



## Abbey Hill Governing Body Information

All governors at Abbey Hill are volunteers. The governing body is made up of 12 governors who are a mixture of Local Authority governors, parent governors and staff governors. We also have people from the local community called co-opted governors. Each member brings their own viewpoint, ideas and skills to the governing body

Governors are responsible for making sure the school is run well and they work closely with the head teacher, who is responsible for the school's day-to-day management. Governors work hard to make sure every child gets the best possible life chances while they are at our school. This includes making sure the school budget is spent in the best way and that learning and behaviour are of a high standard.

One of the most important jobs of the governing body is to hold the school to account. Governors do this by supporting the head teacher in making plans for the school. They act as critical friends by asking questions and finding out about the work of the school for themselves on governor visits.

Governors attend a full governing body meeting every term as well as committee meetings each half term. There are two committees, one focusing on school finance and the other one on future planning and pupils. Governors also take part in training sessions to help them make the best possible decisions about the school.

Governors make sure the school has done everything it must do legally e.g. in health & safety, in safeguarding and child protection, writing school policies and delivering tests to pupils. Governors also spend time in school, talking to children and staff, seeing the work of the school first hand and joining in school trips and events.

Governors can be contacted through the school office, the head teacher or any member of staff.

Our governing body is made up of 12 people:

- 3 parent governors who are elected by parents and carers of children at the school
- 6 co-opted governors who are chosen by the governing body based on their skills and experience
- 1 Local Authority governor who is nominated by the Local Authority and chosen by the governing body based on skills and experience
- 1 staff governor who is elected by staff at the school and 1 who is co-opted
- The head teacher who is a permanent member of the governing body

Name	Type of Governor	Start Date	End Date	Business or Pecuniary Interests	Governor link for 2016 - 17
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Ms Helen Chambers	Head Teacher	n/a	n/a	None	Day to day management of the school
Mr David Ball	Chair of Governors Local Authority	16.6.2014	15.6.2018	None	Behaviour and Attendance, Attainment and Standards, Finance
Mrs Jane Mansell	Vice Chair of Governors Co-opted	1.11.2013	31.10.2017	Mrs Mansell is employed by NCC governor services	Early Years, Pre-school and Governor training
Mr Karl Simpson	Parent	23.5.2014	22.5.2018	None	IT, school website and e-safety, P.E. & Sports premium, Safeguarding and Early Years
Miss Louise Allsop	Parent	23.5.2014	22.5.2018	None	R.E. and SMSC, Governor training coordinator
Mr Ben Richardson	Parent	16.5.2017	15.5.2021	None	
Miss Natalie Kingswood	Staff	16.6.2014	15.6.2018	None	Parent Partnership
Ms Sam Jeffs	Co-opted	12.10.2016	12.10.2020	None	Attendance
Miss Denise McGarvey	Co-opted	1.11.2016	31.10.2020	None	
Reverend Dr Neil Popham	Co-opted	1.11.2013	31.10.2017	None - Rev Popham is a governor at Kirkby College	Numeracy, Special Needs, Inclusion, Pupil Premium, EAL and Looked After Children, Finance
Mrs Angela Hughes	Co-opted	1.11.2013	31.10.2017	None	English
Mr Eric Wetton	Co-opted	1.11.2013	31.10.2017	None	Science, Curriculum and enrichment

Governors are helped and advised by a clerk to governors who also takes minutes of governors' meetings. Our clerk is Nicki Goodman.

The two governor committees are the finance and resources committee and the strategic and pastoral committee. These people are on each committee:

<b>Finance and Resources</b>	<b>Strategic and Pastoral</b>
Ms Helen Chambers	Ms Helen Chambers
Mr David Ball	Mr David Ball
Mrs Jane Mansell	Mrs Jane Mansell
Mr Eric Wetton	Mrs Angela Hughes
Reverend Dr Neil Popham (chair)	Miss Louise Allsop (chair)
Mr Karl Simpson	Ms Sam Jeffs

Miss Natalie Kingswood	Miss Denise McGarvey
Mr Ben Richardson	

Governors must also focus on three main areas to make sure the school keeps on getting better and better. They are:

1. Making sure the school has a clear vision and plan for how it will keep on improving
2. Holding the head teacher to account for how well children learn and the standards they achieve, and how well staff achieve the targets set for them
3. Overseeing how well the school manages its budget and making sure money is well spent.

