

ANNUAL GOVERNANCE STATEMENT FOR THE GOVERNING BODY OF BURGHFIELD ST MARY'S C of E PRIMARY SCHOOL SEPTEMBER 2022

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of Burghfield St Mary's E Primary School's 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 Burghfield St Mary's Primary School was reconstituted in July 2015 and is now made up of 1 Staff Governor and the Headteacher, 3 elected Parent Governors, 1 Local Authority Governor, 2 Foundation Governors, 5 Co-opted Governors and an Associate Governor. We currently have no vacancies.

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 there are Governors and Associates linked to Safeguarding, SEND and Equality, LAC children, PPG, Mental Health and Wellbeing, Health and Safety, Assessment as well as Curriculum Subjects. Governors so linked have been selected according to their professional experience and skill set.

The full Governing Body (FGB) meets six times a year and has a number of Sub Committees to consider different aspects of the school in detail-

At Burghfield St Mary's, we have a Finance Committee to review the financial performance of the school and make sure its money is well spent; a Staffing Committee and a Sites and Buildings Committee. We also have other Committees that meet when required.

A full list of Governors and their responsibilities is available on the school website.

ATTENDANCE RECORD OF GOVERNORS

Governors have excellent attendance at 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). Details of individual governors' attendance at meetings can be seen on the website.

<p>SCHOOL DEVELOPMENT PLAN</p>	<p>A new School Development Plan covering the 2021 to 2023 calendar years was approved in January 2021. The plan (a copy of which is on the school website) has three major aims:</p> <ul style="list-style-type: none"> • A) To improve overall progress against prior attainment. • B) To develop the RSE policy and curriculum, including implementation. • C) To maximise the opportunity to deliver the IT Curriculum, throughout the whole school. <p>Burghfield St Mary's intends to raise standards of Writing and Maths across the school, with a particular focus on middle ability/ home-grown children (children who started at BSM in year R). The school also will try to improve the progress of vulnerable, SEN and Military children and to give opportunities for all children to access 'Catch-Up' learning as required.</p> <p>Staff training in RSE will be delivered and Parental agreement with the RSE policy and curriculum will be sought. Opportunities to develop the RSE curriculum will also be pursued.</p> <p>The third aim is to develop the IT curriculum across FS2, KS1 and KS2 and to improve the IT resources to support the IT curriculum.</p> <p>Finally, the school wishes to develop and maintain a highly skilled and motivated staff.</p>									
<p>GOVERNING BODY PROGRESS REVIEW 2021-2022</p>	<table border="1"> <thead> <tr> <th data-bbox="376 742 1200 790"><u>What we promised for 2021-2022</u></th> <th data-bbox="1200 742 1966 790"><u>What we achieved</u></th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="376 790 1966 837" style="text-align: center;">Role 1 Ensuring clarity of vision, ethos and strategic direction.</td> </tr> <tr> <td data-bbox="376 837 1200 1284"> <p>Continue to ensure that school remains a safe environment for pupils and staff and ensure Governors are kept up to date with essential changes to safeguarding procedures,</p> </td> <td data-bbox="1200 837 1966 1284"> <p>A post COVID 19 risk assessment was carried out in line with Govt and Local authority advice, actions identified and the results published on the website.</p> <p>There is a linked Safeguarding Governor who attends the termly Safeguarding Governors Forum Meetings held by West Berkshire. She then reports back to Governors. She also meets termly with the Headteacher and carries out regular checks of the Single Central Register.</p> </td> </tr> <tr> <td data-bbox="376 1284 1200 1439"> <p>Monitor the number of children in school and the continued support of vulnerable families,</p> </td> <td data-bbox="1200 1284 1966 1439"> <p>NoR were and are regularly discussed at the termly Finance Committee Meetings.</p> </td> </tr> </tbody> </table>		<u>What we promised for 2021-2022</u>	<u>What we achieved</u>	Role 1 Ensuring clarity of vision, ethos and strategic direction.		<p>Continue to ensure that school remains a safe environment for pupils and staff and ensure Governors are kept up to date with essential changes to safeguarding procedures,</p>	<p>A post COVID 19 risk assessment was carried out in line with Govt and Local authority advice, actions identified and the results published on the website.</p> <p>There is a linked Safeguarding Governor who attends the termly Safeguarding Governors Forum Meetings held by West Berkshire. She then reports back to Governors. She also meets termly with the Headteacher and carries out regular checks of the Single Central Register.</p>	<p>Monitor the number of children in school and the continued support of vulnerable families,</p>	<p>NoR were and are regularly discussed at the termly Finance Committee Meetings.</p>
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		<p>The SENDCO also reports back on how she monitors and supports vulnerable families to the Governing Body in her regular SEND Report.</p> <p>Also, the SEND linked Governor works closely with her in this regard.</p>
	<p>Have regard to pupils' mental health and well-being and to develop an awareness of the impact of the Pandemic on pupils and vulnerable families,</p>	<p>Pupils' mental health and well-being is regularly discussed at Governing Body Staffing Committee Meetings.</p> <p>A dedicated Governor linked to Mental Health and Well-Being has been appointed and monitors this for the Governing Body in conjunction with the SLT.</p> <p>The SEND linked Governor also meets termly with the SENCO and discusses with her not only the progress of vulnerable pupils and their families but also maintains an awareness of the impact of the Pandemic.</p>
	<p>Governors to link to a subject and deepen their knowledge of how this is taught in class to allow them to better challenge and support pupils' educational performance.</p>	<p>The Curriculum Knowledge Folder has been posted on Governor Hub for all Governors to read. This details the various Subject areas, the Subject Statements, schemes of work across the Key Stages and progression of skills maps.</p> <p>Governors received training from Barbara Hunter at the FGB Meeting on 30.3.2022 on expectations and questions from Ofsted.</p> <p>Governors were linked to Subjects at the start of the academic year and following this training they started visiting school to meet with the relevant Subject Leaders.</p>

