



**Annual Governance Statement for the Governing Board of
St Stephen's Tockholes School
School Year 17-18**

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:

St Stephen's Tockholes CofE Primary School Committee Details

Admissions Committee

		Roles	Term Starts	Term Ends
Mrs Debbie Jagger		Clerk		
Mrs Alison Ashworth Taylor	Headteacher	Executive Headteacher	01 Jan 2016	
Mr Paul Adnitt	Foundation governor	Chair RE/Worship/PSHE	23 Oct 2014	22 Oct 2018
Mr George Swanton	Foundation governor	ICT Governor Safeguarding/E-safety/Child Protection	17 May 2017	16 May 2021
Mrs Jill Gibson	Foundation governor	Numeracy Governor	01 Sep 2016	31 Aug 2020

Curriculum Committee

			Roles	Term Starts	Term Ends
Mrs Debbie Jagger			Clerk		
Mrs Alison Ashworth Taylor	Headteacher		Executive Headteacher	01 Jan 2016	
Mr Paul Adnitt	Foundation governor		Chair RE/Worship/PSHE	23 Oct 2014	22 Oct 2018
Mr George Swanton	Foundation governor		ICT Governor Safeguarding/E-safety/Child Protection	17 May 2017	16 May 2021
Mrs Victoria Burnside	Chair	Local Authority Governor	SEN Governor	24 Oct 2014	23 Oct 2018
Mrs Geraldine Walmsley		Staff governor	Link Training Governor	17 Jun 2014	16 Jun 2018
Mrs Chantel Du Randt		Parent governor	Literacy Governor	12 Jan 2017	11 Dec 2021
Mr Bill Tomlinson		Foundation governor	Humanities Governor	6 December	5 Dec 2021

Grievance/Complaints Committee

			Roles	Term Starts	Term Ends
Mr Jason Slack	Foundation governor		ViceChair History/Geography Governor	23 Oct 2014	22 Oct 2018
Mrs Victoria Burnside		Local Authority Governor	SEN Governor	24 Oct 2014	23 Oct 2018

Pay and Performance

		Roles	Term Starts	Term Ends
Mr Paul Adnitt	Foundation governor	Chair RE/Worship/PSHE	23 Oct 2014	22 Oct 2018
Mr Jason Slack	Foundation governor	ViceChair History/Geography Governor	23 Oct 2014	22 Oct 2018
Mr George Swanton	Foundation governor	ICT Governor Safeguarding/E- safety/Child Protection	17 May 2017	16 May 2021

Pay and Performance Appeals Panel

		Roles	Term Starts	Term Ends
Mrs Victoria Burnside	Local Authority Governor	SEN Governor	24 Oct 2014	23 Oct 2018

Resources committee

		Roles	Term Starts	Term Ends
Mrs Debbie Jagger		Clerk		
Mrs Alison Ashworth Taylor	Headteacher	Executive Headteacher	01 Jan 2016	
Mrs Karen Riding	Other		01 Sep 2016	31 Aug 2020
Mr Paul Adnitt	Foundation governor	Chair RE/Worship/PSHE	23 Oct 2014	22 Oct 2018
Mr Jason Slack	Foundation governor	ViceChair History/Geography Governor	23 Oct 2014	22 Oct 2018

Mr George Swanton	Foundation governor	ICT Governor Safeguarding/E-safety/Child Protection	17 May 2017	16 May 2021
Mrs Jill Gibson	Foundation governor	Numeracy Governor	01 Sep 2016	31 Aug 2020
Rev Nicholas Davis	Foundation governor		31 Jan 2017	
Miss Leeanne Mitchell	Parent governor	Music Governor Art Governor	17 Oct 2017	16 Oct 2021

Staff Discipline & Dismissal Appeals

		Roles	Term Starts	Term Ends
Mrs Jill Gibson	Foundation governor	Numeracy Governor	01 Sep 2016	31 Aug 2020
Mrs Chantel Du Randt	Parent governor	Literacy Governor	12 Jan 2017	11 Dec 2021

Staff Discipline & Dismissal Committee

		Roles	Term Starts	Term Ends
Mr George Swanton	Foundation governor	ICT Governor Safeguarding/E-safety/Child Protection	17 May 2017	16 May 2021
Mrs Jill Gibson	Foundation governor	Numeracy Governor	01 Sep 2016	31 Aug 2020

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:

Curriculum, Resources and Admissions Committees

St Stephen’s Tockholes Governors’ Meetings in 2017-18 were as follows:

Meetings	Autumn Term	Spring Term	Summer Term
Curriculum	13.9.17	17.1.18	2.5.17
Resources	20.9.17	24.1.18 21.3.18 (5:00pm please note the earlier start time)	9.5.18
Admissions Committee		28.2.18	
Full Governing Body	15.11.17 Governors Short Communion service 6:00pm- Followed by Full Governors’ Meeting	21.3.18	13.6.18 6:00pm