When a school is inspected by Ofsted, the governing body must show that they are doing these three things. The statement below gives examples of what the governing body has done in these three areas:

### **Governors' Annual Impact Statement**

#### **Making sure the school has a clear vision and a plan for how it will keep on improving**

- Governors contributed to a recent INSET session to create a school mission statement and a set of vision & values for the school.
- Governors have agreed to fund the School's Direct project in partnership with the family of schools. This is part of the school's succession planning in addressing national difficulties in recruitment.
- Governors have agreed a formal collaboration with Forest Town Primary School, to support partnership work with the school. The first Joint Collaboration Committee has received the collaboration action plan and agreed governor visits to both schools to find out about good practice.
- Governors have attended a joint meeting of the family of schools' governing bodies to listen to proposals to create a formal collaboration with up to seven local primary schools starting in September 2017.
- Governors continue to support the school's provision for two years olds. The staffing complement was reviewed in December 2016 and new staff appointed.
- In 2016 governors agreed further improvements to the FS Unit and significant changes to the main school building to accommodate increasing pupil numbers. These include moving the school entrance, creating a new Reading Recovery room and making additional space in KS1 for small group learning and role play.
- Governors have worked closely with the Local Authority on a school expansion building project to accommodate the increasing number of pupils. They have also liaised with Bracken Hill Special School, which shares the same site, in order to use the available land in the best possible way for pupils in both schools. The project is due to start in the summer holidays 2017.

- Governors have supported the promotion of British values. They attended staff meetings on British Values and added to the discussion of what this means in our school and how it is promoted.
- Governors have had training on the new Prevent strategy (which aims to identify and prevent radicalisation in schools) and three have completed the online Channel training.
- The safeguarding governor has completed the online Safer Recruitment training and used his knowledge to support the head teacher in recruitment procedures.
- Governors have taken part in Equality training to make sure that the school understands its duty under the new Equality Act and to know what this means in everyday school life.
- After discussion and further investigation governors agreed the purchase and implementation of an electronic safeguarding recording system (CPOMs). This has been very effective in the recording and sharing of information regarding safeguarding with all relevant staff.
- The chair of governors has taken part in attendance panels with the head teacher and the child and family support worker to support the school in its drive to improve attendance and hold parents to account for their children's non-attendance.
- Governors regularly review policies and practices in school e.g. the Safeguarding Children policy and SEND report to parents.
- The safeguarding governor meets the head teacher and the child & family support worker to check the school's safeguarding procedures are being followed correctly. This includes checking all staff have been trained, pupil records are kept properly and that all DBS child protection checks have been carried out and recorded (see governor safeguarding audit spring term 2017)

### **Holding the head teacher to account for how well children learn and the standards they achieve, and how well staff achieve the targets set for them**

- Governors work with an outside advisor to set targets for the head teacher as part of her appraisal. They carry out a mid-year review with the head to check she is on track to meet the targets and an end of year review to see if targets have been met.
- Governors monitor appraisal arrangements for other teachers and make decisions regarding performance related pay progression.
- Governors took an important role in checking the 2016 Y6 SATs tests were carried out properly. They checked test papers were locked away at all times and that tests were delivered correctly. Governors were present in tests to make sure everything was carried out fairly and also made sure that test papers were sealed in the correct bags and locked up again straight after the tests.
- Governors' meetings are held in different classrooms so governors can see there is a consistent approach to teaching throughout school. They regularly look at samples of children's English and maths workbooks to see the quality of presentation, the amount of work completed and how well children make progress.

### **Overseeing how well the school manages its budget and making sure money is well spent**

- Governors are given a breakdown of the school's budget. They discuss and ask questions about where money has been allocated. Governors also read termly reports from the head teacher and office manager about how much of the budget has been spent and where there is any over or underspend.
- The chair of the finance and resources committee has discussed the initial results of a recent school audit (January 2017) with the office manager and will discuss these with the whole committee when the report is published.
- Governors continue to work closely with the LA on a programme for school expansion, with building work due to begin in the summer holidays 2017.
- Governors agreed the recent increase in the Living Wage to show the high value they place on our staff team.
- Governors have looked carefully at the way the school spends its pupil premium funding. They read reports about the way this spending improves children's progress and attainment and how it supports other important areas such as children's well-being. Governors have visited school to see this spending in action and have received updates from staff leading the interventions.

March 2017

The table below shows the attendance of governors at meetings and committees this academic year (2016 - 17).

## Governor Attendance at Meetings 2016 – 17

PC – Pay Committee

F & R – Finance and Resources Committee

S & P – Strategic and Pastoral Committee

FGB – Full Governing Body

JCC – Joint Collaboration Committee

	Attended
	Absence agreed
	Absence not agreed
	Not a member of the committee

Name	PC 28.9	PC 5.10	FGB 12.10	FGB 8.11	JCC 22.11	S & P 5.12	F & R 13.12	FGB 31.1	S & P 7.2	JCC 13.3	F & R 14.3	S & P 22.3	F & R 24.4	FGB 16.5			
Ms Helen Chambers																	
Mr David Ball																	
Mrs Jane Mansell																	
Mr Karl Simpson																	
Miss Louise Allsop																	
Miss Natalie Kingswood																	
Ms Sam Jeffs																	
Reverend Dr Neil Popham					Reserve member												
Mrs Angela Hughes																	
Mr Eric Wetton																	
Miss Denise Garvey	Not yet appointed																
Mr Ben Richardson	Not yet appointed																