

**Annual Governance Statement for the Governing Board of  
Withycombe Raleigh C of E Primary School  
July 2020**

In accordance with the Government's requirement for all governing boards, the three core strategic functions of Withycombe Raleigh Primary School's Governing Board 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 Board of Withycombe Raleigh C of E Primary School (VC) is made up of sixteen governors:

- Three parent governors
- One staff governor
- One local authority governor
- Three foundation governors (one of whom shall be ex officio)
- One Head Teacher
- Seven co-opted governors

For further information on individual governors, see the '[who's who](#)' page of school website. We are very fortunate at Withycombe to have a dedicated and experienced group of governors, all with a thorough knowledge of our school through varying roles as parent, staff, volunteer, peripatetic teacher or church representative. Many work or have worked in education. Our annual skills audit highlights any training required and helps identify what we are looking for in a governor vacancy election. Governors are elected for a term of four years.

The Governing Board has programme of meetings throughout the school year, with Full Governor meetings occurring twice a term. Governors join one of our two committees – Teaching and Learning and Resources - according to their skills and experience. These smaller meetings provide time for discussion, challenge, feedback on monitor visits and policy reviews. Other sub-committees include Pay and Performance, Headteacher Appointment Panel and Headteacher Performance Management. Smaller working parties are formed to focus on specific tasks as and when necessary, for example, Sports Grant, Pupil Premium and Traffic/travel plan.

### **Attendance record of governors**

Our governors have excellent attendance at meetings, ensuring we are always quorate. Attendance for 2019/2020 can be found on the table of governors on our [school webpage](#). In addition, governors are required to monitor specific areas of school improvement through regular monitor visits into school which are all recorded. Governors are also encouraged to partake in collective worship, special assemblies and other significant events, trips and classroom visits.

## **The work we have done on our committees and in the Governing Body meetings**

### **Teaching & Learning Committee**

This year the committee has had 5 meetings monitoring: School Improvement, the Curriculum, SEN and Inclusion, and community and church links

In particular the committee has agreed, monitored and reviewed:

- Pupil progress and attainment by using the SOAP (School on a page)
- The School Development Plan
- Financial pressures which may impact teaching and learning
- Provision for children with additional needs
- Christian Values and Distinctiveness
- Safeguarding (Governor Training arranged)
- Reviewed and adopted a number of policies including Attendance, Children in Care, Marking and Feedback, Outdoor Education and Assessment

### **Resources Committee**

This year the committee has had 6 well attended meetings that monitor school finances, personnel, premises and Health and Safety. This year the committee has:

- Monitored the 2019/2020 and the 2020/2021 budgets
- Changed the school photocopier contract
- Ensured the school complies with new GDPR legislation
- Reported on Health and Safety at every meeting and reviewed the policy
- Set a budget for 2020/2021 in challenging circumstances
- Completed the School Financial Value Standard Return and undertook School Financial Benchmarking
- Managed a number of Personnel matters
- Reviewed and adopted 10 policies including Charging and Remissions, Governor Expenses, Managing Absence, Health & Safety, Lettings, Capability and the Emergency Plan

### **Headteacher Appointment Panel**

This panel setup an interim SLT with an Acting Head, Acting Deputy Head and Acting Assistant Head following the retirement of Steve Powley. Produced the necessary documentation to advertise the post, shortlisted the applicants, managed a 2-day appointment process and appointed Emma Jones as the new Headteacher in February 2020. The other acting posts are yet to be resolved due to Covid-19 restrictions.

## Strategic Planning for the future

Current whole school development priorities, as identified in our school development plan, are detailed below. Governors are assigned to monitor specific areas based on the areas below at the start of each academic year. Starting Data for this academic year is different from usual due to the Covid-19 Pandemic.

1. **Reading** -Improve consistency of progress in reading across the school.
2. **Maths** - Improve attainment in fractions, decimals and percentages.
3. **School/RE/Collective Worship** - Embed teaching and assessment of the Devon Agreed Syllabus and Understanding Christianity. Embed the school vision and values.
4. **PSHE** -Implementation of new RSHE across the school.
5. **PE** - Use sports grant to improve physical activity and participation in sport across school.
6. **Pupil Premium and SEND** - Close gap in attainment via-Improvement in parental engagement/develop language skills through experiences/visits/activities.
7. **Outdoor Learning** - Further develop the use of outdoor learning to enhance our school curriculum.
8. **EYFS** - Implement the new Early Learning Goals for the EYFS 2021 and amend the planning and provision accordingly.
9. **IT** - Improve the standard of IT hardware used in classrooms for teaching.

Governors will also continue to work with our partner schools in the East Devon Church Schools Group – St Martins (Cranbrook) and Otter Valley Federation (Tipton St John and Feniton).

Governors will also work on developing ways of collecting the views of parents, staff and children. Governors will develop ways of becoming more transparent in their work, with further information published on the school website and continuing regular newsletters to parents and staff.

Visiting the school allows governors to see policies in action; increase their understanding of the school, the pupils and their needs; and subsequently ask questions based on first-hand knowledge of the school. Governors adhere to their Code of Conduct and a Governor Monitoring Visits Policy, reviewed annually.

In addition to monitor visits, the named governors below are linked to key areas for 2020/2021

|                              |  |
|------------------------------|--|
| SAFEGUARDING NAMED GOVERNOR: | Alison Cooper                          |
| HEALTH & SAFETY GOVERNOR:    | Antonia Burrows                        |
| CHILD IN CARE GOVERNOR:      | Jenny Hooper                           |
| SAFER RECRUITMENT/PERSONNEL: | Helen Fenner                           |
| FINANCE                      | Nick Pearce                            |
| SEND                         | Jon Maxwell-Batten/Clare Hollingsworth |
| PREMISES                     | Andrew Holden                          |
| COMMUNITY/PARENT LINKS       | Will Newport                           |

## How to contact your Governing Body

Governors can be contacted via letter (through the office), in person whilst at the school, or via email to the clerk to governors: [clerk@wrpschool.org.uk](mailto:clerk@wrpschool.org.uk) or directly to the Chair – Nick Pearce- using [npearce@wrpschool.org](mailto:npearce@wrpschool.org).

## Governor vacancies

We currently have vacancies for a Local Authority Governor and a Co-opted Governor.