

# Drayton C of E Junior

*A caring school*

Cherishing each individual

Aiming for excellence in teaching and learning

Relationships built on mutual respect

Experiences that enrich lives



## Annual Governance Statement for the Governing Body of Drayton C of E Junior School (March 2021 – March 2022)

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of the Governing Body of Drayton C of E Junior School are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the head teacher to account for the educational performance of the school and its pupils.
- Overseeing the financial performance of the school and making sure its money is well spent.

### **Governance arrangements**

The Governing Body of Drayton C of E Junior consists of the following members;

The Head Teacher

1 staff governor

2 elected parent governors

1 Local Authority governor

2 co-opted governors

1 Church appointed governor

1 Bishop Appointed / Foundation Governor

*Total – 9 members (3 vacancies)*

The Full Governing Body currently meets four times a year. Sub committees meet, when necessary, to consider different aspects of the school in detail. Here at Drayton C of E Junior School, we have a Curriculum and Pastoral Committee, which receive regular updates from the school leadership team and teaching staff, as well as updates in relation to special educational needs. Throughout 2021, there was a Finance and Premises Committee, but due to a change in governor skills, the responsibilities of this were absorbed into the Full Governing Body. Extra meetings of the full Governing Body will be called to cover this.

Our governors undertake a skills audit at the beginning of each year, and attend training and refresher training to ensure the Governing Body continues to have the appropriate mix of skills and expertise to effectively undertake its functions. The new constitution allows associate governors to be appointed if there is an identified gap in the skill set.

There are vacancies for the Full Governing Body, and these have been advertised, but it has been challenging to recruit and retain new governors, following the departure of several long standing governors.

### **Attendance record of governors**

Governors' attendance at meetings is good. Meetings have always been quorate (the minimum number of governors present to ensure that decisions are legally binding).

The attendance from March 2021 – March 2022 is shown below:

<b>May – July 2021</b>	<b>20.05.21</b>	<b>08.07.21</b>	<b>07.10.21</b>	<b>02.12.21</b>	<b>10.02.22</b>
Simon Taylor (ST) Chair	P	P			
Rachel Ward (RW) Chair (10/21 onwards)	P	P	P	P	P
Alison Williams (AW) Vice Chair	P	P	P	P	P
Alison Read (AR) Head	P	P	P	P	P
Mutiati Bamigbola (MB)	AB	P	P	P	
Karen Gill (KG)	AP				P
Kevin Haylock (KH)	P	P	P	P	AA
Elin Kaemmer-Bailey (EKB)				P	P
Christina Lister (CL)	P	P	P	P	P
Rev Marc Palmer (MP)	P	P	P	AA	AA
Jon Ruddock (JR)	AP				
Michael Silvester (MS)	P	P	P	AA	P
Jamie Foreman (Clerk)	P	P	P	P	P

### **The work that we have done within our committees and in the governing body**

The Governing Body's main priority this year has been to support the school during a time of challenge and change. With COVID restrictions, closures, remote learning and additions in funding, the governors have received regular reports from the Head-teacher. They have responded to changes in circumstances relating to COVID, approving financial decisions quickly when required. Meetings took place virtually. Governors reviewed the impact of Remote Learning via a pupil voice activity.

With the departure of the previous head-teacher in April 2021, and the deputy head-teacher in July 2021, the Governing Body was fully involved in the recruitment process for both roles. The governors ensured that the views of the very experienced and established staff were carefully considered as part of this process.

With the appointment of Mrs Alison Read as head-teacher, a new school improvement plan was written, and governors have closely monitored this and looked at its impact on pupil achievement and progress.

Mrs Rachel Ward was appointed Chair of Governors in October 2021, following Mr Simon Taylor's departure in July 2021. Following this, the Governing Body's other priority has been to ensure that all the correct procedures, policies and appointments are in place. This has been reviewed in March 2022 as part of the Governor's Self Review and targets for development for the next twelve months will be set from this.

The Instrument of Governance was reviewed and restructured by the Full Governing Body to reflect the school's current situation and the recent changes within the board, as well as ensuring that all

stakeholders were adequately represented within the make-up of the Governing Body. New terms of reference for all committees were also approved.

The Governing Body have also been very keen to provide well-being support for staff, in particular the newly appointed Head-teacher. A staff well-being survey was carried out in March 2021, the results of which were used to inform strategic decisions for the new SLT. One of the results of this is a proposed increase to the number of staff toilets, which has been approved and should begin later in 2022. A follow up well-being survey will be carried out in April 2022.

