

**Annual Governance Statement for the Governing Body of
Millfields Primary School and Nursery
July 2017**

In accordance with the Government's requirement for all governing bodies, the core strategic functions of Millfields Primary School and Nursery's Governing Body are:

The core strategic functions defined by the DfE are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school;
- Overseeing the financial performance of the school, ensuring value for money;
- Promote the highest possible standards for Safeguarding.

Governance Arrangements

The Governing Body of Millfields Primary School and Nursery was re-constituted in 2015 and is now made up of two staff governors (including the Head Teacher), three elected Parent Governors, one Local Authority Governor and six Co-opted governors. 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 the Governing Body are members of the local community, including a head teacher at the local secondary school, a safeguarding lawyer and a teacher from another local authority.

There have been a few changes to the governing body this year with one Governor leaving us after 3 years and the recruitment of two new Governors.

The full Governing Body meets once each term, and we also have a number of committees to consider different aspects of the school in detail. At Millfields Primary we have a Resources Committee, which focuses on finance, premises and some personnel matters; an Achievement and Standards Committee, and a Performance Management Committee. We also have committees that meet if required to consider complaints, pupil discipline and staffing matters.

See page 4 for a list of Governors.

Attendance record of governors

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 page 5 for details of individual governors' attendance at meetings.

Ofsted visit 13 September 2016

The school had an Ofsted Inspection at the start of the year and was judged to be Good with Outstanding in personal development, behaviour and welfare.

This is a good school;

- The Head Teacher is strong with a clear vision.
- Standards have risen rapidly, and improvements are set to continue.
- Pupils of all abilities progress well. Progress of disadvantaged and most-abled pupils has quickened.
- Teachers have good subject knowledge and work closely with the teaching assistants.
- All staff know pupils well.
- Provision in early years is good.
- Governors know the school well.
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The school needs to improve further;

- Put further emphasis on ensuring that boys progress is as good as that of the girls in all subjects.
- Provide pupils with more opportunities for extended writing across the curriculum
- Governors to ensure that the information on the website is up to date.

The work that we have done on our committees and in the governing body

The governors have continued with the monitoring role to gain a better understanding of key areas of the curriculum and student progress and wellbeing. This has involved meeting with the subject leaders to review the action plans in place, monitor progress throughout the year and see the impact of the new curriculum and assessment process. This has helped us when reviewing the data provided by the school and will help us to benchmark against similar schools both locally and nationally. Governors responsible for these areas are;

James Murray – Maths

Deborah Robb and Jill Taylor – Literacy

Jill Taylor – Pupil Premium

Amanda Malam – Early Years Foundation Stage (EYFS)

Amanda Malam – Special Educational Needs and Disabilities (SEND)

Deborah Robb - Safeguarding

The quality of teaching and learning is also reviewed by our School Improvement Partner who meets with governors. After 15 months of support the governors have decided to change the School Improvement Partner to better challenge and support the Head Teacher.

The Achievement and Standards Committee have supported the Head Teacher with the introduction of the Primary Writing Project as writing continues to be a priority for the school. The project is a 2-year program which supports all children in their development in writing. It is particularly effective with boys.

The governors have continued to challenge the Head Teacher on areas such as anti-bullying procedures and promoting diversity in school. They are pleased to acknowledge that the Head Teacher has raised standards in maths in all year groups since his arrival at the school.

We continue to closely monitor our “vulnerable groups” of children and focus on how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes. We have a named governor responsible for this area.

The Resources Committee looks at the maintenance and development of the school premises, and makes decisions about how the school should use the budget. Governors consider safeguarding a key priority and have a Nominated Governor for Safeguarding (Deborah Robb) who gives an annual report to the governors about any safeguarding matters. Early in the summer term, the Resources Committee approved the 2017/18 budget plan for the school: we are pleased to report that the school is in a healthy position financially and continue to challenge the Head Teacher on managing the budget effectively both now and in the future.

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 Safeguarding, Special Educational Needs (SEND), Best Value, Data Protection, Disciplinary Procedures, Accessibility Plan, Anti-Bullying and Complaints.