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

St Stephen's Tockholes CofE Primary School Attendance

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

Governor	Governor Type												
		13 Sep 2017	20 Sep 2017	15 Nov 2017	17 Jan 2018	08 Feb 2018	08 Mar 2018	21 Mar 2018	21 Mar 2018	02 May 2018	09 May 2018	13 Jun 2018	
		Curriculum Committee	Initial US and Resources	Full governing board	Curriculum Committee	Resources committee	Admissions Committee	Resources committee	Full governing board	Curriculum Committee	Resources Committee	Full governing board	
Mr Paul Adnitt	Foundation	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Mrs Alison Ashworth	Headteacher	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	

Taylor												
Mrs Victoria Burnside		Y		N	N				Y	Y		Y
Rev Nicholas Davis	Foundation			Y		NS			NS	NS		NS
Mrs Chantel Du Randt	Parent	Y		Y	Y				Y	Y		Y
Mrs Jill Gibson	Foundation		Y	Y		Y	N	Y	Y		Y	Y
Mrs Debbie Jagger		Y	Y	Y	Y	Y	Y	Y	Y			Y
Miss Leeanne Mitchell	Parent			Y					Y		N	Y
Helen Morris												
Mrs Karen Riding	Other		Y			Y		Y			Y	
Gill Ross					Y							
Mr Jason Slack	Foundation		Y	Y		N		Y	Y		N	Y
Mr George Swanton	Foundation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mr Bill Tomlinson	Foundation			N					Y	N		Y
Mrs Geraldine Walmsley	Staff	Y		Y	Y				Y	Y		Y

VISION, MISSION, VALUES, AIMS

On Wednesday 13th June 2018 The Governing Board met to review the mission statement and to identify the Christian Values which would underpin a new Strategic Vision for the school for 2018-2021. This workshop was facilitated by Dot Thomson from the Diocesan Board of Education.

Our Strategic Aims for 2018-2021 are now as follows:

Hope

To create a community where hope is firmly rooted in the fullness of God, where each individual can fulfil their true potential.

Forgiveness

To encourage respect, understanding for and forgiveness of each other.

Compassion

To inspire children to show compassion for others within school and in local and global communities.

Community

To strengthen links with the local community and Church.

To develop an inclusive community where all are included and all are valued.

Friendship

To equip children to develop socially and emotionally; having due regard for other peoples' feeling and situations. Developing empathy, resilience and self-confidence.

Humility

To inspire empathy and compassion, putting the needs of others before themselves.

Assessment and Impact of the Governing Board during 2017-18 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 17-18.

**Full Governing Board
Autumn Term**

Ensured that the vision, ethos and strategic direction of the school

- scrutinised the previous minutes
- scrutinised minutes of curriculum committee
- reviewed the safeguarding policy and undertaken safeguarding training with particular reference being made to online bullying
- reviewed and adopted policies and procedures as per policy tracker
- ensured stability going forward by agreeing to extend collaboration with the Redeemer
- received RE governor report

Ensured that the head teacher was performing her responsibilities for the educational performance of the school

- looked at data of achievement and progress for pupils as presented in the headteacher's report
- noted improvement in attendance
- agreed to support headteacher with key priorities for 2017/18

Clarity around roles and responsibilities

- election of Chair and Vice Chair
- reviewed the structure and membership of the committees
- identified roles as appropriate for the school and appointed governors to these roles.
- Agreed to update governor training through analysis of skills audit when completed

Ensured the sound, proper and effective use of the school's financial resources

- scrutinised minutes of resources committee
- agreed to purchase of touch screen computers
- reviewed the Unofficial School Fund 2016/17 and appointed independent auditor

Spring Term

Governors identified the following intended impact, on school improvement and/or church school distinctiveness, of the board's considerations and decisions at the meeting:

- Monitored SIP and noted actions completed since previous meeting
- Received nominated governor reports concerning the Literacy, PHSE and SEND curriculum
- Approved the performance management agreed by Pay committee
- Identified the need for governor training to develop a strategic vision for the school
- Agreed the school budget for 2018/19

Summer Term

Governors identified the following intended impact, on school improvement and/or church school distinctiveness, of the board's considerations and decisions at the meeting:

- Prior to the meeting the governors had held a pre-meeting session in which they had identified the Governing Board Key Values for the school
- Reviewed and adopted policies and procedures
- Received and noted GDPR update
- Received committee and nominated reports
- Ensured that the AMAP had been completed

Resources Committee

Autumn Term

The governors agreed that they had effectively:

- scrutinised the minutes of the last meeting
- considered the costs of staffing
- reviewed the school budget and agreed virements

- reviewed the construction of the new secure entrance as value for money

The following policies were reviewed and adopted by the committee:

- a) Staffing and Personnel (no changes to polices from 16-17)
- b) Staff capability teachers
- c) Staff capability support staff
- d) Staff discipline
- e) Procedures for dealing with allegations of abuse against staff
- f) Teachers' Pay
- g) Internal scheme of delegation
- h) Scheme for financing schools
- i) Personal Leave of absence
- j) Special Leave of absence
- k) Whistle blowing
- l) Approved sickness management to be replaced with School's improving Attendance Guidance see item 14 b

