

Galleywood Infants School

Annual Report of Governors for 2013/2014



1. Introduction

This is the first annual report of the Governors and we hope it will be repeated each year. The purpose of the report is to record for the benefit of all stakeholders a summary of the activity undertaken by the Full Governing Body (FGB) during the Year.

2. Membership and meetings

The FGB comprises 5 Parent Governors, 4 Staff Governors and 5 Governors representing the local community and local Authorities. We also currently have 1 associate Governor. All Governors give their time voluntarily. The FGB has met on 4 occasions during the year. The FGB operates with a number of committees for specific purposes. The 2 main standing committees are Resources (which oversees finance and premises matters) and Learning & Ethos (which is concerned with the curriculum and related matters); each Governor is on at least 1 of these committees and each committee has met at least 3 times during the year. Other committees operate as and when required and cover matters such as Head Teacher Performance. The FGB has also formed a Data Panel to try to ensure that performance data relating to the school is clearly understood and interpreted so that where any change is indicated, this can be identified and implemented. The panel has met 4 times during the year.

3. School Development

Each year the FGB approves a School Improvement Plan. This covers a rolling 3 year period and sets out objectives for maintaining and continually improving the school. It covers matters ranging from school premises, safety, staffing and of course teaching. Throughout the year, we monitor progress against the Plan.

4. Monitoring Visits

The Governors arrange a programme of monitoring visits during the year and each non staff Governor aims to attend at least 2 such visits. The non staff Governors are clear that we are not education experts or professionals and we are careful in our visits to ensure that we do not attempt to assess the professional standards of the teaching that we see. We aim, as part of our monitoring visits to gauge how successfully the school is moving towards implementing the objectives in the School Improvement Plan. We also are able to form views about the day to day operation of the school. Each monitoring visit is followed up with a report to the FGB and, usually, discussions with the Head and appropriate staff. School staff, and the children, always make us welcome and we hope they find our input helpful.

5. Head Teacher performance

A significant role for the Governors is to monitor and assess the performance of the Head Teacher (HT). A panel of Governors undertakes this. We agree with the HT a set of objectives for the year and meet with her twice during the year to review performance against these. To assist us, for the objective setting and main review meeting, we buy in the services of an experienced schools advisor.

6. Skills and Training

In order to ensure that members of the FGB have a wide range of skills, we have recently undertaken a 'skills audit' capturing the particular talents that each Governor offers to the FGB. That will hopefully help us in ensuring that we focus our contributions where they can be of most benefit, and ensure that where we identify gaps we can aim to correct that.

Governors have attended appropriate training during the year to ensure that necessary skills and understanding are up to date. During the past year, this has been especially applicable for changes in national curriculum, Health and Safety arrangements and staff pay and performance.

Governors report, at each FGB meeting, on training they have undertaken and this is recorded in minutes.

7. Governance

During the year, a number of Governors participated in self assessment of the ways in which the school, and all its activities, are managed by the FGB. The self assessment was based on documents from the Department of Education. We try to ensure that the excellent standards at our school are maintained and, arising from the self assessment, we identified a few matters where we feel we can do even better to ensure that our children enjoy the best possible opportunities through school. As a consequence, Governors have set some aims for ourselves over the coming months.

8. Joint working with St Michaels Junior school

Over the past few years, our 2 schools have aimed to work as closely as possible to ensure that between us, we give our young children the best possible opportunities and help. A year ago, together with Governors at the Junior School we reviewed whether we could develop links even further. Arising from the initial discussion we agreed an action plan that we hope, over time, will help to make the transition from our school to St Michael's as easy and successful as possible for the children – and families. We have met regularly with colleagues from St Michael's and jointly monitored the good progress that has been made.

9. Visibility of Governors

Whilst parent and staff Governors have daily contact with school families, others of us fulfil our roles somewhat behind the scenes through meetings and daytime visits. However we recognise that we do need to be accountable for what we do and that has prompted the preparation of this report. Accompanying this report on the school website, you can find brief profiles of Governors. This year, for the first time, a Governor attended the new parents evening to briefly explain who we are and what we do.

10. Conclusion

2013/2014 has been another busy, and we hope, successful year for the school and the Governing Body. It is now 3 years since the school was last subject to an OFSTED inspection and we can anticipate that it will not be too much longer before we are re-visited. The school aims to maintain high standards in all that we do and the FGB strives to support that in all ways that we can.

We understand that OFSTED will often pay particular attention to 3 key issues for Governors; strategic vision for the school, accountability for performance, financial

responsibility. We aim to ensure that the school is well equipped to satisfy scrutiny of these issues.

Our shared aim is to continue to do all that we can to ensure the school offers our young people the best possible opportunities and hope that will, at the appropriate time, be confirmed as and when we are inspected externally.