Role 2 Holding the Headteacher to Account for the educational performance of the school and its pupils and the performance management of staff	
<p>Governors to monitor the school's efforts to raise the standards of Writing and Maths across the school, with a particular focus on middle ability/home-grown children.</p>	<p>"Monitor progress against targets, especially for vulnerable groups" appears as a regular item on FGB Agendas.</p> <p>Presentations were delivered at the FGB Meeting on 30/3/2022 on the Maths and English Curriculums by the relevant Subject Leads.</p> <p>Both the English and Maths linked Governors have now commenced their regular programme of visits.</p> <p>The Assessment linked Governor meets every term with the Headteacher to review the assessment data reporting back regularly to Governors at the FGB Meeting.</p>
<p>Governors to monitor the COVID 19 Catch up Funding and Recovery Premium' is used effectively to support pupils.</p>	<p>Monitor progress against targets, especially for vulnerable groups and progress of catch-up plan" appears as a regular item on FGB Agendas.</p> <p>The Assessment linked Governor meets every term with the Headteacher to review the assessment data reporting back regularly to Governors at the FGB Meeting.</p>
<p>Complete the outdoor classroom and develop an overview of its integration within the national curriculum and termly projects.</p>	<p>The outdoor classroom has now been completed and fully resourced.</p> <p>Pupils are now accessing this area and teachers have started to incorporate its use within the wider curriculum.</p>