Spring 1 Term

- Monitored School Budget, cost centre report and DFC grant funding
- Reviewed and monitored buildings works and looked at future developments for the school building
- Agreed and adopted the following policies as per policy tracker and further amendments requested where required.

a) Financial Polices

- Charging and Remissions
- Governors allowance

b) Health and Safety

- Supporting pupils with medical conditions amended – combined with 1st Aid Policy.
- Social media
- CCTV
- Gritting Amended
- Personal electronic devices

c) Staffing

- Redundancy policy

Spring 2 Term

- Reviewed the LTP to ensure financial stability going forward
- Sort best value in review and agreed SLA provision
- Explored the difference between LTP and NFF
- Agreed school budget for 2018/19

Summer Term

- Governors considered the remodelling of the junior classroom area and 5-year development plan for the school which will impact on teaching and learning for both teachers and staff.
- Reviewed the site inspection report and made recommendations regarding the Health and Safety of the pupils and staff in school.
 - A new maintenance contract has been successfully implemented
- Governors reviewed and agreed the following policies as per the policy tracker for 2017/18
 - a) Health and Safety
 - b) Flexible Working
 - c) Maternity
 - d) Paternity
 - e) Special Leave for support staff
 - f) Adoption leave
 - g) Premises
 - h) EVC Changes
 - i) Security Risk assessment – the changes were noted.
 - j) Key Holder – this has been updated by the SBM and the changes were noted.
 - k) Business Continuity

l) Sun Safety

m) Tree Management - New policy (to be signed by the COG and HT)

Curriculum Committee

Governors identified the following governance impact on school improvement of the board's considerations and decisions at the meeting

- School Data report Governors received the data presentation and were pleased to note a turnaround from a negative report last year to positive progress across the school.
- School Improvement Plan

The plan identified the overall key strategic areas of development and main priorities for 2017-18: -

- ❖ To continue to improve the quality and consistency of developing vocabulary, teaching writing, grammar, spelling and punctuation
- ❖ To continue to develop the role of subject leadership with staff and with governors.
- ❖ To review and develop PSHE provision to ensure that all children are developing the knowledge, skills and attributes they need to keep themselves healthy and safe and prepare for life and work in modern Britain.
- ❖ R.E. and worship:
 - ❖ To introduce and develop the newly revised primary RE syllabus
 - ❖ Develop regular opportunities for children to plan and lead collective worship.
 - ❖ Extend children's understanding of diverse cultures and faiths in RE by providing more first-hand experiences using visits and visitors
 - ❖ Establish links with the wider world to support knowledge and understanding of global issues

- ❖ The plan included a detailed time table of action steps and success criteria for school improvement over the year.
- ❖ As part of PSHE development and safeguarding children would engaging with NSPCC on keeping themselves safe online. The school was also aiming to hold an online safety workshop for parent TB
 - The Pupil Premium report for 16-17 was reviewed and the plan for 17-18 was agreed
 - Safeguarding Policy was amended and agreed
 - The impact of SEND provision was reviewed

Spring Term

- Reviewed and noted data by looking at achievement and progress of pupils to ensure it was still improving.
- Promoted pupil wellbeing by reviewing and adopting pupil welfare policies in particular the changes to the school behaviour policy in respect of sex education guidance update.
- Monitored school improvement by reviewing and ensuring SIP was progressing as planned
- Ensured SEND policy and procedure was offering relevant levels of support through staffing levels and budget allocations.
Had given regard to the views of parents through the parental questionnaire

- a. Religious Education Policy
- b. Worship Policy
- c. School Behaviour Policy
- d. Children in our care Policy
- e. Anti-Bullying Policy
- f. EYFS
- g. Marking
- h. Presentation and display

Summer Term

- Governors reviewed school data and improvement plan.
- School attendance was reviewed
- BwD directors report has been addressed
- Noted in the change in Ofsted inspections
- Noted the impact of social media on parents and children

- Feedback from parents questionnaire was also discussed
- PTFA to be created

Policies and Procedures reviewed:

- a) Data Protection/GDPR/Equality Objectives/Freedom of Information –new timeline
- b) SRE.
- c) Teacher Appraisal-new policy to be published by LA May 2018.
- d) Anti Bullying policy incorporating new Diocesan Guidance –new proposed policy and the guidelines used to develop policy.

Future Plans for Continuous Improvement

1. The Board needs to ensure that all school improvement, development decisions and targets are in line with the new Strategic aims and Christian Values.
2. The Board have in 2017-18 established a cycle of policy review and development in light of subcommittee reduction and intend to fully embed this over 2018-19.
3. The Board needs to recruit and develop an additional Foundation Stage governor.
4. The Board plan to further develop the role of the "subject lead" governor.

Agreed by the Governing Board on:

Signed by the Chair: