

Penns Primary School Governance Statement

In January 2014 the Department for Education published departmental advice in relation to the the School Procedures regulations 2013. A number of additional recommendations, not mentioned in the Procedures regulations, were made in the advice document, **including reference to the publication of an annual governance statement.**

It is also good practice for the board to publish an annual governance statement (as academy trusts are required to do through the Accounts Direction) to explain how it has fulfilled its responsibilities – particularly in relation to its core functions, including:

- *the governance arrangements that are in place, including the remit of any committees;*
- *the attendance record of individual governors at board and committee meetings; and*
- *an assessment of the effectiveness and impact of the board and any committees with details of any particular challenges that have arisen.*

Whilst accepting that the publication of a governance statement is not mandatory, however, it is good practice and an effective way for governors to demonstrate their accountability to parents, at least annually.

Annual Governance Statement for the Governing Body of PENNS Primary School July 2016	
<p>In accordance with the Government’s requirement for all governing bodies, the 3 core strategic functions of the Penns Governing Body are:</p> <ol style="list-style-type: none"> 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	<p>The Governing Body of the school was re-constituted in March 2015 and is now made up of the Headteacher (ex-officio), 1 elected staff governor, 3 elected Parent Governors, 1 Local Authority Governor and 6 Co-opted governors. 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 one of the Co-opted governors is a member of staff.</p> <p>The full Governing Body meets at least once a term, and we also have a number of committees to consider different aspects of the school in detail. A review of our committee structure and composition was undertaken this year, and to most effectively</p>

	<p>manage time and resources our number of main committees was reduced from three to two. At Penns we now have a Resources Committee which focuses on finance, staffing and premises, a Pupils and Curriculum Committee which looks at standards and attainment of pupils and a sub-committee which focuses strongly on the use and effectiveness of Pupil Premium Funding, also using external expert guidance. We also have committees that meet if required to consider pupil discipline and staffing matters. Our administrative needs are well served by a professional Clerk to the Governing Body.</p> <p>Impact – The Governing Body is constituted under the most recent government guidelines.</p> <p>The use of staff and governor time is most effectively managed, whilst allowing us to remain strongly focused on the key strategic functions of the governing body.</p> <p>All meetings are accurately recorded by an independent clerk.</p>
<p>Attendance record of governors</p>	<p>Penns’ governors have excellent attendance at both Full Governing Body and committee 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). See Appendices for details of individual governors’ attendance at full governing body and committee meetings.</p> <p>Impact – Penns governors are highly committed to their role and the running of the school. Meetings are effective, meaning that decisions can be made promptly and with full consideration from all parties.</p>
<p>The work that we have done on our committees and in the governing body</p>	<p>The Governing Body (FGB) has had a particularly busy year, focusing on the new curriculum, the implementation of assessment without levels for staff and pupils, our Audit visit from the Local Authority to assess our Governance, Safeguarding and Financial Arrangements, reviewing our arrangements for the provision of school meals and undertaking a self-review process to assess our own effectiveness and impact. We have worked with the Senior Leadership Team on the development of the School Improvement Plan, seeing what the areas for focus and ‘next steps’ are. We met with the assessor for the school’s Quality Mark approval in June 2016. We have continued to forge links with local schools for collaboration and review processes and we have sought national information on schools which are similar in size and type to ours in order to carry out benchmarking work. We have been involved with the setting of targets for staff performance and we have undertaken the Performance Management of the Head Teacher with the assistance of an external expert advisor.</p> <p>We have aimed to be visible and accessible to families, with the</p>

introduction of the half-termly information newsletter and attendance at the termly learning review meetings. We have continued to conduct family surveys to gain valuable feedback and information about how we can continue to improve.

Impact – We have ensured that Penns complies with all Local Authority guidance on governance, financial management and safeguarding.

Our staff, pupils and families received the best available information on the introduction of assessment without levels.

The school meals provision has been scrutinised for value and quality, including comparisons with alternative providers.

The governing body undertake an annual process of self-review and specify areas for greater input.

We are able to assess our achievement and progress using the best means of comparison.

We are setting targets for staff to ensure that standards are met or exceeded.

Families are kept well informed about the Governing Body and their feedback is valued.

The Pupils & Curriculum (**P&C**) Committee has spent time discussing key data giving the results of pupil achievement and progress, so that we can be sure that the school is on track to fulfil its ambitious targets for all pupils. We are also concerned about our “vulnerable groups” of children and focus on how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes. Monitoring of outcomes includes assessment of teaching and learning and the optimum use of resources. This year there was an external review of the phonics provision for our infant children, resulting in new reading books and advice on best practice in this area from a local expert.

