

**Highfield Primary School**  
**Governors' Annual Statement and Effectiveness Report for 2016/17**  
**March 2017**

**Highfield Primary School Governing Body**

**Chair**...Ashutosh Paul.....**Vice Chair**...Margaret Maiden.....

The constitution of the governing body is:

- Headteacher
- Two parent governors, formally elected through a ballot of parents
- Eight co-opted governors, nominated and appointed by the governing body
- One staff governor, formally elected by staff employed at school
- Three associate members, appointed by the governing body (can vote in committee meetings)

The governing body operates with the following committees:

- **Resources committee ("R")**- responsible for staffing including the appointment and role of the SENCO, equality and diversity, finance, property management, health and safety and nutritional standards. **Committee chair Steve Binns**
- **Teaching and learning and pupil support committee (TL/PS)** - responsible for teaching and learning matters including target setting, standards and achievement, SEN (including reporting annually on the success of the SEN policy), monitoring teaching and learning and curriculum provision and ensuring that the governing body is represented at school improvement discussions. It is also responsible for behaviour, safeguarding, attendance, children's spiritual moral social and cultural development, children, parent and staff voice, extra-curricular activities, cluster and other partnerships. **Committee chair Lisa Henry**
- **Pay Review committee** – responsible for ensuring the implementation of the school Pay Policy and Teacher Appraisal Policy.
- **Pay Appeal committee** – responsible for hearing pay appeals and ensuring a fair and proper process has been followed.

Current and recent (in the last 12 months) governors' and business/other interests declared are provided on the school website. Governors and associate members, if appointed, are reminded that they should declare any changes as and when they occur.

The attendance record for individual governors at meetings of the full governing body and committees is detailed under the Governors' Information section of the school's website (under Newsletters). It details that on the whole there is very good attendance by governors at such meetings where governors are able to discuss their wide-ranging involvement in and engagement with the school.

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**Annual Governance Statement for the Highfield Primary School Governing Body**  
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**1. Overview**

The governing body conducts its business to take account of the three roles of the governing bodies as outlined in the Governors' Handbook:

- 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.**

The day to day management of the school is the responsibility of the Headteacher and senior leadership team.

The governing body also ensures that the school complies fully with statutory safeguarding procedures. All staff have signed a record to confirm they have read Part 1 of the DfE statutory guidance "Keeping Children Safe in Education". The governing body has familiarised itself with the document and are working with the safeguarding lead in school to complete the annual safeguarding audit.

**2. The composition of the governing body**

There are currently no vacancies on the governing body.

**3. Meetings of the governing body and attendance**

The full governing body meets five times a year; all meetings are clerked by a trained professional clerk. There are also two governing body committees which meet three times a year and which have delegated authority to make decisions on behalf of the governing body. Governors have good attendance at meetings overall. Apologies for non-attendance are considered on an individual basis.

**4. The remit of the governing body and its committees**

The senior leadership team completed a self-evaluation of the school, taking into account results, the school's internal monitoring of pupil progress and attainment, changes to the assessment of pupils and the curriculum and the most recent Ofsted report. The self-evaluation then informed the school improvement plan (SIP), which was launched to staff and governors in June 2016. It was subsequently presented and approved by the full governing body at the July 2016 meeting. The SIP prioritised the following five areas:

Priority One: To close the in-school gap in achievement for cohort specific identified groups e.g. pupil premium, more able boy writers

Priority Two: To ensure our high standards in maths and English are maintained by exploring greater depth teaching and by improving staff knowledge of end of key stage expectations

Priority Three: To enhance and review our Arts curriculum and achieve the Art Mark Platinum Level Award

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Priority Four: To evaluate our assessment procedures in line with the new national curriculum and the removal of levels of attainment (third year of a three-year plan)

Priority Five: To improve the school infrastructure over a period of five years (kitchens, electrics, decoration, outdoor areas). Fifth year of a five-year plan

The monitoring and evaluation of progress towards the priorities will be through the committees as indicated in brackets above.

**5. The effectiveness and impact of the governing body 2016/2017**

The governing body completed a review of governance in December 2015 facilitated by the Governor Support Service. The areas for improvement identified on our governors' action plan were:

**1. To co-opt governors (or associates) with relevant skills**

The skill set within the governing body has been enhanced with the following members:

- a. Finance/business – Michael Sandpearl (associate member), Dan Cohen (co-opted governor)
- b. Building/maintenance – Steve Binns (co-opted governor), Dan Cohen (co-opted governor)
- c. Performance data – Jonathan Feeley (deputy headteacher and associate member)

**2. To improve governors' knowledge of performance data**

Jonathan Feeley (deputy headteacher) contributes to all governing body meetings, taking a lead on data and assessment. He gave a detailed report to governors on performance data at the January 2017 Teaching and Learning and Pupil Support sub-committee meeting. This informed governors of new assessment procedures, how to interpret results and how this affects teaching and learning.

**3. To increase governors' involvement in the self-evaluation of the school, which informs the SIP**

This remains an area for development and will be addressed in the July Governors' Action Plan. Notwithstanding this, governors monitor the SIP priorities by way of challenge to the staff at the relevant sub-committee meetings throughout the year and this enables governors and staff to formulate what the priorities will be for the next academic year.

Other areas of impact of the Governing Body:

- **Deputy Headteacher** - Ashutosh Paul and Kevin Carson were instrumental in supporting the headteacher to successfully appoint the new deputy headteacher Jonathan Feeley
- **Bulge discussions** - Governors were involved in key discussions involving senior leadership, Leeds City Council and other local schools. A working group was set up comprising governors, the Headteacher and the school business manager to address the implications of being asked to take another bulge cohort of children. At the time of writing it has become apparent that Highfield will not be asked to take a bulge in September 2017 but we have gathered some valuable evidence nevertheless.

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- **School Hall** - Steve Binns, Dan Cohen and Ashutosh Paul were influential in several meetings with the contractor and supported the headteacher to ensure the successful completion of the hall
- **Parent Community** – governors approached Matt Jones, a parent with relevant experience of construction projects, to help with the school hall
- **Child Protection** – Lisa Henry meets regularly with Julie Colley and Jane Denton (business manager) to review child protection policies, procedures and training within the school. The annual child protection report will be shared with governors in July 2017
- **Medical** – Lisa Henry meets regularly with Jane Wheldale, who provides an update on medical matters within the school and how children with medical conditions are kept safe
- **Special education needs** – Claire Hills meets regularly with the SENCO Rachael McVeigh. They update all governors on how the needs of all children are met at Highfield
- **Budget setting** – Governors of the resources sub-committee review spending and future budget proposals
- **Class governors** – Every governor is allocated a class and visits focus on the SIP and pupil well-being. Governors complete Visit Forms to evidence what they have observed and how the lesson or activity being observed ties in with SIP priorities.
- **ARM Cluster** – Margaret Maiden represents the governing body at the ARM (Alwoodley, Roundhay, Moortown) cluster meetings and feeds back to the governing body
- **Pupil Voice** – Margaret Maiden has attended school council meetings to ensure the governing body hears about issues that are important to the children
- **Early Years Foundation (EYF)** – Margaret Maiden liaises with Liz Bowker as the lead for EYF and they gave a detailed update regarding current practice in early years
- **Governor newsletter** - Sam Ross and Jo Wragg produce a termly newsletter informing parents about governor activity

Written by Lisa Henry, Mel Conaghan, Steve Binns and Ashutosh Paul March 2017  
(On behalf of the Highfield Primary Governing Body)