#### Christleton Primary School- Annual Governance Statement - Summer 2023

#### The Core Purpose and Values of the Governing Body are:

- To support the school with its strategic direction. It is an active body that works closely with the staff to ensure the best outcomes for our children.
- Through Full Governing Body meetings, it challenges and supports the school, by asking questions and engaging in discussion.
- Individual governors also make visits to the school each term, to gain insight into aspects of the work going on, which helps to keep governors informed and up to date with school policy and practice.

## The governing body, with the head teacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Senior Leadership Team to account for the educational performance of the school and its pupils.
- Supporting the financial decision-making of the school and the allocation of resources.

#### Christleton Primary School's governance arrangements in place are:

- The Full Governing Body at Christleton Primary School meets together half-termly, a total of six times a year.
- Individual governors also make visits to the school each term, to gain insight into aspects of the work going on, which helps to keep governors informed and up to date with school policy and practice.
- Members of the finance Committee meet six times a year with the Bursar and a representative from the CWAC Finance team and report back to the Full Governing Body retrospectively.
- The attendance record for individual governors at board and committee meetings is held on our website and also summarised below.

# Review of the Governing Body's Successes and their Impact. Activities took place from September 2022 to July $6^{\rm th}$ 2023 (to date)

	Staff Appointments and Other Staffing Matters					
	Successful Actions	Impact				
•	Appointment of a Co-chair on the Full Governing Body (FGB). (September 2022)	✓ Shared leadership of the FGB and additional support to the full governing body.				
•	The introduction of remote meetings in Autumn 2 and Spring 1 due to the shorter daylight hours. (November 2022)	✓ Everyone's safety and well-being are considered and improved.				
•	The Headteacher's Performance Management (HTPM) panel for the end of 2022 is Mrs Binns and Mr West, with Mrs Eaton (HE) and Mr Lewis to join for planning for 2023/2024 with Mr West. (October 2022)	<ul> <li>✓ Independent HTPM panel appointed for 2022-23.</li> <li>✓ HTPM panel appointed for 2023-24, this planning allowed time for organising the training for members on the new panel.</li> <li>✓ New Co-Chair, for the 2023-24 panel, received HTPM training in March 2023 and is aware of expectations.</li> </ul>				
•	The Headteacher's Performance Management was set for the year and periodically appraised and reviewed. (October 2022)	<ul> <li>✓ The Head Teachers performance review was completed and objectives were set for this year 2022/23. Ensuring clear robust targets are in place to impact the school's teaching and learning.</li> <li>✓ Two interim reviews have taken place and governors have agreed that the annual review will take place early in 2023 so that appropriate targets can filter down through the teacher appraisals.</li> </ul>				
•	All information regarding teacher appraisals given to governors before half-term All teacher appraisals are carried out before the deadline of the end of October. (November 2022)	✓ Governors were aware all teacher appraisals/ performance reviews were carried out and targets were set for the year to meet the end-of-October deadline. Thus, ensuring teachers work towards achieving targets set early, in the first half of the autumn term.				

Successful Actions	Impact			
The school's pay policy was reviewed at FGB.     (November 2022)	<ul> <li>✓ After discussions, governors supported the school's review of the school's pay policy which sets professional expectations of activities teaching staff should achieve at various points on the pay scale.</li> <li>✓ Governors challenged and questioned if these changes of expectations to the pay policy had approval from the CWAC HR department. Headteacher shared the email with governors confirming that they did.</li> </ul>			
The Co-chair (HE) of the Governor's involvement in the appointment of Miss Grogan. (April 2023)	✓ Co-Chair HE supported the Headteacher and Deputy Head in the appointment of Miss Grogan, taking part in the interview process on behalf of the FGB, giving impartial support to the recruitment process.			
Following the resignation of a member of teaching staff in December 2022, a robust recruitment drive took place. In March 2023, a staffing restructure was required to provide the best possible teaching provision for all pupils affected by the departure of a temporary member of staff. (December 2022 and March 2023)	<ul> <li>✓ Governors supported the Headteacher's decisions:         <ol> <li>Pupils in year 4 would be taught by an experienced teacher who knew them well. This provided pupils with stability and outstanding classroom management and teaching.</li> <li>Pupils in year 2 were provided with continuity because their outstanding part-time classroom teacher was able to increase their hours and teach them full-time.</li> </ol> </li> </ul>			
Meeting the staff before a FGB meeting in the summer term was successful. (May 2023)	✓ Governors and staff were able to spend time becoming more familiar with each other, such as putting names to faces and their roles in school and/or the governing body.			

