|  |  |
| --- | --- |
| **Annual Governance Statement for the Governing Body of Longton Primary School**  July2023 | |
| In accordance with the Government’s requirement for all governing bodies, the 3 core strategic functions of the Longton Primary School Governing Body are:   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 strategic direction of the School** | As was recognised at the last Ofsted review, which rated Longton Primary as an outstanding school, there have since been many changes taking place. The Governing Body believes that Longton Primary School remains on the right strategic path. We seek to continue with the steps of our challenging journey to ultimately remain an outstanding school. This is reflected in the school’s vision and aims:  **Shine from the inside out by:**  **Care** through respect, support and togetherness.  **Grow** through choice, opportunity and imagination.  **Shine** through challenge, achievement and celebration.    By making ‘the best’ a minimum expectation, this forms the basis of an aspirational ethos that is essential for the school’s success, in serving its vibrant community.  We achieve these aims not just financially, but in everything Longton Primary is and does. |
| **Governance arrangements** | The Governing Board has run with a few vacancies which have been taken without haste.  We are currently awaiting the position of LA governor to be filled. Meetings are held at 4.30 on set Thursdays through put the year.  This has been successful and minutes of meetings were recorded.  .    The Governing Body is made up of:   * 2 staff governors (including the Headteacher), * 4 elected Parent Governors, * 1 Local Authority Governor * 8 Co-opted governors.     Co-opted governors are appointed by the Governing Board and are people who, in the opinion of the Governing Board, have the skills required to contribute to the effective governance and success of the school.    The full Governing Board meets twice each term to look at finance, resources and curriculum.    There is also a headteachers performance review which also acts as a Pay and Performance Committee. Other committees meet, if required, to consider pupil discipline and staffing matters.    The governing board has discussed the value of the experience that governors from different backgrounds and interests can bring to the role and have undertaken a skills audit to identify any further skills or training they need to be able to deliver their functions effectively.    A list of Governors can be found towards the end of the document. |
| **Attendance record of governors** | Governors have respectable 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).  Details of individual governors’ attendance at meetings can be found towards the end of this document as well as on the school website. |
| **The work that we have done on our committees and in the governing board** | The Governing Board has had an interesting year due to the changes in staffing and also those who sit on the Governing board.  Governors have continued to focus on ensuring standards remain high in light of rising expectations and also factor in the adjustments required for pupils with special needs.  Not an easy task with reducing budgets.    The Governors are pleased to confirm that through careful tracking and a tight regime of fully committing to teaching a full curriculum there are very few gaps currently showing in learning.  However, this does not mean that all children have attained as high as they may have done.  The Year 2 outcomes are in line with the national averages but we are aware that this cohort of some complex needs.  Governors have thought how to support strong develops next year with the appointment of a strong experienced teacher and additional adult support. The Year 6 data is above national averages  at the expected standard for both attainment and progress. Governors have determination to ensure that the higher standard returns to previously school seen levels. Within Year 1 phonics screening 86% met the standard. In Y4 the times table check average score of 22.9 is above the national. We are proud of the outcomes in the year groups because we feel they have achieved their best.  In reaching this conclusion the full Governing Body considered the following information:   * Concise, focused reports from the Headteacher and subject leaders * External reports, for example from the school professional partner * Presentations from school staff and pupils * Questionnaires to children, parents and staff * Internal performance monitoring information * Internal analyses of national tests using both benchmarking and comparative information from previous years. * School self-evaluation reports * Formal and informal visits to the school to collect information and to talk to pupils and consider the progress they make. * End of Key Stage - National Tests     Governors have considered and monitored the Quality of Teaching and Learning.  