

**Annual Governance Statement for the Governing Board of
Ashleigh Primary School and Nursery
2016-2017**

“We are all stars: Ashleigh makes us shine”

In accordance with the Government’s requirement for all governing bodies, the 3 core strategic functions of Ashleigh Primary School and Nursery 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 Ashleigh Primary School and Nursery was re-constituted in 2014 and is now made up of two staff governors (including the Headteacher), two elected Parent Governors, one Local Authority Governor and eight Co-opted governors (13 governors in total). Co-opted governors are appointed by the Governing Board and are people who, in the opinion of the governing board, have the skills required to contribute to the effective governance and success of the school. On our Governing Board four of the Co-opted governors are parents, one is a staff member and the remaining three are members of the local community. We have one Associate Governor who advises the governing board, but does not have voting rights. Governors are required to adhere to a Code of Conduct and, to ensure transparency, declare any business interests. A list of governors and their business interests are shown on page 6.

The full Governing Board meets once each half-term and conducts all business of the governing board. We do not have committees but instead use working groups if an issue needs to be reviewed in detail. Working groups report to the Governing Board and only have authority to make decisions if agreed in advance by the Governing Board (this excludes any statutory decisions which can only be decided by the full Governing Board). We have committees that meet if required to consider pupil discipline and staffing matters. The Terms of Reference for the Governing Board and these committees are available on the schools website.

Individual governors take responsibility for monitoring and evaluating the performance of the school to ensure that we meet statutory requirements (such as Safeguarding and provision for pupils with Special Educational Needs) and that we deliver against the areas we ourselves identify in our school development and improvement plan. Governors are required to complete monitoring reports which are circulated to the Governing Board for consideration and action as required. See p5 for a list of monitoring roles.

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| <p>Attendance record of governors</p> | <p>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). See p7 for details of individual governors’ attendance at meetings.</p> |
| <p>The work that we have done in the governing board</p> | <p>The Governing Board has had a particularly busy year, focusing on school improvement, an impending Ofsted inspection and the next stage of developments to enable us to become an all-through Primary School.</p> <p>In terms of school improvement the Governing Board has used its aims and values for the school (developed following consultation with parents and pupils), along with a review of pupil attainment and achievement data, to identify priority areas for our school development and improvement plan. These priorities ensure that we continue to provide excellent learning opportunities for our children to enable each of them to “shine”. These priorities have included:</p> <ul style="list-style-type: none"> • Overseeing the construction of a new building to accommodate years 3 to 6. This work has experienced numerous delays and a specific governor working group has worked alongside the Headteacher, including meeting the site manager and NPS, to ensure these have been kept to a minimum. • Forest school development including extending this to create a wild flower meadow for habitats investigation and strengthened provision with appointment of an in house practitioner trained to level 3. • Working closely with the school to develop Ashleigh Farm. This is utilised across the curriculum and acts as a well being hub within the school. Pupils have visited a local supermarket to sell their produce and taken part in a press conference. • Overseeing the development of a nursery. Growth in the local area and the 30 hr entitlement for some families has increased demand for this provision. Work has included converting classroom space, adding a new secure entrance and providing a space to offer lunches. The nursery is oversubscribed at launch with a waiting list currently in place. • Overseeing the development of Phonics and Spelling Grammar and Punctuation within the school - these have been a focus point of monitoring with governor’s observing Phonics resources and teaching. • Approving a change of catering suppliers to Edwards and Blake achieving a cost saving for the school and a wider menu choice for children. • Overseeing the development of building learning power within the school. BLP training was delivered to all staff and a learning library created in addition to this. • Overseeing the extension of existing Maths practices in to KS2. This has included whole school numicon training and purchase of numicon resources for years 3 and 4. |

Other duties of the Governing Board

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The Governing Board looks at the maintenance and development of the school premises, and makes decisions about how the school should use the budget. Our Health and Safety Governor carries out termly checks of the premises with the school's site manager.

Governors also closely monitor safeguarding and we have a Nominated Governor for Safeguarding who gives a termly report to the governors about any safeguarding matters. As well as regular self-review, the governing board also seek an external perspective and will be commissioning a further external review of safeguarding in February 2018.

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.

Every Autumn term the Governing Board reviews its effectiveness and the skill set of the Governors to identify areas where governance is strong and where improvement may be required. Governors have full access to training courses offered by Educator Solutions and the governing board regularly shares and reviews learning to ensure that we are providing the best leadership and governance that we can.

The Governing Board agrees a timetable of monitoring and evaluation, linked to the improvement priorities in the school development and improvement plan. All governors regularly visit the school as part of "deep dive days" to review progress in delivering improvements.

In addition, the Governing Board uses external reviews to provide independent assessment of provision within the school. The findings of a recent visit indicate "The school could be considered outstanding in all aspects and certainly has a wide range of strengths. In particular, the way the growth of the school to become a 2-form entry primary, with all the associated building work, has been handled has ensured the continual improvement of the provision for pupils has been unhindered and is having a very positive impact on their learning."

Minutes of Governing Board and Committee meetings are public documents – you can ask at the school office if you would like to see any of the minutes of our meetings.

