



# Bluebell Primary School

## The Governance Statement

### Annual Governance Statement for the Governing Body of Bluebell Primary School September 2018

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of Bluebell Primary 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 Bluebell Primary School is made up of 12 governors comprising 2 staff governors (including the Headteacher), 2 elected parent governors, 1 local authority governor and 7 co-opted governors (we currently have 2 vacancies for co-opted governors and 1 vacancy for a parent governor). 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 members with expertise in Finance, Business, Human Resources, Education, ICT and all aspects of SEN and Safeguarding.

The full governing body meets twice a term. We have three committees, curriculum committee which covers all aspects of teaching and learning, finance committee which focuses on finance, health & safety and premises and HR committee which focuses on staffing matters.

At Bluebell all governors undertake regular training courses for their roles.

Please refer to our Governor section on the school website for a list of current Governors.

#### **Attendance record of governors**

Governors have excellent attendance at meetings.

Please refer to our Governor section on the school website for a list of Governors and the meetings they have attended.

#### **The work that we have done on our committees and in the governing body**

The governing body has had a very busy year during 2017-18. Governors have monitored throughout the school, ensured clarity of vision, ethos and strategic direction, supported and challenged the school leaders to account for the educational performance of the school and its pupils and overseen the financial performance of the school.

#### **Curriculum committee**

The Curriculum Committee meets twice a term. The committee has continued to be very proactive in supporting and challenging the school, through monitoring and reviewing progress of the school's key priorities as identified within the School Improvement Development Plan, specifically Maths, Reading, Writing and Special Educational Needs across all age levels, together with Early Years. Work undertaken this year includes.

- Rigorous analysis of data relating to children's progress and attainment, monitoring the standards of all groups of children, such as girls, boys, children with Special Educational Needs and Disabilities, children with English as an additional language and making recommendations to discuss with Senior Leaders.
- Governors work with the school to promote good attendance.
- Children from different year groups have attended curriculum committee to talk about their maths learning.
- Senior leaders and subject leaders meet with governors to deliver verbal and written reports at committee

meetings relating to children's outcomes, and impact of interventions.

- The Behaviour, Nurture and Inclusion leaders have discussed with governors their procedures, policies and interventions.
- Governors have undertaken learning walks around the school, for example to view interactive maths boards in all classes.
- Governors attended parent events including a maths café and maths parent day.
- Governors have carried out book scrutinies, to monitor standards of writing and teachers marking for next steps in learning.
- Governors have overseen the second, and final, year of the Talk for Writing initiative, when Bluebell joined other local schools in this national project. This literacy focus will continue alongside initiatives in reading.
- Governors setup an after school reading club.
- Curriculum committee ensures all policies are updated and that the website complies with all requirements.
- Governors discuss and make decisions together with the Senior Leadership Team, such as new initiatives to create maximum learning in English, with 'Read Write Inc' starting this Autumn term.
- In June governors monitored the Key stage 1 and 2 tests. They witnessed the papers being taken from a locked cupboard then being unwrapped and distributed, they attended throughout the tests and then signed to witness re-sealing of the papers at the end. They were very impressed with the children's approach to the tests.
- The governor with responsibility for Special Educational Needs and Disabilities attends training with staff in Talk for Writing and I Can accreditation.

#### **Finance committee**

The Finance Committee makes decisions on how the school should use the budget to achieve the very best outcomes for our children. It has monitored the budget monthly and revised the budget termly, consequently the school's 2017/18 allocation was efficiently spent and the surplus within the recommended limits by Norfolk County Council (NCC). A plan was devised for Pupil Premium and a review is currently being conducted. Minor staffing adjustments have been absorbed comfortably into expenditure. Standards for Financial Value in School (SFVS) have been met and a file of evidence for Bluebell approved by NCC. The long-term, financial plan shows a surplus over the next 3 years.

This year the library was refurbished and its complete stock reviewed. Many new books were purchased so that this refreshed facility is attractive, encouraging the children to get involved with books. New outdoor furniture was also bought and the inner courtyard saw pupils growing flowers and vegetables. Their gardening triumphs made this area a very pleasant space.