•	An NGA skills audit of all governors was carried out at the beginning of the summer term. (May 2023)	<ul> <li>✓ The outcomes were shared with FGB and used to determine the job description for the upcoming election/appointment of the new parent governor.</li> <li>✓ The key skills strengths and gaps identified which would be beneficial to the board were:         <ul> <li>○ Experience in premises and facilities management.</li> <li>○ Knowledge/experience of current education policy.</li> <li>○ Experience in change management.</li> <li>○ Experience in procurement/purchasing.</li> </ul> </li> <li>✓ The skills audit also highlighted that there is some stability in the Full Governing Body for the next 2 to 3 years.</li> </ul>		
•	Headteacher shared the staffing structure for the next academic year through a newsletter with parents.	Governors were informed of the staffing structure for next year would be changing. The proposed teacher's pay awards and the school finances were discussed. Governors agreed finances continue to be well managed, but future staffing recruitment appointments would need to be from those on a lower pay scale.		
	Pupil Discipline, Behavio	our and Attendance		
	Successful Actions	Impact		
•	The behaviour and exclusions policies were reviewed and agreed upon by all governors in the first half of the autumn term. (October 2022)	<ul> <li>✓ Governors are aware of the revised behaviour policy and questioned and discussed the theory and research behind it.</li> <li>✓ Governors have evidenced the application of the behaviour policy and the exemplary behaviours of pupils on their school Governor Visit Reports.</li> </ul>		
•	Behaviour was reported to governors at each FGB and behaviour was reported within all classes as good or better.	✓ Governors are aware of the behaviours across all classes.		
•	Attendance figures were reported to the full governing body at each Head Teacher Report, three times a year.  Governors were made aware of the ongoing problems caused by families taking their children on holiday during term time and one family who had chosen to homeschool their children.  (July 2023)	✓ Governors are aware that attendance figures show there is a group of persistent parents who keep taking children out of school for holidays. Governors questioned who fines the parents and		

The hours of the school day were reviewed and staff consulted on how they wished to extend them by 15 minutes each day. Teachers voted to start the school day 10 minutes earlier at 08:40, for an 08:50 start and end the school day 5 minutes later at 15:20.  (July 2023)	supported the school in the decision of reporting families who persistently take their children out in term time to the council.  ✓ Governors ensured teaching staff were fully involved in the decision for the start and end times of their working day.  Increasing staff well-being, ensuring staff involvement.
The School C	Curriculum
Successful Actions	Impact
<ul> <li>Residential Visits for KS2 were carefully planned by the school, taking into consideration the financial constraints families are facing:         <ul> <li>Year 4 and Year 5- Nant and Pentre.</li> <li>Year 6 – Conway.</li> <li>Year 3 will have a sleep over in school.</li> </ul> </li> </ul>	✓ Governors questioned if the costings for residential were on Parent Pay and if parents were aware when they can start to pay towards trips [to help parents budget]. This was confirmed by the Headteacher as being in place, as shown in the FGB minutes.
(October 2022)	
<ul> <li>Headteacher and some subject leaders shared how the curriculum is taught, evaluated and resourced.</li> <li>1. Through presentations to FGB (in person or via a video).</li> <li>2. Through governors visiting subject leaders in school or online.</li> </ul>	✓ Governors are aware of staff visiting, working with other schools and receiving subject leader training from external independent advisors. Governors discuss and/or question this at FGB meetings, as shown in the FGB minutes.
	✓ Governors attend in-school events such as Science week or Languages Day, to see the core skills being taught across the school. (March 2023)
	✓ Governors are aware of the changes to the school's Art & Design curriculum and how the new Subject Lead is working towards the school achieving the Arts Mark award. Governors are supporting this process and attending in and out of school Art focused events. (May 2023)

Successful Actions  • Headteacher shared summaries of national trends in curriculum development. (Autumn 2022, Spring 2023 and Summer Term 2023)	<ul> <li>✓ English Link Governors are aware members of staff are to receive training on an EFF research-based reading project. This project will impact reading across the school. (June 2023)</li> <li>Impact</li> <li>✓ Governors are aware of where the school sits with its curriculum development in comparison to other schools nationally.</li> <li>✓ Governors questioned and discussed the school's data with the headteacher, as evidenced in governor minutes.</li> </ul>
<ul> <li>Regular meetings of Subject Leaders with individual Link Governors were agreed upon with a linked focus on an area from the School Improvement Plan.         (Termly for core subjects and once a year with foundation)     </li> <li>Headteacher shared expectations with staff on their responsibilities in the meeting, as well as ensuring governors have access to subject leader action plans ahead of meetings.         (October 2022)     </li> </ul>	<ul> <li>✓ Governors are aware of subject leaders' actions (Linked to the SIP) and the impact they are having on their subjects across the school.</li> <li>✓ Governors support and challenge subject leaders, as evidenced in governor visit reports.</li> <li>✓ Teachers make governors informed of policies and research during their meetings (in school and governors' meetings).</li> </ul>
<ul> <li>Invitations to governors to attend school events were given and taken up by governors (such as the Christmas Carol concert, serving Christmas lunches, languages day and school parent lunches, and year 6 leavers' assembly)         <ul> <li>(Autumn 2022, Spring 2023 and Summer Term 2023)</li> </ul> </li> </ul>	<ul> <li>✓ This highlighted to both pupils and parents, the profile of the governors and their support for school.</li> <li>✓ The governors who attended were visible to all children, also allowing them to meet the staff and kitchen staff informally.</li> <li>✓ Governors could also see in person the school curriculum and the learning experiences pupils are given.</li> </ul>
<ul> <li>During the annual FGB impact review, some governors identified they had a training need to know more about the pedagogy of the school curriculum to attend relevant training. (July 2023)</li> </ul>	✓ Co-Chair HE, sourced training. Governors will have an increased understanding of the pedagogy and practices of the curriculum and feel able to support and challenge subject leaders.

