

## Galleywood Infants School

### Annual Report of Governors for 2014/2015



#### 1. Introduction

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

During the past year the FGB has comprised 4 Parent Governors, 3 Staff Governors and 7 Governors representing the local community and local Authorities. All Governors give their time voluntarily. The FGB has met on 5 occasions during the year; 3 of these being formal minuted meetings and the others being more general discussions about various issues. 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 also has 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 understand 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. During this year we have also made mention of our monitoring visits in the school newsletters 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. This provides us with a skilled and independent view.

#### 6. Skills and Training

In order to ensure that members of the FGB have a wide range of skills, we have, for a second successive year, 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, Special Education Needs and Child Protection arrangements.

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

#### 7. Governance

In common with all schools we have been required in this year to review the constitution and working arrangements of our governance. The skills audit mentioned above has been of assistance in this. As a consequence of the review Governors have agreed a revised constitution that has been sent to ECC for approval. This mainly affects the number of Governors that we will operate with. Department of Education guidance requires us to have at least 7 Governors, and we could choose to have not more than that. We feel however that to secure the wide range of skills needed for the task, more Governors than this minimum are preferable and we plan to function with 11 which is still a reduction on the maximum we have with our current constitution.

#### 8. Joint working with St Michaels Junior school

The 2 schools have continued to work as closely as possible to ensure that between us, we give our young children the best possible opportunities and help. We have agreed with Governors at the Junior School 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. A visible product from this has been that for the first time, prospective parent will have a joint prospectus detailing the benefits of the 2 schools.

#### 9. Safety

During this year, Governors have been increasingly concerned at the level of careless and inconsiderate actions of some people in dropping off and collecting children at

school. We are aware that accidents have occurred at other schools and we want to do all we can to prevent that happening to our young people. We have sought advice from Local Authorities and will continue to pursue that. We have been in discussions with St Michaels as they suffer with the same problem. Governors have continued to explore ways of addressing this problem and we will welcome any advice from parents.

#### 10. 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.

#### 11. Conclusion

2014/2015 has been another busy, and we feel, successful year for the school and the Governing Body. It is now 4 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.

#### 12. Contact

The names, and short profiles, of each of the Governors are on the School Website and our photos are in the school entrance lobby. We are happy to be contacted by parents, friends who wish to discuss any aspect of the school's activity. We can be contacted either via an email to the school or by letter via the school; if something is confidential, please put in sealed envelope marked for personal attention of a named Governor or the chair of Governors.