Finance Committee also looks at the maintenance and development of the school premises, and our Health and Safety Governor carries out checks of the premises together with the Headteacher. As a PFI school they liaise with representatives from Kier and Norfolk County Council, ensuring that all documentation and certification is in place. The health and safety governor was involved in agreeing the Business Continuity Plan and Incident Management Plan.

#### **Human resources committee**

A new Governors' Human Resources Committee was formed at the beginning of the academic year in September 2017. This oversees the personnel arrangements for the school to ensure the children benefit from an experienced, professional staff. Appointments, training, roles and responsibilities are considered at the committee's meetings to establish a skilled team of teaching and non-teaching members throughout the school.

A new governors section was added to the staff handbook.

#### **Safeguarding & SEN**

Safeguarding is a standing item on Full Governing Body meetings, and viewed as very high profile by all governors. All governors receive training on safeguarding, and have an understanding of the school's procedures and

systems. The school had a positive safeguarding audit. The safe guarding governor meets with the Headteacher each term, and holds certification for Safer Recruitment.

Governors have been in attendance in exclusion meetings.

The Governor with specific responsibilities for SEND and the SENCo completed several Learning Walks to observe pupils with SEND in the classroom. The SEND Register, current Provision, Interventions, Differentiation, SEND Training and the Specialist Resource Base (SRB) have been reviewed and we continue to review sufficient challenge for more able pupils. Questionnaires were completed by Staff, Governors, Parents and Pupils as part of the school's Accessibility Plan and results will inform future plans.

Inclusion governor and the SEND inclusion lead went to the Inclusion Charter Meeting and signed up to the Norwich Inclusion Charter

The governor responsible for the school website ensures that this is kept updated with current information about the school and its performance.

We also have nominated governors for Standards and Data, School Council, EYFS, Looked After Children, Challenge, Spiritual and Moral and Social & Cultural. Governors with specific responsibilities meet with key members of staff for monitoring interviews and report back to the full Governing Body.

#### **Cluster**

The cluster governor meets with governors and Head teachers from the cluster every term, to look at joint initiatives and sharing ideas to maximise resources. The focus for the year has continued to be around children's mental health and well being, reducing exclusions and promoting quality speech and language. The cluster has been looking at possibilities for funding through the Norwich Opportunity Area.

Our Parent Governor informs parents of the work of the Governors through a termly newsletter.

A governor was appointed with responsibility for GDPR.

This year the Governing Body carried out a staff survey for all at Bluebell. The results were reviewed with the headteacher.

Governors attended all the Norwich Opportunity Area workshops and meetings for Governors run at CAN.

As a coasting school and identified as a 'red' school that requires the support and challenge of a lead officer, the chair of governors and one other governor attended all the school Improvement Board Meetings and fed outcomes back to the governing team.

Governors have attended several meetings to explore and find out information about different academy trusts.

Minutes of Governing Body and Committee meetings are public documents – you can ask at the school office if you would like to see any of the minutes of our meetings.

#### **Future plans for the governors**

The main focus of monitoring over the next academic year will work alongside and support the School Devolvement Improvement Plan in Reading, Writing and Maths. We will monitor key SIDP priorities and progress against targets, analyse data and monitor challenge and differentiation in core subjects. We will evaluate impact of new interventions - Read Write Inc, Sheringham Maths Project. This will also support comments made in the last OFSTED report.

Monitoring of attendance data is on-going, comparisons with local and national standards, working towards

national expectations plus.

Governors will continue to work in partnership with the school leaders and stakeholders, will attend events and assemblies, meet with parents and play a pro-active role in school life.

With the joint challenges we face as a coasting school, the governing team will continue to explore and find out information about academy trusts and other partners.

Governors will ensure all safeguarding procedures and policies comply with the new documentation as from 03/09/2018. We will refresh Governors training.

We want the best for our children.

**How you can contact the governing body**

We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, via the school office. You can see the full list of governors; and more information about what we do, on the Governors' page of the school website: (<http://www.bluebell.norfolk.sch.uk/index.php/school-information/governors>)