The governors have appointed 2 new members of staff to replace a reception teacher who left after maternity leave and a Key Stage 2 teacher who is returning to university to study.

The clerk to the governors has ensured that the website is up to date and complies with requirements.

Minutes of Governing Body and Committee meetings are public documents – you can either find them on the Governors’ page of the school website or you can ask at the school office if you would like to see copies of the minutes from our meetings.

Future plans for the governors

With the careful management of the school budget we have been able to set aside money, over the last three years, to be used towards an extension to the school premises. Along with a successful capital bid this work started in the summer term and is due to be completed by the start of the new academic year. The extra space will be invaluable for teaching interventions, a library and an area for music lessons and the band to practise.

The governors are looking into the future status of the school and whether converting to an academy is right for the school. Research is being undertaken and discussions are being held with a variety of Multi Academy Trusts. This is still in the early stages and any future decisions will be put to all stakeholders.

How you can contact the governing board

We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Jill Taylor, via the school office. 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.

Governing Board Members (over the past 12 months)

Governor	Type of Governor	Date of Appointment	Term of Office Expiry Date	Declaration of Interest
Lizzy Emmington	Co-opted governor (appointed by members)	29/03/17	29/03/21	
Kevin Hubbard	Co-opted governor (appointed by members)	29/03/17	29/03/21	Teacher at a local primary school.
Amanda Malam	Co-opted governor (appointed by members)	21/03/16	21/03/20	
Arthur Moran	LA governor (appointed by members)	07/12/15	06/12/19	Local Councillor, Governor at local secondary school.
<i>James Murray</i>	<i>Co-opted governor (appointed by members)</i>	<i>01/07/15</i>	<i>Resigned 12/07/17</i>	
Mark Parsons	Co-opted governor (appointed by members)	12/07/17	12/07/21	
John Priest	Parent governor (elected)	21/03/16	21/03/20	
Deborah Robb	Co-opted governor (appointed by members)	01/07/15	30/06/19	
Clare Swindley	Staff governor (elected)	16/10/16	16/10/20	Deputy head at Millfields.
Jill Taylor	Parent governor (elected)	04/11/10	04/11/18	
Lisa Tonge	Parent governor (elected)	04/11/10	04/11/18	

Jeannette Walker	Co-opted governor (appointed by members)	01/07/15	30/06/19	Head teacher at local secondary school.
Phil Whelan	Head Teacher			

Governor Meeting Attendance Record 2016-2017

Autumn Term 2016-2017			
Governor	Resources 25/10/16	A&S 16/11/16	FGB 12/12/16
Amanda Malam		✓	✓
Arthur Moran	✓		✓
James Murray		✓	✓
John Priest		✓	✓
Deborah Robb	✓	✓	✓
Clare Swindley		✓	✓
Jill Taylor	✓	✓	✓
Lisa Tonge		Apologies accepted	Apologies accepted
Jeannette Walker	✓		Apologies accepted
Phil Whelan	✓	✓	✓

Spring Term 2016-2017			
Governor	Resources 07/03/17	A&S 01/02/17	FGB 29/03/17
Lizzy Emmington			✓
Kevin Hubbard			✓
Amanda Malam		✓	Apologies accepted
Arthur Moran	✓		Apologies accepted
James Murray		✓	Apologies accepted
John Priest		Apologies accepted	✓

Deborah Robb	✓	✓	Apologies accepted
Clare Swindley			✓
Jill Taylor	Apologies accepted	✓	✓
Lisa Tonge		✓	✓
Jeannette Walker	✓		✓
Phil Whelan	✓	✓	✓

Summer Term 2016-2017			
Governor	Resources 13/06/17	A&S 17/05/17	FGB 12/07/17
Lizzy Emmington	✓		✓
Kevin Hubbard		✓	✓
Amanda Malam	✓	✓	✓
Arthur Moran	✓		Apologies accepted
James Murray		✓	Apologies accepted
Mark Parsons			✓
John Priest		✓	✓
Deborah Robb	Apologies accepted	✓	✓
Clare Swindley	✓		✓
Jill Taylor	✓	✓	✓
Lisa Tonge		✓	✓
Jeannette Walker	✓		✓
Phil Whelan	✓	✓	✓