N/A	N/A	✓	✓	2	2	
Jason Slack (CC)	✓	AWA	✓	AA	4	2	
George Swanton	✓	✓	✓	✓	4	4	
Jill Gibson	N/A	✓	AA	AA	4	1	
Warren Serrao	N/A	✓	AA	✓	4	2	
Kelly Johnson	AWA	N/A	N/A	N/A	1	0	
Paul Adnitt	✓	✓	✓	✓	4	4	

**Meeting Name: Buildings and Health & Safety Committee**

Governor	Meeting Dates & Attendance				
	21/09/2016	25/01/2017	10/05/2017	Possible Attendance	Actual Attendance
Alison Ashworth-Taylor (ExecHt)	✓	✓	✓	3	3
Jill Gibson	N/A	✓	AA	2	1
Jason Slack	✓	AWA	AA	3	1
Geraldine Walmsley	✓	✓	✓	3	3
George Swanton (cc)	✓	✓	✓	3	3
Rachel Willis	✓	AWA	N/A	2	1
Paul Adnitt	✓	✓	✓	3	3

## **Assessment and Impact of the Governing Board during 2016-17 School Year**

### **Ofsted Inspected the School on 13–14 September 2016 and reported that:**

*"Skilled governors know the school well. The governing body provides a high level of challenge and is ambitious for every pupil. The school is rapidly improving because the governing body has tackled previous weaknesses.*

*Leaders and governors have created a culture where high expectations are the norm and the barriers some pupils face in their learning are not allowed to hinder their progress.*

#### ***Governance of the school***

*The governing body has changed significantly since the previous inspection and now operates effectively under a new and experienced chair of governors.*

*Governors bring a wide range of professional experience to their role. They are dedicated to school improvement. They have a clear and accurate understanding of the school from reports, meetings and direct experience.*

*The governing body is active in holding leaders to account. Governors are rigorous in their examination of progress data and regularly ask questions about the progress of individual pupils, the impact of additional funds and the performance of staff.*

*Governors play a key role in ensuring that all statutory requirements are met, including those relating to the Equality Act 2010.*

*The governing body has ensured that the school is financially stable. Its commitment to the future is demonstrated in the improvements to the building and grounds this summer and plans for further building next year."*

The Governing Board and Committees have dealt with the following issues over the school year 16-17.

#### **Full Governing Board**

- Governor visits to school monitoring SEND, Safeguarding, R.E. and worship.
- Governor meeting OFSTED Inspector.
- School Improvement Plan
- School Self-Evaluation
- Reviewed Admission Policy

- Governor training
- Impact review

### **Buildings and Health and Safety Committee**

- Supported external bids to develop and improve the school including new heating and lighting to the whole school, remodelling of the Infant department and planned remodelling of the entrance area.
- Organised a health and safety external inspection and monitored the agreed action plan.
- Monitored the action plan following fire safety audit
- Health and Safety monitoring including monitoring of school environment, accidents and health and safety on school adventurous and residential visits

### **Finance and Staffing Committee**

- Financial Management, budget-setting and monitoring considering budget options, key priorities for the school, 3 Year Budget Plan and Staffing issues
- Considered the impact of the proposed National Funding Formula
- Benchmarked expenditure to compare significant areas of expenditure with similar schools
- Ensured that the school met the Schools' Financial Value Standard
- Determined and monitored the nature and quality of Service Level Agreements including the service level agreement with The Redeemer School
- Monitored staffing sickness absence



### **Curriculum Committee**

- Monitored the School Improvement Plan
- Considered the recommendations from external reviews of the school -OFSTED/HMI and school advisors agree actions as a result of reviews and evaluate regularly the implementation of the school improvement plan.
- Monitored the use of Pupil Premium grant and Sports Premium
- Monitored and reported on how well school were meeting requirements of children with special educational needs, ensuring that their needs are met and that a school policy is in place in accordance with the SEND Code of practice
- Monitored pupil attendance, pupil behaviour and safety including e-safety, exclusions, bullying and racist incidents.
- Monitored and reported on Safeguarding polices, procedures and training .
- Reviewed regularly the results of all assessments and monitored EYFS progress
- Monitored the school's publicity, public presentation and relationships with the wider community including a carrying out a full audit on the school's website.
- Advised the resources committee on the relative funding priorities necessary to deliver the curriculum.
- Developed a School Ethos Group and a School Prayer, reflection shed.