	<p>Monitor the Health and Well-Being of Staff and the Headteacher.</p>	<p>Please refer to role 1.</p>
	<p>Role 3 Overseeing the financial performance of the school and making sure money is well spent</p>	
	<p>Termly Finance Committee Meetings should continue to take place to ensure the budget is on track,</p>	<p>5 Finance Committee Meetings are scheduled for each academic year. The Chair of this Committee then reports back to the Governing Body.</p>
	<p>Governors to ensure resources (as the budgets allow) to develop the IT curriculum are available,</p>	<p>Governors on the Finance Committee review expenditure, commitments and sum remaining across each Cost Centre and Ledger Code. There is also a regular Item on Agendas for this Committee entitled "Review SDP progress in respect of expenditure."</p>
	<p>Governors to ensure CPD is a priority for staff to aid in their efforts to ensure pupils catch-up</p>	<p>This is now an Item on the Agenda for every Staffing Committee which assess the impact against the SDP. Sufficient funds have been allocated in the Budget with each request for training carefully reviewed by the SLT.</p>
<p>REVIEW OF YEAR</p>	<p>During 2020-2021, the FGB approved the latest version of the School Development Plan and started on the journey to ensure the objectives are met. It was and is important to maintain and improve our 'good status' (Ofsted Report, 2017); the many strategic initiatives in place in the School Development Plan will move the school forward as well as continue to ensure the excellent teaching and learning our pupils receive. We endeavoured to maintain the exceptional opportunities for our pupils. The focus, as always, is to ensure that children are given opportunities to learn and develop, making the best possible progress that they can. The Governing Body continue to monitor pupil performance, and are proud of the pupils' continued positive attitudes and eagerness to embrace our broad curriculum.</p>	

	<p>It has heard presentations from both the English and Maths Leads on their plans for the development of the respective curriculums and received training from an external professional on the expectations and questions Ofsted now have for schools and their <i>Governors</i>.</p> <p>The <i>Governing Body</i> pays particular attention to how "vulnerable groups" of children are supported, how the Pupil Premium, Catch-up and Recovery Grants are being spent by the school together with the impact this is having on outcomes. The School Led Tutoring programme was also monitored by <i>Governors</i>.</p> <p>The Finance Committee authorised resourcing for the aims within the SDP to provide up-to-date and workable resources to enable the children to access parts of the computing curriculum.</p> <p>It also ensured funding was available to support additional training to help support staff CPD and also improve staff knowledge and understanding of the computing curriculum and the equipment used to access it.</p> <p><i>Governors</i> also assisted the SLT in the development and review of a school policy and scheme of work for RSE in consultation with parents.</p> <p><i>Governors</i> are also responsible for safeguarding children and staff in school. We have a Nominated Governor for Safeguarding who meets termly with the Headteacher and attends the Safeguarding <i>Governors Forum</i> sessions run by West Berkshire Council. She gives regular updates to the <i>Governors</i> about any safeguarding matters.</p> <p>The school has also appointed a Mental Health and Well-Being Governor to help monitor the impact on pupils, families and staff of the Pandemic and the various periods of absence from school now that schools are back to normal.</p> <p>The Outdoor Classroom has now been completed and resourced with teachers starting to use it in support of the curriculum.</p>
<p>BUDGETARY PRESSURES</p>	<p>The budget for the year 2021/2022 was very tight. We have continued to improve our resources for the curriculum and also support staff. SBM, DHT and HT have worked with the figures and we are looking to have a comfortable surplus at the end of this financial year. This is primarily due to an increase in the number of children on role at census time and careful financial management. The school continues to make very effective use of both the PPG Funding and the Sports Funding. Our aim is to finish the financial year with a small surplus. However, the forthcoming years will be incredibly difficult financially.</p>

