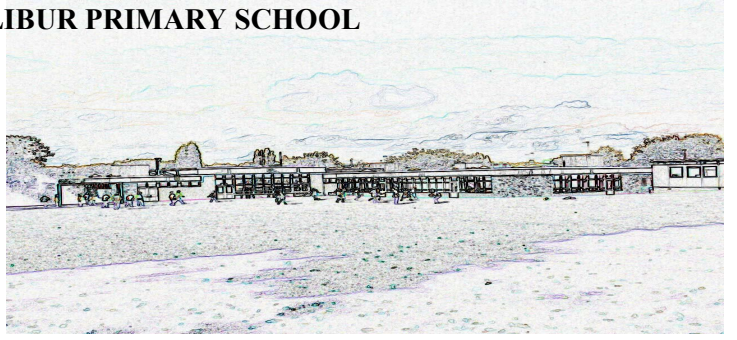


EXCALIBUR PRIMARY SCHOOL



Annual Governance Statement for the Governing Body of Excalibur Primary School

September 2016

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of the Excalibur Primary School Governing Body are:

- 1. Ensuring clarity of vision, ethos and strategic direction;**
- 2. Holding the head teacher 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.**

Governance arrangements

The Governing Body of Excalibur Primary School was re-constituted in 1st April 2015 and is now made up of:

- 2 staff governors (including the Headteacher)
- 4 elected Parent Governors
- 1 Local Authority Governor
- 4 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 our Governing Body one of the Co-opted governors is a parent, two are members of the local community and one position is vacant.
- 2 Foundation Governors. These are governors appointed by the foundation body, Alsager Community Trust. Both are parents.

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 Excalibur Primary we have a:

- Strategic Leadership and Management Committee, which focuses on finance and human resources matters
- a Learning, Teaching, Curriculum and Standards Committee
- a Community Committee, which deals with premises, the school website and community matters
- a Performance Management Committee, which completes

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- a Performance Management Committee, which completes the performance management of the head teacher

We also have committees that meet if required to consider pupil discipline and staffing matters.

See page 5 of this statement for a listing of Governors.

<p>Attendance record of governors</p>	<p>Governors have an excellent attendance record 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 6 of this statement for details of individual governors’ attendance at meetings.</p>
<p>The work that we have done on our committees and in the governing body</p>	<p>The Governing Body has had a particularly busy year, focusing on school improvement, an impending Ofsted inspection, the new curriculum and assessment without levels.</p> <p>The Learning, Teaching, Curriculum and Standards Committee has spent time:</p> <ul style="list-style-type: none"> • reviewing and monitoring the School’s Strategic Development Plan (SSDP) priorities for 2015/16 which were centred around embedding assessment without level throughout the school and increasing the amount of outstanding teaching. The review in the Autumn term included a discussion on how the priorities were to be monitored. • reviewing and approving the SSDP for 2016/17 which centred around creating an outstanding reading culture, closing the gap for disadvantaged pupils, challenge and engagement in learning and teaching and ensuring that the investment in technology continues to have an impact on pupil progress and outcomes across the curriculum. • receiving reports from the Special Educational Need (SEN) governor • receiving the pupil premium governor reports and discussed “vulnerable groups” of children within school and the focus on how the Pupil Premium Grant is being spent and the impact this has on those pupils outcomes thus ensuring that the pupil premium pupils have been effectively supported • discussing and reviewing the annual key data giving the results of pupil achievement and progress and ensuring any weaknesses are recorded within the SSDP • discussing and reviewing termly assessment data that shows a summary of pupil achievement and progress in the school and across year group in reading, writing and maths. This ensures the school is on track to fulfil its ambitious targets for all pupils. <p>The Strategic Leadership and Management Committee has spent time:</p> <ul style="list-style-type: none"> • reviewing and monitoring the SSDP priorities for 2015/16

which were centred around increasing the percentage of pupils exceeding expected progress in Maths, Reading and Writing, closing the gap for pupil premium pupils, ensuring the effectiveness of the early years provision continues to be judged outstanding and ensuring that subject leadership has impact on non-core subjects. The review in the Autumn term included a discussion on how the priorities were to be monitored.

- reviewing and approving the SSDP for 2016/17 which centred around developing leadership capacity and securing the future success of the school by investigating the opportunities of converting the school's status.
- reviewing and approving the school budget for 2016/17. We are pleased to report that the school is in a very healthy position financially and can afford to run 7 classes in the next academic year as well as employing a part time SENCO (special educational needs co-ordinator).
- reviewing all virements from the 2015/16 budget and the 2016/17 budget
- completing and approving the Schools Financial Value Standard (SFVS) assessment and achieving good assurance.
- reviewing the monthly School Fund accounts and Friends of Excalibur accounts .
- reviewing the school fund annual audit statement completed by the Local Authority finance department
- reviewing how the school has achieved best value each term and the savings that the school has made.
- reviewing the school's financial benchmarking data produced from the Schools' Financial Benchmarking website.
- reviewing the common findings of the Local Authorities schools' audit programme and to ensure that where appropriate the school reviews its school policies, procedures and processes in light of those findings.
- approving the chosen quote for the school's new electric gates due to be completed in the Summer holidays.
- reviewing the Senior Leadership Team (SLT) financial skills matrix and governors skills matrix to identify areas for training and inform succession planning and committee membership
- reviewing changes in staffing and completing exit interviews with staff leaving the school

