

**ANNUAL GOVERNANCE STATEMENT**  
**for the Governing Body of**  
**WOODLANDS PRIMARY SCHOOL**  
**September 2019**



As the Governing Body of Woodlands Primary School, we are proud of the school and its welcoming, inclusive ethos and strong family atmosphere. In accordance with the Government's requirement for all governing bodies, the three core strategic functions of the Governing Body at Woodlands Primary School 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. over-seeing the financial performance of the school and making sure its money is well spent.

### **Governance arrangements**

The Governing Body of Woodlands was re-constituted in 2019 and is made up of:

- 1 x Headteacher;
- 1 x LA Governor;
- 4 x Parent Governors;
- 1 x Staff Governor;
- 8 x Co-opted Governors – appointed following a skills audit

The Governing Body appoints a professional Clerk who is responsible for arranging meetings, taking minutes and following up on all actions. The Clerk also advises on procedural matters and plays a key role in the work of the Governing Body.

Governors are all appointed (except for the Headteacher), are independent and have equal status to each other. A Chair and Vice Chair are elected by the Governing Body and work closely together with the Headteacher and the Clerk.

The range of skills brought to the Governing Body, identified by a skills audit, which contribute to effective governance and the success of the school are as follows:

- An enthusiasm and commitment for school, its ethos and surrounding community;
- A willingness to attend meetings on a regular basis;
- The skill to interpret and understand performance data;
- Leadership experience in education, governance or another area;
- School Financial management;
- Personnel management;
- Legal;
- Strategic development and governance;

- Special Educational Needs and Disabilities;
- Buildings and Maintenance;
- Health and Safety;
- Curriculum interests.

The Governing Body has a programme of meetings throughout the school year that focus on specific areas of governance. In this respect the governing body met formally on 7 occasions in the 2018/2019 academic year, meeting three times in the Autumn term and twice in each of the other academic terms.

The governing body has fulfilled its statutory duties in terms of monitoring all areas of the school's work and offering support and challenge through the agreed agendas of each committee and the agendas of full governing body meetings. Some of the areas covered this year:

- Identifying priorities for inclusion in the School Improvement Plan and School Evaluation Framework;
- Monitoring the use of Pupil Premium funding (statement available on the school website);
- Review of statutory policies and ensuring there is compliance of the school website;
- Monitoring of pupil progress across the school and ensuring there is a broad offer of curriculum to all students;
- Rigorous budget management and assurances of 'best value'.

Governors monitored the school's quality against the four Ofsted criteria (at the time) of:

- The effectiveness of leadership and management
- The quality of teaching and learning and assessment
- Personal development, behaviour and welfare
- Outcomes for pupils

**The work we have done in the Governing Body meetings:**

- Considered the impact of Governance on the school community;
- Considered the termly reports of the Headteacher and SLT dealing with student performance data and strategic issues facing the school;
- Considered the Record of Visits of several external advisors about student performance data and strategic issues facing the school;
- Interrogated and challenged through questioning the data to understand and investigate what, if anything, the school can do better for our students;
- Considered the staffing required to run the school effectively;
- Considered the financial management of the school including monthly budget monitoring reports and completed the Schools Financial Value Statement;
- Ensured that the physical fabric of the school is well maintained by the prudent use of the Capital and Revenue resources available to the school;
- Embedded strategic direction affecting the school in the future e.g, vision, site

maintenance, curriculum changes.

- Ensured that the school's policies are up to date by undertaking an annual review of all policies;
- Ensured that Health and Safety at the school is of the highest order by considering the reports of, and by undertaking inspections of, the school premises and taking action on any issues identified through the reports and visits e.g. School security.

### **Impact of the Governing Body**

- The FGB regularly monitored finance and this included: 2 financial audits, a review of budgetary expenditure (including that on teaching, materials and the fabric of the school) to ensure we used our budget effectively –
- The FGB set up link governors to focus on particular areas including;
  - **Sport** – resulting in a significant improvement in the provision of sports equipment and setting up of teams which regularly take part in inter-school competitions, focused on developing children and enabling gifted children to excel. Sports ambassadors
  - **Behaviour** – the governors provided support to the behaviour lead teacher, applying a zero tolerance approach to poor behaviour.
  - **Pupil Premium** – resulting in Governors having a thorough knowledge of the barriers to learning experienced by our staff and pupils so that we can discuss sourcing and allocation of funding support as well as effective expenditure, monitored termly through the HT reports and link Governor and annually through the pupil premium strategy statement.
  - **SEN** - a SEN specialist appointed on to the governing body.
  - **Early Years** - resulting in the appointment of a skilled governor experience in Early years and Foundation Stage education.
- The GB successfully appointed a highly skilled, knowledgeable and motivated Headteacher.
- The GB were highly supportive of the newly appointed Headteacher and Senior leadership team.
- The Governing body undertook a skills review to ensure we had a balance of skills, knowledge and experience.
- Undertook rigorous overview of all financial procedures with new Headteacher and Local Authority support.
- Engaged in a very successful Ofsted inspection.
- Undertook numerous individual and full governing body training sessions.
- Successfully recruited new governors in line with the skills gap and needs identified.

## Strategic Planning for the future

The Governing body through the external review of governance have undergone training and development in the role of governance and responsibilities. An action plan has been established detailing objectives and vision for the next year with responsibilities and time frames.