	<p>Also during this financial year a sum of £17,040 was received as the Catch-Up premium with a further £2,320 in respect of a Recovery premium; in total £19,360. The majority was spent on in-person small group tutoring with £1,719 having been spent on online tutoring.</p> <p>The third additional grant was the School-Led Tutoring Grant of approximately £2,000. The cost of in-person small group tutoring from September to December 2021 was £5,048.</p> <p>The Chair of the Finance Committee is a very experienced Governor who has served on the Finance Committee for a number of years and he is fully committed to ensuring that the school money is spent effectively for all pupils. The majority of the other Governors are similarly experienced. They have worked closely with the Headteacher and School Business Manager to monitor the school budget. The impact of the Governors' role in the school ensures that the budget is managed effectively and improvements are effective and continuous. Particular expenditure for Pupil Premiums is carefully monitored by a dedicated Pupil Premium Governor who is a member of the Finance Committee.</p> <p>From January 2022 a new School Business Manager was appointed. The opportunity was taken to review processes and procedures and restructure the Finance Team employed by the school to ensure more efficient and streamlined financial management. The Finance Committee, in particular the extremely experienced Finance Committee Chair, have offered the new School Business Manager their support and guidance to ensure efficient financial management continues.</p> <p>The Outdoor Classroom has now been completed and resourced with work now ongoing to develop the surrounding Environment area and redevelop this in support of the national curriculum and wider school projects further enhancing pupils' educative experiences whilst on roll at BSM.</p>						
<p>FUTURE PLANS FOR THE GOVERNORS</p>	<table border="1"> <tr> <td data-bbox="376 1011 1868 1059" style="text-align: center;"> <p><u>What we aim to do in 2022-2023</u></p> </td> <td data-bbox="1868 1011 1968 1059"></td> </tr> <tr> <td data-bbox="376 1059 1868 1107" style="text-align: center;"> <p>Role 1 Ensuring clarity of vision, ethos and strategic direction.</p> </td> <td data-bbox="1868 1059 1968 1107"></td> </tr> <tr> <td data-bbox="376 1107 1868 1425"> <p>Continue to ensure that school remains a safe environment for pupils and staff and ensure Governors are kept up to date with essential changes to safeguarding procedures, Monitor the number of children in school and further improve SEMH support within our school and the school community, to support our vulnerable families due to a lack of resources in the community. This will include monitoring the delivery of the new RSE curriculum.</p> </td> <td data-bbox="1868 1107 1968 1425"></td> </tr> </table>	<p><u>What we aim to do in 2022-2023</u></p>		<p>Role 1 Ensuring clarity of vision, ethos and strategic direction.</p>		<p>Continue to ensure that school remains a safe environment for pupils and staff and ensure Governors are kept up to date with essential changes to safeguarding procedures, Monitor the number of children in school and further improve SEMH support within our school and the school community, to support our vulnerable families due to a lack of resources in the community. This will include monitoring the delivery of the new RSE curriculum.</p>	
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Continue to have regard to pupils' mental health and well-being and to develop an awareness of the impact of the Pandemic on pupils and vulnerable families. To also support staff in this regard including monitoring the work/life balance of members of the SLT.

Survey how the children feel about themselves, school and work (including Coronavirus concerns). Analyse to understand needs across the school, starting with KS2.

Continue to develop Governance so that Governors systematically self-evaluate effectiveness and demonstrate deep knowledge of the context and challenges including provision for vulnerable groups.

Role 2 Holding the Headteacher to Account for the educational performance of the school and its pupils and the performance management of staff

Data analysis further informs Governors of the progress of groups within school, including 'Home-grown' children. The Headteacher will access data boundaries used for school data against National results, there may need to be alterations to our present boundaries. Governors should be aware of and understand any such alterations.

To ensure Governors understand the concept of mastery in teaching styles and assessment and monitor the development of a more creative, arts based curriculum whole school approach. To continue to develop ICT provision and learning across all areas of the curriculum, including home learning. Finally, to review the implementation of the new PSHE/ RSE curriculum.

To effectively monitor the implementation of the new EYFS Framework and monitor the progress for all groups to ensure pupils achieve well above National expectations at end of Reception year, particularly for SEN starters.

To monitor attendance for all groups of pupils through careful analysis of attendance patterns and be aware of the actions aimed at persistent absentees. The school's aim is to ensure FSM children's attendance is equal to that of Non-FSM and Governors must be aware and support this.

	<p>To support the SLT's efforts to develop pupil voice including School Council, Head Boy/ Girl, Toy Shop Leaders and Play Leaders (year 6 children), ensuring that all groups of pupils are represented, and pupils take increasing ownership of their own learning and that of others.</p>	
	<p>Role 3 Overseeing the financial performance of the school and making sure money is well spent</p>	
	<p>Termly Finance Committee Meetings should continue to take place to ensure the budget is on track, Governors to continue to support the new School Business Manager and work with her to ensure effective financial management continues and refine practice. Governors to ensure resources (as the budgets allow) to develop the IT curriculum are available, Governors to enable CPD to be a priority for staff to aid in their efforts to ensure pupils catch-up.</p>	