**The Governing Board and the Committees at St Stephen's C.E. have also reviewed School Policy and Documents during 16-17 as indicated below:**

**BHS Buildings, Health and Safety Committee** **FGB Full Governing Board** **C Curriculum Committee** **FS Finance and Staffing Committee**

Policy/document	Governing Board		Dates	
	Approved by/ Responsibility	Review Frequency	Last Review	Next Review
Accessibility Plan	BHS Comm	3 years	Sept 15	Sept 18
Admissions Arrangements	FGB	1	16 <sup>th</sup> November 2016	Autumn Term meeting 2017
Behaviour principles written statement	C Comm	1	18 <sup>th</sup> Jan 17	Spring C meeting 2018
Central record of recruitment and vetting checks	FS Comm	1	25 <sup>th</sup> May 2016	Summer FS meeting 2017
Charging and Remissions	FS Comm	1	25.1.17	Spring FS meeting 18
Child Protection policy and procedures	FGB	1	16.11.16	Autumn Term meeting 2017
Complaints Procedure statement	FGB	1	16.11.16	Autumn Term meeting 2017
Data Protection	C Comm	1	25.5.16	Summer C meeting 2017
Early Years Foundation Stage (EYFS)	C Comm	1	18.1.17	Spring C meeting 2018
Equality information and objectives (public sector equality	C Comm	1	25.5.16	Summer C meeting

duty) statement for publication				2017
Freedom of Information Publication scheme	C Comm	1	25.5.16	Summer C meeting 2017
Governors' allowances (schemes for paying)	FS Comm	1	25.1.17	Spring FS meeting 2018
Health and Safety (applies to LAs on behalf of community, VC schools & PRUs)	BHS	1-Policy 2. Termly Comm meetings standing item	Health and Safety Policy 25.5.16	Summer BHS meeting 2017
Instrument of Government	FGB	As deemed apt by Diocesan Board/DFE	2014	
Minutes of and papers considered at meetings of the governing body and its committees	FBG		All 3 Committee meetings received and discussed at termly FGB	Termly
Premises Management Documents	BHS Health and Safety review Fire Review	1	Health and Safety audit 25.1.17	Spring Term 2018 Summer Term 2017

			Fire Safety Audit 25.5.16	
Register of business interests of headteachers and governors	FGB	1 but reviewed constantly	16.11.16	Autumn FGB meeting 2017
Register of pupils' admission to school	FGB Delegated Office Manager	Updated constantly in light of new starters and leavers		
Register of Pupils' Attendance	FGB Delegated Office Manager	Twice Daily updated registration		
School Behaviour	C Comm	1 year policy review	18.1.17	Spring C meeting 2018
School information published on a website	HT to update termly C Comm to monitor	Termly by HT T and L Comm to review annually	1.2.17	Spring C meeting 2018
Sex Education	C Comm	1	25.5.16	Summer Term C meeting 2017
Special Educational Needs Information Report	C Comm a. Impact report	1	a. 14.9.16	a. Autumn Term C meeting 2017

	b. Info report and policy review		b. 18.1.17	b. Spring Term C meeting 2018
Staff capability Teachers Support Staff	FS Comm	1	21.9.16	Autumn Term FS meeting 2017
Staff discipline, conduct and grievance (procedures for addressing)	FS Comm	1	21.9.16	Autumn Term FS meeting 2017
Statement of procedures for dealing with allegations of abuse against staff	FS Comm	1	21.9.16	Autumn Term FS meeting 2017
Supporting Pupils with Medical Conditions	BHS Comm	1	25.1.17	Spring Term BHS meeting 2018
Teacher appraisal	C Comm	1	25.5.16	Summer Term C meeting 2017
Teachers' pay	FS Comm	1	21.9.16	Autumn Term FS meeting 2017
Pupil Premium Review	FGB	1	16.11.16	Autumn Term FGB meeting 2017
Data Analysis	C Comm	1	14.9.16	Autumn Term C meeting