The Community Committee has spent time:

- reviewing and monitoring the SSDP priorities for 2015/16 which were centred around increasing pupil participation in active lifestyles this includes the expenditure of the Sports Premium monies and staying safe in a range of situations, including when using technology . The review in the Autumn term included a discussion on how the priorities were to be monitored.
- reviewing the SSDP for 2016/17 centred around ensuring the KiVa initiative becomes embedded into the daily life of the school and promoting global learning.
- reviewing the school's building maintenance 3 year plan and making decisions about how the school should use the school premises budget.
- completing termly checks on the premises with Mrs Alsop, the Health and Safety governor.
- Reviewing the insurance cover and assess whether all risks are adequately insured.
- reviewing all issues arising from the annual health and safety review and other external reviews and ensure that where appropriate the school reviews its school policies, procedures and processes in light of their findings
- reviewing the risk assessment listing collated to show all issues arising from the school own risk assessment, the health and safety review and other external reviews.

All the committees spend their time:

- reviewing and approving school policies allocated to the committee.
- reviewing the strengths of the school around the Social, Moral, Spiritual and Cultural agenda
- reviewing the termly Director of Children's Services report and ensuring that it's requirements are met

The Governing Body has also:

- completed a governors skills analysis that has allowed us to find the strength of individual governors and ensure that they continue to sit on the right committees to utilise this expertise and where the governing body lacks skills the continuation of specific governor training
- sought the views of the staff and have used this to inform planning, working procedures and school development for 2016/17

	<ul style="list-style-type: none"> • sought the views of the parents and carers and have used this information to inform the working procedures and school development plan for 2016/17 • had Direct involvement in the performance management process through the Performance Management Committee • completed school visits and fed the information found back to the relevant committee and through the creation of the governor blog communicated these visits to parents. • received presentations from Subject leaders and the school council through their attendance at the termly full governor meetings <p>Minutes of Governing Body and Committee meetings are public documents – you can either find them on the Governors’ page of our website or you can ask at the school office if you would like to see any of the minutes of our meetings.</p>
<p>Future plans for the governors</p>	<p>The Governing Body is looking forward to</p> <ul style="list-style-type: none"> • the installation of the school’s electronic gates. • the pupil data that they will receive for June 2016 with Assessment without Levels and the feedback of the new assessment framework. • introducing a new governor buddy system to support governors in their first year of office • succession planning within the school as the Governing Bodies has passion for long term strength in our School Team • reviewing and monitoring the SSDP priorities for 2017/18 to prove that the school is moving forwards with its priorities.
<p>How you can contact the governing body</p>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mrs Victoria Alsop, 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, including a governor blog.</p>

Excalibur Primary School Governing Body

Governor	Category	Term of office expiry date
Vicky Alsop (Chair, Chair of Community Committee)	Foundation Governor	26 th November 2017
Sara Brammeld	Parent Governor	7 th February 2020
Gill Burgess (resigned 30 th June 2016)	LA Governor	24 th July 2017
Sarah Choi	Parent Governor	3 rd July 2018
Mike Cross (Chair of Learning, Teaching Curriculum and Standards Committee)	Co-opted Governor	31 st March 2019
Yvonne Hilditch (resigned 12 th July 2016)	Co-opted Governor	31 st March 2019
Lise Houldsworth	Head Teacher	
Nikki Ratcliffe (Chair of Strategic Leadership and Management Committee)	Parent Governor	18 th February 2018
Jonathon Riley	Co-opted Governor	31 st March 2019
Sakina Shulver	Foundation Governor	30 th April 2017
Sara Sproston	Co-opted Governor	15 th December 2019
Juliet Tomkinson	Staff Governor	31 st August 2015
David Townson	Parent Governor	18 th February 2018

Excalibur Primary School Governors' Attendance Record for 2015-2016

Governor	Full Governing Body	Community	Learning, Teaching Curriculum and Standards	Strategic Leadership and Management
Vicky Alsop	66%	100%	n/a	100%
Sarah Brammeld	50%	50%	n/a	n/a
Gill Burgess	50%	n/a	0%	0%
Sarah Choi	100%	n/a	100%	n/a
Mike Cross	100%	66%	66%	n/a
Yvonne Hilditch	100%	100%	100%	100%
Lise Houldsworth	100%	66%	100%	100%
Nikki Ratcliffe	100%	n/a	100%	66%
Jonathon Riley	100%	n/a	100%	66%
Sakina Shulver	66%	66%	n/a	n/a
Juliet Tomkinson	100%	n/a	66%	66%
David Townson	100%	n/a	n/a	0%