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| <p>Future plans for the governors</p> | <p>The Governing Board have discussed the issue of becoming an Academy and are currently investigating options available to us.</p> <p>Governors have agreed new priorities in our school development and improvement plan for 2017/18 (available from the school website) and funding has been aligned to this. Areas of focus include developing assessment practices within the school, development of the school nursery provision, developing a whole staff learning culture, acceleration the learning progress of vulnerable groups and developing and outstanding KS2 provision.</p> <p>The Governing Board are preparing for our next Ofsted inspection with a view to evidencing the strengths of our school. Ashleigh was last inspected by Ofsted in 2011 when we were judged to be good. We believe that the school is now good with outstanding features.</p> |
| <p>How you can contact the governing board</p> | <p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, via the school office. You can see the full list of governors; their attendance at meetings; minutes of governing board meetings and more information about what we do, on the Governors’ page of the school website.</p> |

Ashleigh Primary School and Nursery Governing Board

| Governor Name | Category of Governor | Key Responsibilities/ Monitoring roles | Term of Office Expires |
|--------------------------|-----------------------------|---|-------------------------------|
| Sam Nixon | Headteacher | | N/A |
| Louise Carolan | Staff Governor | | 25-11-19 |
| Tara Riddle | LA Governor | Equalities Policies | 26-06-20 |
| Jo Satterley | Parent Governor | Safeguarding | 20-10-21 |
| Claire Dixon | Co-opted Governor | New build/premises Finance | 04-02-21 |
| Kate Wood | Co-opted Governor | Vice Chair Personnel and HR Curriculum -Literacy Cluster Governor Monitoring and assessment | 02-06-19 |
| Melissa Marfleet-Collins | Parent Governor | Vulnerable Groups (LAAC, SEND, EAL, G&T, Pupil Premium) | 05-02-21 |
| Danni Lacey | Co-opted Governor | | 10-11-19 |
| Martin Taylor | Co-opted Governor | Website Curriculum - Maths | 25-01-20 |
| Lisa Bramford | Co-opted Governor | Co-chair | 25-01-20 |

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| Sarah Witcomb | Co-opted Governor | Co-chair | 25-01-20 |
| Beth Brais | Associate Governor | | 02-06-19 |
| Rob Roe | Co-opted Governor | Finance | 25-01-20 |
| Shaun Newby | Co-opted Governor | Resources (inc Property) | 29-04-19 |
| Sarah Williamson | Co-opted Governor | Health and Safety Website | 02-06-19 |

Register of Business Interests for School Governors

The register should set out the relevant business interests of governors and details of any other educational establishments they govern. The register should also set out any relationships between governors and members of the school staff including spouses, partners and relatives.

| Name of Governor | Name of Organisation | Nature of Interest | Date from which involved | Date of signature | Date interest ceased | Notes |
|------------------|--------------------------------|---|--------------------------|-------------------|----------------------|-------|
| Sam Nixon | Great Ellingham Primary School | School Governor, Federated Governing Board of Great Ellingham Primary and Rocklands Primary | March 2016 | 18-09-17 | | |

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|--------------------------|------------------------------|---|-----------|----------|--|--|
| Louise Carolan | Ashleigh Primary School | Member of staff | Ongoing | 20-03-17 | | |
| Tara Riddle | | None | | 18-09-17 | | |
| Jo Satterley | | None | | 18-09-17 | | |
| Claire Dixon | | None | | 20-03-17 | | |
| Kate Wood | | Relative of Beth Brais | Ongoing | 18-09-17 | | |
| Melissa Marfleet-Collins | Troops to Teachers, SNITT | Consultant | Ongoing | 18-09-17 | | |
| Danni Lacey | Ashleigh Primary School | Member of staff | Ongoing | 18-09-17 | | |
| Martin Taylor | Ashleigh Primary School | Partner of Majorie Mailard – school employee | Ongoing | 18-09-17 | | |
| Lisa Bramford | | None | | 18-09-17 | | |
| Sarah Witcomb | Norfolk and Norwich Festival | Offering arts workshops and performances to schools | Sept 2016 | 18-09-17 | | |
| Beth Brais | Ashleigh Primary School | Relative of Kate Wood | Ongoing | 20-03-17 | | |
| Rob Roe | | None | | 20-03-17 | | |

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| Sarah Williamson | | None | | 20-03-17 | | |
| Shaun Newby | | None | | 05-10-15 | | |

**Ashleigh Primary School and Nursery
Governors' Attendance Record for 2016-2017**

| Governor Name | Attendance | Out of a possible |
|------------------------------|-------------------|--------------------------|
| Sam Nixon | 6 | 6 |
| Louise Carolan | 5 | 6 |
| Tara Riddle | 6 | 6 |
| Jo Satterley | 6 | 6 |
| Claire Dixon | 6 | 6 |
| Kate Wood | 5 | 6 |
| Danni Lacey | 5 | 6 |
| Martin Taylor | 4 | 6 |
| Lisa Bramford | 4 | 6 |
| Sarah Witcomb | 5 | 6 |
| Beth Brais | 5 | 6 |
| Melissa Marfleet- Collins | 3 | 3 |
| Rob Roe | 4 | 6 |

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| Shaun Newby | 1 | 1 |
| Sarah Williamson | 3 | 6 |