				2017
School Improvement Plan	C Comm	1	14.9.16	Autumn Term C meeting 2017
Sports Premium Impact Report and plan	FGB	1	16.11.16	Autumn Term FGB 2017
Anti Bullying Policy	C Comm	1	18.1.17	Spring Term C meeting 2018
E Safety Policies	C Comm	1	25.5.16	Summer Term C meeting 2017
Marking and Presentation Policy	C Comm	1	18.1.17	Spring Term C meeting 2018
RE/Worship	C Comm	1	18.1.17	Spring Term C meeting 2018
<b>Finance Polices/Documents</b> 1. Internal Scheme of delegation 21.9.16 2. Scheme for financing schools 21.9.16 3. Schools Financial Standards (SFVS ) 21.9.16 Discussed /25.1.17 Agreed 4. School Fund Audit 21.9.16 5. Best Value Statement 25.1` .17	S and F Comm	1		1. Autumn Meeting 17 2. Autumn Meeting 17 3. Spring Meeting 18 4. Autumn Meeting 17 5. Spring Meeting 18

<p><b>Staffing Policies</b></p> <ol style="list-style-type: none"> <li>1. Personal leave of Absence 21.9.16</li> <li>2. Whistle Blowing 21.9.16</li> <li>3. Sickness Absence 21.9.16</li> <li>4. Redundancy Policy 25.1.17</li> <li>5. Flexible Working 25.5.16</li> <li>6. Maternity 25.5.16</li> <li>7. Paternity 25.5.16</li> <li>8. Special leave for support staff 25.5.16</li> <li>9. Adoption leave 25.5.16</li> </ol>	<p>FS Comm</p>	<p>1</p>		<p>1- 3 All Autumn Meeting 17 4 Spring Term 18 5-9 Summer Term 17</p>
<p><b>Premises/health and Safety Policies</b></p> <ol style="list-style-type: none"> <li>1. Asset Management Plan 14.9.16</li> <li>2. Review of Risk Assessments 14.9.16</li> <li>3. Accident Reporting Termly</li> <li>4. Supporting Pupils with medical conditions 25.1.17</li> <li>5. Social Media Policy 25.1.17</li> <li>6. CCTV Policy 25.1.17</li> <li>7. Gritting Policy 25.1.17</li> <li>8. Personal Electronic Devices Policy 25.1.17</li> <li>9. EVC Policy 25.5.16</li> <li>10. Security Policy 25.5.16</li> <li>11. Key Holder Policy 25.5.16</li> <li>12. Business Continuity Plan 25.5.16</li> <li>13. Sun Safety Policy 25.5.16</li> <li>14. Tree management 25.5.16</li> </ol>	<p>BHS</p>	<p>1</p>		<p>1-2 Autumn Term 17 3 Termly 4-8 Spring Meeting 18 9-14 Summer Meeting 17</p>

### **Future Plans for Continuous Improvement**

1. The Board have in 2016-17 established a cycle of policy review and development (see above) and intend to fully embed this over 2017-18.
2. The Board are reviewing the efficient use of skills and expertise and intend to reduce from three to two committees.
3. The Board needs to recruit and develop an additional governor.
4. The Board plan to further develop the role of the "subject lead" governor started in 2016-17.

**Agreed by the Governing Board on:** .....

**Signed by the Chair:** .....