

**Annual Governance Statement for the Governing Body of Langenhoe Community
Primary School & Pre-School
Autumn 2017**

<p>In accordance with the Government’s requirement for all governing bodies, the 3 core strategic functions of the Langenhoe Community Primary School & Pre-School Governing Body are:</p> <ol style="list-style-type: none"> 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 Langenhoe Community Primary School was re-constituted in 2013 and is now made up of: The Head Teacher (Ex-officio), one staff member, one appointed by the local authority, five parent governors (elected by the parents) and four co-opted governors.</p> <p>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 one is a member of the local community and a parent of children who have attended the school, one is a local businessman, one is a grandparent of children in the school and a former deputy head in a Special School, and one is a parent of children in the school.</p> <p>Our blend of governors gives us a wide range of experience and skills, and provides excellent insights that support the school.</p> <p>The full Governing Body meets at least once at each term, and we also have several committees to consider different aspects of the school in detail. At Langenhoe Community Primary School we have a Resources Committee, which focuses on finance, premises and some personnel matters; a Standards Committee which focuses on Learning and Teaching, and a Pay Committee.</p>

	<p>We also have committees that meet if required to consider pupil discipline and staffing matters.</p> <p>We have no vacancies for governors at the start of the academic year. Vacancies for parent governors when they arose during the year were quickly filled by election. When vacancies arise for co-opted governors we use it as an opportunity to carry out a skills audit in order to fill the position with someone with skills to fit the gap.</p> <p><i>See Appendix A for a list of governors</i></p>
<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). We vary times and days of our meetings to enable governors with different commitments have equal opportunities to attend.</p> <p><i>See Appendix A for details of individual governors’ attendance at meetings.</i></p>
<p>The work that we have done on our committees and in the governing body</p>	<p>The year saw us hold the school to account in a more vigorous way. External and internal training sessions developed us into a team that is highly effective and both supports and challenges the school.</p> <p>We played a greater role in contributing to the School’s Self Evaluation and the School Development Plan (SDP). There is now a governor section on the SDP which ensures our monitoring is targeted and purposeful, having a real impact in outcomes for all children. This is evidenced in both our monitoring forms and the challenge recorded in the minutes from meetings.</p> <p>We have looked outside ourselves more and engaged in more collaboration. This is something we want to do (and must do) more – no person is an island!</p> <p>There was partner work with the consortium where a governor and the Head Teacher attended the peer to peer work feedback delivered by Kerrie McGrory (our School’s Excellence Commissioner) and Jackie Castle (Essex CC Education Dept). There was also the Head and Chair of Governors conference that we attended.</p>

The safeguarding audit completed with both safeguarding governors and the Head, and there was also a H&S audit. The Head teacher worked with the School's Excellence Commissioner on the safeguarding audit in Ofsted readiness. Our Single Central Register was externally audited and found to be fully compliant with all the regulations. Our thanks go to the School's Finance Manager for her diligence in this task.

Our Pupil Premium Lead and Governor continued to work closely.

We are relentless in our desire for closing the gap and setting these children on a path for long term learning.

An audit trail was completed to check and record all the School's assets. Some systems need improving and we are working with office staff to ensure they receive the support they need to keep this moving forward.

All minutes from Governor meetings are on the website. Copies are also available via the school office.

The Resources Committee looks at the maintenance and development of the school premises, and makes decisions about how the school should use the budget.

The school's site manager and Adrian Phillips (Premises Consortium Manager) carries out termly checks of the premises with the Head teacher, and when possible a member of the governors has taken part in this. As well as looking at the premises, on each walk the fire drill has been observed.

In the spring term, the Resources Committee produced the 2017/18 budget plan for the school. This proved extremely challenging this year.

The full governing body approved the budget at the start of the summer term. We were forced to restructure our staffing arrangements and we are grateful for the professional advice we received.

Changes were made to how the pre-school was brought under the umbrella of the Primary school, confirming a maintained classification. This means that the pre-school is now the nursery class in the school and run by a qualified teacher. The financial viability will be closely monitored during the coming year.

<p>Future plans for the governors</p>	<p>Our strategic planning cycle has improved through successful linking into the school development plan, but there is always room for improvement. We recognise we need provide more details of staff members requested and what is needed from them prior to monitoring sessions to make even better use of them. We need to ensure monitoring feedback reaches all governors in a timely manner and are more proactive with follow up.</p> <p>In the coming year we will explore our vision in more detail to clearly establish what it looks like in practice to enable us to ensure it is achieved throughout the school.</p> <p>We have a working relationship with the staff that is both professional and friendly but recognise we need do more to truly engage with them. We know that morale was dampened following some difficult financial decisions made at the end of the year due to budget restraints. We value both our teachers and LSAs and know that they are key in our vision of delivering excellent outcomes for all pupils in our School.</p> <p>Our Head Teacher and Deputy Head are a close team, setting high expectations for all and leading by example.</p> <p>The support from our office admin staff is second to none and we are repeatedly impressed with how they deal with the quite bewildering array of tasks thrown their way.</p> <p>And last but not least our thanks go to the kitchen staff and the grounds staff for keeping us fed and looking good.</p>
<p>How you can contact the governing body</p>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mrs Lauwerys, via the school office. She is also on the door at the start of school at least once a week, as are other governors.</p> <p>We also have a couple of governors “walking the corridor” at each parents’ evening.</p> <p>You can see the full list of governors; their attendance at meetings; minutes of governing body meetings and more information about what we do, on the Governors’ page of the school website.</p>

