

**Annual Governance Statement for the Governing Board of  
Ashleigh Primary School and Nursery  
2017-18**

“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 reconstituted 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 7.

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 school’s 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 improvement and development plan. Governors are required to complete monitoring reports which are

	<p>circulated to the Governing Board for consideration and action as required. See p6 for a list of monitoring roles.</p>
<p><b>Attendance record of governors</b></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 p8 for details of individual governors’ attendance at meetings.</p>
<p><b>The work that we have done in the governing board</b></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 <b>school improvement</b> 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 improvement and development 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> <p>Priority 1: Further Develop assessment practices. Governors have closely monitored the Schools use of Pupil Asset and a new Point In Time Assessment tracking and reporting system, and interventions. Governors have completed monitoring visits and have discussed at Full Governor Meetings using data to check impact and value for money.</p> <p>Priority 2: To set up flexible hours Nursery Provision. Governors have strategically overseen the growth of the nursery, including the conversion of classroom space, a new secure entrance, pricing structures and development of staff. The nursery was oversubscribed at launch with a waiting list currently in place.</p> <p>Priority 3: To Develop a whole staff culture of learning. Governors have met with middle leaders to discuss the impact of Coaching initiatives and NPQML on professional development and inschool impact. They have also strategically monitored whole school PM and CPD (both Teachers and TAs).</p> <p>Priority 4: To accelerate progress for Vulnerable Groups. Governors appointed a Governor with Educational Experience (SLT experience) to monitor Vulnerable Groups (including PP), which has enabled comprehensive support and challenge whilst the school develops its evidence based holistic provision and interventions. Data has been used to monitor</p>

impact and value for money, and FGB have met with relevant staff for additional discussion.

Priority 5: To develop outstanding UKS2 provision.

Governors have attended new build progress meetings and provided written support to the Head Teacher and School in ensuring the build is completed in a timely manner and to the highest standards. They have also monitored the creation of the UKS2 curriculum and appointment of experienced and specialist UKS2 teachers and coaches.

Priority 6: To complete the redevelopment of the school site to a through primary for 450+ pupils.

As Priority 5, and Governors have overseen the growth and development of the schools' outdoor space e.g. new playground, Ashleigh Farm and Forest School area, including the training and appointment of an in house Outdoor Learning Lead. Governors have completed monitoring visits and held discussions with staff, and strategically supported the use of the new KS2 classrooms and learning environment, and new nursery classroom and learning environment.

Priority 7: To accelerate the writing progress of children not at age expectation, particularly boys in LKS2 and PP children.

PP and Literacy Link Governors have completed regular Monitoring visits, and all Governors have Termly discussions of support and challenge for whole school pupil progress and attainment, and impact of interventions (including value for money).

**Other duties of the Governing Board**

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The Governing Board looks at the maintenance and development of the school premise 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 sought an external perspective and commissioned a further external review of safeguarding in February 2018, which found provision to be Outstanding.

One of the roles for the governors is reviewing and agreeing school policies, and this year we have carefully reviewed a comprehensive range of policies, and ensured the school is meeting requirements.

The Governing Board annually fully reviews its effectiveness and skill set 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 sets aside time at every FGB meeting to share and review 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 annually visit the school as part of "deep dive day" to review progress in delivering improvements and visit the school on a half termly/termly monitoring visit linked to their individual or committee responsibility.

In addition, the Governing Board uses external reviews to provide independent assessment of provision within the school. The findings of assessment visits have all commented on Outstanding provision, and any suggestions for improvement have been followed up and actioned as appropriate.

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, and Governors are currently reviewing the use of the school website to make them even more accessible.

<p><b>Future plans for the governors</b></p>	<p>The Governing Board have discussed the issue of becoming an Academy and have investigating options available to us (including inviting two local Academy Organisations to visit for Q&amp;A. At this moment in time we are suggesting that the school does not pursue Academisation, but will regularly review this.</p> <p>Governors are currently agreeing new priorities in our school improvement and development plan for 2018/19 and funding is being aligned to this. Governors are also looking to reinstate 3 Committees (School Improvement Committee (SIC), Finance and Personnel, and Premise) to continue to ensure rigorous support and challenge.</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 Outstanding.</p>
<p><b>How you can contact the governing board</b></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

<b>Governor Name</b>	<b>Category of Governor</b>	<b>Key Responsibilities/ Monitoring roles</b>	<b>Term of Office Expires</b>
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
Kate Wood	Co-opted Governor	Vice Chair of Governors English/Literacy	02-06-19
Melissa Marfleet-Collins	Parent Governor	Chair of Governors 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	Health & Safety	25-01-20
Beth Brais	Member		02-06-19
Matthew Poole	Co-opted Governor	Finance	06-03-21
Gavin Tash	Co-opted Governor	Premise	06-03-21

## 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.

<b>Governor</b>	<b>Date Register of Interest Last Updated and Signed</b>	<b>Business Interest Declared</b>	<b>Personal Interest Declared</b>
Lisa Bramford	18.9.17	None	None
Kate Wood	18.9.17	None	None
Tara Riddle	18.9.17	None	None
Jo Satterley	18.9.17	None	None
Sam Nixon	18.9.17	None	Great Ellingham & Rocklands Federation – Co-opted governor
Martin Taylor	18.9.17	None	None
Melissa Marfleet-Collins	18.9.17		I consult “Troops to Teachers” and Suffolk and Norfolk Initial Teacher Training. Bother – Scott Cannon teacher at Earlham Junior.
Danni Lacey	18.9.17	None	None
Louise Carolan	18.9.17	None	None
Gavin Tash	5.3.18		
Matthew Poole	5.3.18		

**Ashleigh Primary School and Nursery  
Governors' Attendance Record for 2017-  
2018**

**Ashleigh Infant and Nursery School Wymondham  
Attendance 2017-2018**

Y = Attended, N = Apologies Accepted, NA = Apologies not Accepted, NS = No Apologies sent

<b>Governor</b>	<b>Governor Type</b>	<b>17 Sept 2017</b>	<b>17 Dec 2017</b>	<b>22 Jan 2018</b>	<b>05 Mar 2018</b>	<b>9 May 2018</b>	<b>16 Jul 2018</b>
Johanne Bolver	Other	Y	Y	Y	Y		
Beth Brais	Member	N	N	N	N		
Lisa Bramford	Co-Opted	Y	Y	Y	Y		
Louise Carolan	Staff	Y	N	Y	Y		
Danni Lacey	Co-Opted	Y	Y	N	Y		
Melissa Marfleet- Collins	Parent	Y	Y	Y	N		
Sam Nixon	Headteacher	Y	Y	Y	Y		
Matthew Poole	Co-Opted	-	-	-	Y		
Tara Riddle	Authority	Y	Y	Y	Y		
Joanna Satterley	Parent	Y	Y	Y	N		
Gavin Tash	Co-Opted	-	-	-	Y		
Martin Taylor	Co-Opted	Y	Y	Y	Y		
Sarah Witcomb		Y	Y	Y	Y		
Kate Wood	Co-Opted	Y	Y	N	Y		
Claire Dixon	Co-Opted	N	Y	-	-		