

Annual Governance Statement for the Governing Body of Watlington Primary School
July 2018

In accordance with the Government’s requirement for all governing bodies, the 3 core strategic functions of Watlington 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.**

<p>Governance arrangements</p>	<p>The Governing Body of Watlington Primary School was re-constituted in June 2014 and is now made up of 1 Local Authority Governor, the Headteacher, 1 staff governor, 2 parent governors and 4 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. Our Governing Body includes parents who have a good understanding of both the local community, and the day to day experience of Watlington Primary through participating in school life with their children, experienced staff who have worked in different school establishments and an experienced headteacher and local authority adviser.</p> <p>At the start of this academic year, the full Governing Body met half termly, and we also had a committee to consider different aspects of the school in detail. However during this year, we decided to hold only Full Governing Body meetings in order to use our time and skills more effectively as we are a relatively small governing board with lots of responsibilities. From April 18 we have held Full meetings three times per term. We have reorganised our agenda cycle to ensure all aspects of our responsibilities are covered. This means focusing on standards of achievement and Teaching and Learning for part of our meeting and on Leadership and Management, budget, staffing and premises issues for the remaining part of the meeting. Subsidiary committees meet when needed such as those that consider arising issues of pupil discipline and staffing matters.</p>
<p>Attendance record of governors</p>	<p>Governors have good attendance at meetings and we have never cancelled a meeting because it was not “quorate” (the number of</p>

	<p>governors needed to ensure that legal decisions can be made). The Appendix gives details of individual governors' attendance at meetings. As a governing body we have the authority to decide whether to accept any apologies for missing meetings as we believe you cannot be an effective governor if you are not participating and keeping yourself well informed as fully as possible.</p>
<p>The work that we have done on our committees and in the governing body</p>	<p>Through a Teaching and Learning audit in Nov 17 giving external validation, teaching in the school continues to be judged as Good. Furthermore, learning walks and observations have been undertaken regularly throughout the year by the Local Authority with the Headteacher. The school remains a Good school with the capacity to continue improving, which followed on from our successful Ofsted in Jan 2015. Our latest audits show that the school has maintained standards of teaching. The Ofsted report found that 'governors take a strategic view' demonstrating the work that has been done within the governing body to develop skills has been effective. The Governing Body has continued to ensure that they are aware of changes in education such as the increased monies for Sports, changes to funding and expectations for SEND and have actively sought to keep well informed by attending local authority and VNET School Improvement briefings regarding academisation and other developments. We are determined to ensure that positive choices can be made for the school to ensure that Watlington grows and develops further in the future.</p> <p>A clear commitment to active governance has been made and this expectation is shared with all prospective governors. Our current attendance record demonstrates the commitment shown by the current members. This year we have worked on producing clear agenda cycles for increased effectiveness and being prepared with questions to ensure challenge from governors is precise and targets the appropriate areas.</p> <p>A rigorous monitoring cycle is in place to ensure governors are well informed about all school matters. The responsibility to contribute to, and to monitor, the School Development and Improvement Plan and the School Self Evaluation Form is clear. At every meeting progress towards milestones is discussed and reviewed.</p> <p>All statutory documentation is in place alongside other key school documentation. A clear review programme is in place to ensure policies and documents are up to date and relevant.</p> <p>Governors have been involved in regular discussions as the school</p>

	<p>continues to develop the assessment system following the National changes to assessment. Pupil data is examined at each meeting to make sure 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.</p> <p>Governors are rigorous in carrying out all their statutory duties. This includes safeguarding and we have a Nominated Governor for Safeguarding who gives a termly report to the governors about any safeguarding matters.</p> <p>A governor always attends budget setting meetings with the Local Authority Finance Support Officer. This ensures a good understanding of the financial position. Where large sums of money are committed to projects such as Talk 4 Writing, and the outdoor classroom, we make sure the impact of such items is reported back and validated to the Governing Body through a range of mechanisms.</p> <p>Governors continue to focus on raising standards and have committed to using Viscount Nelson Educational Network as a school improvement package to ensure external verification of our standards of teaching and learning in particular.</p> <p>Attendance figures at the school continue to improve as the school follows rigorous processes to monitor this.</p> <p>Minutes of the Governing Body meetings are public documents - you can ask at the school office if you would like to see any of the minutes of our meetings.</p>
Future plans for the governors	<p>We have just reviewed our meeting structure, along with our programme of governor monitoring in order to make it even more effective for next year. This was a result of our self review of governance that we undertook in the Spring Term where we identified areas for us to develop to enable the most effective strategic support for the school, particularly through targeted monitoring and challenge. We recognise the role parents play in partnership with the school and through our recently introduced governor newsletters we will be communicating with you more regularly. We continue to ensure that when we recruit new governors they have the appropriate skills to strengthen our Governing Body. If you are interested please request a meeting with either a governor or the headteacher who can explain the work of the Governors further and give you a skills audit.</p>

How you can contact the governing body	We always welcome suggestions, feedback and ideas from parents – please contact the Governors, via the school office. You can see the full list of governors; their attendance at meetings and more information about what we do, on the Governors’ page of the school website.
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Watlington Primary School Governing Body

Governor	Category	Term of office expiry date	Attendance at Full Governing Body Meetings 2017 - 2018
Kate Samouelle (Chair)	Co-opted Governor	06/07/2021	100%
Rosemary Kett (Vice Chair)	LA Governor	05/05/2019	100%
Shannon Hewitt	Staff Governor	25/01/2021	57%
Samina Asif	Co-opted Governor	02/09/2018	71%
Ann Youngs	Associate Governor	24/09/2019	86%
Mark Roythorne	Parent Governor	17/05/2022	83%
James Coote	Parent Governor	Resigned Oct 17	0%
Ruth McGlone	Head Teacher	Ex officio	100%
Vacancy	Co-opted Governor		
Vicki Nicol	Parent Governor	17/05/2022	100%