The Curriculum and Pastoral committee looked at tracking data, which gives the results of pupil achievement and progress and discussed how Pupil Premium and Sports Premium funding is allocated, as well as its impact. No consideration of SATs results was possible as they were cancelled.

The Governing Body worked hard to develop the school's visions and values, ensuring that the school's uniquely Christian ethos is at its heart, with input from all stakeholders.

Key areas (English, Maths, RE, SEND) have been allocated a Governor who will meet regularly with their subject leader in school, providing an overview of learning development, for the whole Governing Body. Subject leaders also report regularly to Governors as part of the Curriculum and Pastoral Committee.

Governors have a newly nominated safeguarding governor (Mrs Rachel Ward), who will oversee an annual safeguarding audit. The Safeguarding governor provides ongoing monitoring during their regular visits to the school.

There is also a newly nominated SEND governor (Ms Elin Kaemmer-Bailey). She has overseen the implementation of the SEND policy and liaises regularly with the newly appointed SEND Co-ordinator.

Minutes of Governing Body and Committee meetings, and all associated documents are public documents, with the exception of those minutes deemed to be confidential.

### **Future plans for the Governors**

- Governors will continue to make regular visits to school to monitor the impact of School Development priorities.
- Governors will continue to monitor pupil progress effectively to help develop their understanding of how the school is working to improve this.
- The Governing Body will continue its self-review to ensure that, following a period of change, all procedures and policies are in place, appropriate for the school currently and followed effectively.

### **How you can contact the governing body**

We always welcome suggestions, feedback and ideas from Parents and the community - please contact the Chair of Governors, Mrs Rachel Ward, via the school office.

## Register of Interests

Member	Confirmed	Entity	Nature	Notes	From	To
Jamie Foreman	<i>Confirmed 7 Sep 2021</i>	Norfolk County Council	Employee	I am employed by NCC as a peripatetic Governance Professional	10 Dec 20	
Ms Karen Gill co-opted	<i>Confirmed 13 Sep 2021</i>		Member of staff at the school			
Mr Kevin Haylock co-opted	<i>Nothing to declare: Confirmed 28 Sep 2021</i>					
Elin Kaemmer- Bailey authority	<i>Nothing to declare: Confirmed 26 Jan 2022</i>					
Christina Lister parent	<i>Nothing to declare: Confirmed 16 Sep 2021</i>					
Rev Marc Palmer foundation	<i>Nothing to declare: Confirmed 22 Oct 2021</i>					
Mrs Alison Read headteacher	<i>Nothing to declare: Confirmed 13 Sep 2021</i>					
Mr Michael Silvester staff	<i>Nothing to declare: Confirmed 7 Oct 2021</i>					
Mrs Rachel Ward foundation	<i>Confirmed 23 Nov 2021</i>					
Mrs Alison Williams parent	<i>Nothing to declare: Confirmed 7 Oct 2021</i>					

## **Current Members of the Governing Body**

### **Rachel Ward – Chair**

Church Appointed Governor  
Curriculum and Pastoral Committee, RE /  
Church School Link,  
Safeguarding,  
Term of office from 11 July 2020 to 13 July  
2024

### **Alison Williams – Vice Chair**

Parent Governor  
Assessment/ Pupil Premium Link  
Well Being Link  
Term of office from 23 Nov 2021 to 22 Nov  
2025

### **Karen Gill –**

Co-opted Governor,  
Curriculum and Pastoral Committee  
Term of office from 2 Dec 2021 to 2 Dec  
2025

### **Kevin Haylock –**

Co-opted Governor,  
Finance and Premises Committee,  
Health and Safety  
Term of office from 27 Sep 2018 to 26 Sep  
2022

### **Christina Lister –**

Parent Governor,  
Curriculum and Pastoral Committee  
English Link,  
Term of office from 5 Dec 2019 to 4 Dec  
2023

### **Rev. Marc Palmer –**

Foundation Governor/ Bishop Appointed  
Curriculum and Pastoral Committee  
RE / Church School Link  
Term of office from 6 Sep 2018 to 5 Sep  
2022

### **Elin Kaemmer-Bailey –**

Local Authority Governor  
Curriculum and Pastoral Committee  
SEND  
Term of office from 2 Dec 2021 to 1 Dec  
2025.

### **Michael Silvester –**

Staff Governor,  
Chair of Curriculum and Pastoral  
Committee  
Term of office from 10 Jul 2019 to 9 Jul  
2023

### **Mrs Alison Read –**

Headteacher  
All Committees