Where any pupils are benefitting from interventions, these are carefully monitored to ensure that they are having the desired results.

Impact – Pupils are monitored as individuals and as groups to ensure that every child is reaching their full potential and has access to the resources that they need. Interventions are focused and effective.

The **Resources Committee** looks at all finances and makes decisions about how the school should use the budget as well as ways of generating more income and reducing costs. It considers the maintenance and development of the school premises with the help of the Site Manager. This committee also has responsibility for Health and Safety at school.

School budget funding has not increased, and additional costs have been allocated to school budgets, effectively reducing the money available to spend on staff and resources. In the Spring term, the Resources Committee approved the 2016/17 budget plan for the school and the FGB ratified it.

This year we have sought matched funding from external sources to allow maintenance and improvement to the school buildings and grounds whilst minimising costs and ensuring best value. Via the Head Teacher, we have worked with the PTA to provide new school signage and markings in the main playground.

We have carefully invested in the infrastructure of the school's ICT provision to allow the ongoing use of technology for staff and pupils – including a new computer hub and changes to our broadband / wi-fi services.

Impact – Penns is able to set a balanced budget in challenging times– this spending plan has to be submitted to the Local Authority.

We have been able to develop the outside area of EYFS to enhance the provision for Reception pupils using external funding. We have been able to get essential roof work carried out to maintain the school buildings. The outside appearance of the school has been improved.

The ability to continue using ICT for pupils daily is assured.

Governors are also particularly concerned with safeguarding and children with special educational needs and we have a nominated governor for both these areas who gives a regular report to the FGB. There are also specific governors who meet with subject leaders and report on ICT, Numeracy and Literacy.

Impact – The key areas of the curriculum and areas of high focus are monitored by governors. All staff have received PREVENT training this year and this continues to be monitored.

One of the roles for the governors is reviewing and agreeing school policies, and this year we have considered a number of key policies, including Behaviour Management and Safeguarding.

Impact – These policies are in line with the most recent Local Authority guidance.

Minutes of Governing Body and Committee meetings are public documents and can be seen on request.

This year our areas for focus were:

Monitoring of Pupil Premium spend and pupil outcomes – closing the gap – we have monitored and driven forward the expected progress for Pupil Premium children.

	<p>British values through the school and curriculum – we have looked for the implementation of British Values throughout the school, including teaching, resources and pupils’ work</p> <p>Development of rigour in GB through training and peer to peer review – we have looked for the best opportunities in governor training and used local resources to enhance our skill and knowledge.</p>
Resources	<p>Over this year, we have sought guidance from a number of external sources to ensure that we are meeting local and national government requirements, to inform the decisions that we are making, to help us to review our processes and to move forwards. We have links with the following organisations:</p> <p>Birmingham School and Governor Support Birmingham Governors’ Network The National Governors’ Association The DRB Group North Birmingham Schools Ltd Sutton Consortium The School Bus Quality Mark</p>
Future plans for the governors	<p>The Governing Body is looking forward to continuing to grow our relationships with all stakeholders at Penns – pupils, staff and families to ensure that all children are achieving the best possible outcomes, both academically and personally.</p> <p>Each year at the first FGB meeting we discuss and set our three new areas for impact. The focus for this will be based on what has happened over the previous school years, and will always be related to the core functions of a governing body and ensuring the best outcomes for pupils.</p> <p>We will continue to undertake a continuous process of review, covering pupil progress, staff development and of our own performance.</p>
How you can contact the governing body	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mrs Lisa Martin, through the school office in writing or via enquiry@pennsj.bham.sch.uk. You can see the full list of governors; their attendance at meetings; minutes of governing body meetings and more information about what we do, on the Governors’ page of the school website.</p>

Penns Primary School Governing Body

Governor

Lisa Martin (Chair of Governors)
John Clemson
Zoe Throup
Harky Phagura
Rebecca Sheffield
Maureen Jones
Ann Unsworth
Geraldine Jackson
Ebony Campbell
Levain Preston (Vice Chair)
Vacancy
Vacancy

Category

Co-Opted Governor
LA Governor
Parent Governor
Parent Governor
Co-opted Governor
Head Teacher
Staff Governor
Co-opted Governor
Co-opted Governor
Parent Governor
Co-Opted Governor
Co-Opted Governor

Term of office expiry date

17/01/2020
18/10/2019
17/01/2020
08/07/2019
26/03/2019
Ex-Officio
08/04/2018
26/03/2019
06/07/2020
17/01/2020