In particular, they have noted:  -  - Governors are fully aware  of the action plan developments and have influenced next years plans. They have a full break down of progress and attainment in each group.  Each class is very different and there are no patterns within groups identified.  Individual teachers are aware of all data analysis and will utilise to maximise learning in the coming year.  Subject leaders are also in tune with specific areas they need to drive in the coming year and for which cohorts.  On the whole standards are strong and need tweaks in some areas/cohorts.  -The tireless work that has been undertaken to broaden our full curriculum and drive a thirst for learning during each and every day.  -Overseeing the development of the LPS+ character curriculum.  -Utilising our recovery curriculum and ensuring full take up where needed.  - Governors a clear understanding of our personal character curriculum and how pupils are supported to be their best self.    Amongst other things, they also:     * Undertaken training to ensure fully aware of how to undertake their role * Received reports from Subject Leaders * Received and considered the Data leads report on performance throughout the school * Monitored reporting arrangements to parents. * Ensured that SEND and Disadvantaged provision is effective by commissioning a SEND audit. * Reviewed the impact of the budget on the curriculum * Checked in and supported wellbeing of the whole school team * Agreed to strengthen school to school support by seeking to become a foundation trust school.     One of the governors’ roles is agreeing and reviewing a wide range of school policies in line with a planned review schedule.  A collection of Policies are reviewed each term in line with a three year cycle.  The Governing Body recognises that the attendance regulations can be a cause for concern for some parents.  Attendance this year has been strong and when attendance of a few slips we seek to address this by meeting with parents.  We will, as always, continue to have this as a school focus to enable all children to access the fullest of curriculums.    An important role of the Governing Board is to provide guidance and assistance to the headteacher in all matters relating to budgeting and finance, with reference to ‘Keeping Your Balance – standards for financial administration in schools’ (Ofsted/Audit Commission).    Governors have also:   * Monitored Value for Money in any expenditure related to the school development plan. * Reviewed financial policy statements, including consideration of long-term planning and resourcing. * Monitored income and expenditure of all funds and reported the financial situation to the full governing body each term. * Ensured that the school operates within the Financial Regulations of the County Council and meets the requirements of the Financial Management Standard in Schools (FMSiS). * Monitored the impact of spending decisions upon educational achievement in the school, including additional Covid Spending. * Monitored the effectiveness of the school’s health and safety arrangements. * Carried out an annual risk assessment of the school premises. * Made termly inspections of the building and grounds. * Considered the competencies of governors on the committee and attended training as appropriate. * Monitored the use of additional funds e.g. Pupil Premium, Sports and Catch Up funding.     In the Spring term, the Governing Board approved the 2023/24 budget plan for the school and are pleased to report that a balanced budget was set.  They did note that the budget allocation was very tight and money will need to be carefully allocated throughout the year.    Our Safeguarding Governor receives a report for the governors. In particular this year they have monitored:   * Accurate recording and reporting procedures. * Attendance that looks to be slipping in to persistent absence patterns.     The Headteacher reports on Safeguarding matters in her termly reports.    Minutes of Governing Board meetings are typically documents that you can see; you can ask at the school office if you would like to see any of the minutes of our meetings. |