## How to contact your governing body

Information about the school's governing body is available in the Governors section of the school website. Governors can be contacted through the school office by personal application, telephone, letter or e-mail. All governors has school email addresses. chair@woodlands.cheshire.sch.uk

## Current Membership of the Governing Body (as of 1st September 2019)

Name	Category and appointing body	Term expires
S Bailey	Co-opted	March 2022
Rev J Bellfield	Co-opted	November 2021
V Carr	Headteacher	
G Clayton	Co-Opted	December 2022
C Cotton	Staff Governor	January 2023
H Hill	Parent Governor - School	September 2021
K Hutton	Parent Governor - School	September 2021
K Lee	Parent Governor - School	October 2021
R.McHale	Local Authority	January 2020
C Marchant	Co-opted	November 2021
D Pickering	Co-Opted	December 2022
T Sadler	Parent Governor - School	November 2019

## Attendance record of governors

A record is kept by the clerk to the governing body of governor attendance at meetings and in 2018/2019 the attendance record of individual governors to date was as listed below. All absences were for justifiable reasons and consented to by the Governing Body

## ATTENDANCE AT GOVERNORS' MEETINGS 2018/2019

GOVERNING BODY MEETINGS		
Date: 5 November 2018		
Present:	Ken Abraham Sue Bailey Jackie Bellfield Vic Carr Chrissie Coaker Helen Hill Kelli Hutton Kathryn Kennedy Ray McHale Chris Marchant Tracey Sadler Helen Till	Co-Opted Co-Opted Co-Opted (Chair) Head Teacher Staff Parent Parent Staff Local Authority Co-Opted Parent Co-Opted

In attendance	Paula Foster	Clerk
Apologies	Stephanie Cade Katy Lee Sue Wilkinson	Co-Opted Parent Co-Opted
<b>Date: 13 December 2018</b>		
Present:	Ken Abraham Sue Bailey Vic Carr Gill Clayton Helen Hill Kelli Hutton Ray McHale Darryl Pickering Tracey Sadler Helen Till Katy Lee Sue Wilkinson	Co-Opted Co-Opted Head Teacher Co-Opted Parent Parent Local Authority Co-Opted Parent Co-Opted Parent Co-Opted
Apologies:	Jackie Bellfield Chris Marchant Kathryn Kennedy	Co-Opted Co-Opted Staff Governor
In attendance:	Paula Foster (Clerk) Fiona Stagg	Clerk National Leader of Governance
<b>Date: 4<sup>th</sup> February 2019</b>		
Present:	Ken Abraham Sue Bailey Jackie Bellfield Vic Carr Gill Clayton Helen Hill Kelli Hutton Kathryn Kennedy Katy Lee Chris Marchant Darryl Pickering Tracey Sadler Helen Till Sue Wilkinson	Co-Opted Co-Opted Co-Opted (Chair) Head Teacher Co-Opted Parent Parent Staff Parent Co-Opted Co-Opted Parent Co-Opted Co-Opted
In Attendance	Paula Foster	Clerk
Apologies	Ray McHale	Local Authority
<b>Date: 19 March 2019</b>		
Present:	Sue Bailey Jackie Bellfield Vic Carr Gill Clayton Clare Cotton Helen Hill Kelli Hutton Kathryn Kennedy Katy Lee Chris Marchant Darryl Pickering Tracey Sadler Helen Till	Co-Opted Co-Opted (Chair) Head Teacher Co-Opted Staff Parent Parent Staff Parent Co-Opted Co-Opted Parent Co-Opted
In attendance:	Paula Foster	Clerk

Apologies:	Ken Abraham Sue Wilkinson	Co-Opted Co-Opted
<b>Date: 1<sup>st</sup> May 2019</b>		
Present:	Ken Abraham Sue Bailey Jackie Bellfield Vic Carr Gill Clayton Clare Cotton Helen Hill Kelli Hutton Kathryn Kennedy Katy Lee Chris Marchant Darryl Pickering Tracey Sadler Helen Till	Co-Opted Co-Opted Co-Opted (Chair) Head Teacher Co-Opted Staff Parent Parent Staff Parent Co-Opted Co-Opted Parent Co-Opted
In attendance:	Laura Nicholson	Clerk
<b>Date: 26 June 2019</b>		
Present:	Susan Bailey (SB) Victoria Carr (VC) Clare Cotton (CC) Helen Hill (HH) Tracey Sadler (TS)	Co-opted Governor Headteacher Staff Governor Parent Governor – acting Chair Parent Governor
In attendance:	Kathryn Kennedy (KK) Laura Nicholson (LN) Sharon Liversey (SL) Sue Moss (SM)	Deputy Headteacher Clerk Observer Admin Lead
Apologies	Rev. Jackie Bellfield (JB) Katie Lee (KL) Darryl Pickering (DP) Helen Till (HT) Chris Marchant (CM) Gill Clayton (GC) Kelli Hutton (KH) Ken Abraham (KA)	Co-opted Governor (Chair) Parent Governor (Vice Chair) Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Parent Governor Co-opted Governor
<b>Date: 15 July (Visioning meeting)</b>		
Present:	Sue Bailey Vic Carr Clare Cotton Helen Hill Ray McHale Chris Marchant Tracey Sadler Helen Till	Co-Opted Head Teacher Staff Parent Local Authority Co-Opted Parent Co-Opted
Apologies:	Ken Abraham Jackie Bellfield Gill Clayton Darryl Pickering	Co-Opted Co-Opted Co-Opted Co-Opted
In attendance:	Sharon Liversey Sue Moss	AHT Clerk/Admin Officer