| **Future plans for the governors** | In the coming year the governing body look forward to seeing the school develop even further.  For the next academic year we have asked the school to develop our vision for the pupils in our school so that they ‘Shine from the inside out’.    Building on our strengths, we have identified four key areas for improvement so that pupils in our school will ‘**Shine from the inside out by’:**   * Ensuring children are able to grow and learn and shine as their best self by   creating a positive environments where children can become strong and effective mathematicians particularly in areas of reasoning.   * To equip children with the enthusiasm to learn timetables at an age appropriate stage and apply them in their daily work. * Art lessons from the intended curriculum are delivered effectively to ensure high quality, enjoyable art provision with clear curriculum coverage and progression across all year groups * Develop enthusiastic learners who are enriched, motivated and challenged through a stimulating science curriculum.     We are working closely with the headteacher to ensure that we strive to have teaching that is consistently of the highest quality and that learning is not capped for any child.  This means that the induction of new staff and governors must be strong and effective.  It also means that existing staff are held to account and provided with high quality continuing professional development (CPD) and aspirations.    As we enter another chapter in our Longton anthology it is time to take stock of where we have come from, where we are and where we are going.  We do need to tighten up on a few things and ensure every day makes a positive difference to every child.  We need to ensure that weaknesses in teaching are rapidly identified and addressed.  As a motivated and forward-thinking primary school we are seeking to ensure that we educate the whole child in a holistic way to ensure they can maximum of life’s opportunities.  We believe we shall continue to foster a consistent approach for assessment and as always endeavour to keep parents well informed about their child’s progress.  Parents evening will continue to sit in the first half of a term and tracking sheets will be sent home in the second half of a term.  As a Governing Board we have seen a number of changes in who we have around the table.  We will endeavour to value what each person has to offer ensuring the skills and audits pinpoint utilise strengths effectively.  We will continue to sharpen our skills through further governor training and continue to develop the monitoring role of the Governing Board by governors having a greater presence in the day to day life of school. |
| **How you can contact the governing board** | We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mr Bates, via the school office.  You can see the full list of governors; their attendance at meetings and more information about what we do, on the Governors’ page of the school website. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Role | | Autumn | Spring | Summer |
|  | In September, please put the dates in the diary for these visits for the year. | | When the visit is complete please email the report to Headteacher or add to teams. | | |
| Graham Gooch | Full Governing board meetings  SEND and Pupil Premium |  | Meet/chat with SENCO October for update | Meet/chat with SENCO February for update | Meet/chat with SENCO June for update |
| Rebecca  Julie B |
| Amy Royle | Wellbeing  EYFS Representative  Finance | Full Governing board meetings | -Meet HT for Wellbeing  -Visit class for ½ hr upload review to Govs. LT  Go through budget  monitoring | -Meet HT for Wellbeing  -Visit class for ½ hr upload review to Govs. LT  Fmis  Go through budget monitoring | -Meet HT for Wellbeing  -Visit class for ½ hr upload review to Govs. LT  -Go through budget monitoring |
| Liza T  Linda M |
| Sandra Fletcher | Full Governing board meetings |  | Data report | Data report | Data report |
| Linda Masterson | Finance Prep  Full Governing board meetings  -Link Gov send out and collect info | Finance Standard  Health and Safety  Fund raising  -Web check | Finance prep  Health and Safety  SCR  Relevant other docs added to teams  -Link Gov send out and collect info | Finance prep + standard  Health and Safety  SCR  Relevant other docs added to teams  -Link Gov send out and collect info  -Webcheck | Finance prep  Health and Safety  SCR  Relevant other docs added to teams  -Link Gov send out and collect info |
|  |
| Bethan Wadsworth | Sports Funding  Fundraising  Y6 class rep | Full Governing board meetings | -Visit class for ½ hr upload review to Govs. SF  -Sports funding review RK/IP  Fundraising add hoc | --Visit class for ½ hr upload review to Govs SF  - Sports funding review  RK/IP  Fundraising add hoc | -Visit class for ½ hr upload review to Govs. SF  -Sports funding review  RK/IP  Fundraising add hoc |
| Richard/Iain  Linda  Sandra |
| Jon Bates chairman | Able and Talented  Full Governing board meetings  English Gov  Foundation school | Y1 Representative  Eco Gov  Fundraising  Foundation School  HT appraisal | -Visit class for ½ hr upload review to Govs. HP  English report SF  - Fundraising add hoc LM  -Meet HT once a month  - Foundation school  Add hoc JB  HT appraisal review | -Visit class for ½ hr upload review to Govs. HP  -English Report SF  -Fundraising add hoc LM  -Meet HT once a month  - Foundation school  Add hoc JB  HT appraisal review | - Visit class for ½ hr upload review to Govs. HP  -English report SF  -Visit class for ½ hr email review to Govs.  - Report Data  -Fundraising add hoc LM  -Meet HT once a month  - Foundation school  Add hoc JB  HT appraisal review |
| Sandra  Julie  Linda  Helen |
| Gareth Potter | Full Governing board meetings  Y2 Representative  LPS+ character | Fundraising | -Visit class for ½ hr upload review to Govs. RC  - LPS+ upload review  - Fundraising add hoc LM | -Visit class for ½ hr upload review to Govs. RC  - LPS+ upload review  - Fundraising add hoc LM | -Visit class for ½ hr upload review to Govs. RC  - LPS+ upload review  - Fundraising add hoc LM |
| Rebecca  Linda |
| Sarah Wearden | Curriculum Gov  Full Governing board meetings |  | - Curriculum report to Govs | - Curriculum report to Govs | - Curriculum report to Govs |
| Julie B |
| Stephen Young | Full Governing board meetings                   Y4  rep  Pupil Voice  Foundation School | HT Appraisal  Attendance | Report to govs pupil voice JB  Visit class for ½ hr upload review to Govs RK  HT appraisal review JB  -Attendance JB  -Foundation school  Add hoc JB | Report to govs pupil voice JB  Visit class for ½ hr upload review to Govs RK  HT appraisal review JB  -Attendance JB  - Foundation school  Add hoc JB | Report to govs pupil voice JB  Visit class for ½ hr upload review to Govs RK  HT appraisal review JB  -Attendance JB  - Foundation school  Add hoc JB |
| Richard Kennedy  Julie Brown |
| Alison Kenwright | Full Governing Board  Class rep Y3 | Data  Maths | Report to govs maths CS  Visit class for ½ hr email review to Govs CS  Data review upload SF | Visit class for ½ hr email review to Govs CS  Report to govs maths CS  Data review upload SF | Report to govs maths CS  Visit class for ½ hr email review to Govs CS  Data review upload SF |
| Christine Simpson  Sandra Fletcher |
| Rachel Watkinson | Full Governing board meetings  Health and safety report  Safeguarding | Single central record check scr | H+ S visit and report to govs  Safeguarding visit and report to govs  SCR checked | H+ S visit and report to govs  Safeguarding visit and report to govs  SCR checked | H+ S visit and report to govs  Safeguarding visit and report to govs  SCR checked |
| Linda Masterson |
| Jeni  Barnes | Full Governing board meetings                   Y5  rep  Fundraising |  | Visit class for ½ hr upload review to Govs IP  - Fundraising add hoc LM | Visit class for ½ hr upload review to Govs IP  - Fundraising add hoc LM | Visit class for ½ hr upload review to Govs IP  - Fundraising add hoc LM |
| Iain Pearson  Linda Masterson |

|  |  |  |
| --- | --- | --- |
| Name | Position and Appointing Body | Term of Office |
| Vacancy | Local Authority – Governing Body |  |
| Mr G Potter | Parent - Parent | 26 May 2022 – 25 May 2026 |
| Mrs R Watkinson | Parent - Parent | 26 May 2022 – 25 May 2026 |
| Mrs B Wadsworth | Parent - Parent | 23 March 2023 – 22 March 2027 |
| Mrs A Royale | Parent - Parent | 23 March 2023 – 22 March 2027 |
| Mrs S Fletcher | Teacher - Staff | 1 Sept 2021 – 31 Aug 2025 |
| Mrs J Brown | Headteacher | 31 Aug 2014 – 30 Aug 2026 |
| Mr J Bates | Co-opted - Governing Body | 3 Feb 2022 – 2 Feb 2026 |
| Mr G Gooch | Co-opted - Governing Body | 12 Oct 2021 – 11 Oct 2025 |
| Mrs L Masterson | Co-opted - Governing Body | 9 Sept 2021 – 8 Sept 2025 |
| Mr S Young | Co-opted - Governing Body | 4 July 2023 – 3 July 2027 |
| ~~Ms A Walpole~~ | ~~Co-opted – Governing Body~~ | ~~20 March 2022 – 19 March 2026~~ |
| Mrs J Kenwright | Co-opted – Governing Body | 4 Feb 2021 – 3 Feb 2025 |
| ~~Mr W Roberts~~ | ~~Co-opted – Governing Body~~ | ~~26 May 2022 – 25 May 2026~~ |
| Mrs J Barnes | Co-opted – Governing Body | 26 May 2022 – 25 May 2026 |
| Mrs S Wearden | Co-opted – Governing Body | 2 Sept 2023 – 1 Sept 2027 |
| Vacancy | Co-opted – Governing Body |  |