Successful Actions	Impact
<ul> <li>During the annual FGB impact review, it was agreed the Headteacher and Co-Chair of Governors would send out documentation regarding the canvassing of a parent governor and hold an election by the end of the summer term of 2023.         The skills identified by the governing body were experienced in Education or Buildings and Premises. (July 2023)     </li> </ul>	The governing body would be strengthened by the appointment of a parent fitting the skills needed by the present governing body.
During the annual FGB impact review, governors were asked if they were happy with their current governing responsibilities and if they would like to take on a new one. (July 2023)	✓ It was decided that this would be paused until after the governor elections to see what skills and expertise a new governor would bring.
Headteacher shared the new information on the school's website about the changes to the school's curriculum. <a href="https://www.christletonprimaryschool.co.uk/page/curriculum/105994">https://www.christletonprimaryschool.co.uk/page/curriculum/105994</a> (May 2023)	<ul> <li>✓ All governors are aware of the location of the curriculum areas on the website.</li> <li>✓ All governors are aware of the school's curriculum         <ul> <li>Intent (Look up, Look out, Look beyond and aspire to be the best they can be.);</li> <li>Implementation (aware the curriculum design is based on evidence from principles of learning);</li> <li>Planning;</li> <li>Delivery (through the "Ignite, Explore and Reflect" contexts for learning) and</li> <li>The ongoing Assessment (observations, peer assessment, marking and feedback and self-assessment, ongoing feedback on pupil progress, building on prior learning and knowledge).</li> </ul> </li> <li>✓ All governors are aware of the use of knowledge organisers and how resources are put in place to support the bottom 20% of pupils.</li> <li>✓ All governors are aware of the school's subject leaders focus on ensuring teachers are reflecting on children's prior learning, reviewing/recalling this in lessons and building upon it.</li> </ul>

Strategic Planning					
Successful Actions	Impact				
To review the available data and dashboards on performance for KS1 and KS2 in the autumn term and report key messages on school performance back to the full Governing Body. (October 2022)	✓ The full governing body has discussed the data and is aware of the challenges and implications.				
To review and evaluate at least annually with the Senior     Management/Leadership Team, the success of the School     Improvement/Development Plan and report to the full Governing     Body at the end of the School Development cycle. (November 2022)	✓ SIP/SDP 2022/23- The headteacher reviewed this and it was distributed to all governors to review before the FGB meeting in November.				
Once completed, the School Development Plan is shared with the Chair, and following this, approved by the Full Governing Body. (July 2023)	✓ Co-chair has met with the SLT and is well-informed of future action plans.				
<ul> <li>To review the available data and dashboards on performance for KS1 and KS2 in the summer term and report key messages on school performance back to the full Governing Body. (July 2023)</li> </ul>	✓ The full governing body has discussed the data and is aware that the data to date (July 7 <sup>th</sup> ) is unvalidated, pending review.				
The Financial Manager	ment of the School				
Successful Actions	Impact				
<ul> <li>Regular meetings 3 times a year with Headteacher, Bursar, and CWAC Budget Officer.</li> </ul>	✓ The budget continues to be well managed and reported to the full governing board 6 times a year.				
Budget papers are shared and clearly explained 6 times a year.	✓ Allows all governors to question and challenge at regular points throughout the academic year.				
<ul> <li>Governor Skills Audit from Summer 1, 2023 shows we have a capable financial understanding within the governing body.</li> </ul>	✓ Governors' financial skills equip them to make informed judgements on the management of the school's budget and challenge the school if the need arises.				

School Development Plan and Action Plan				
Successful Actions	Impact			
The "Know your school" document was compiled by the Co-Chair (HE) and shared with governors and is regularly updated by governors.  (February 2023)	✓ Both current and potential governors have a handy "single document" to refer to and update.			
<ul> <li>A staff survey was carried out by Google Documents by the Full Governing Body and electronically collated and the overview was shared with the Full Governing Body. (June/July 2023)</li> </ul>	✓ This showed a snapshot of the majority of staff's thoughts on school. The full governing body was made aware of the overview.			
<ul> <li>A child-friendly pupil survey has been written. This is to be completed by the Headteacher and the Co-Chair (HE) of Governors in the second half of this summer term. (July 2023)</li> </ul>	<ul> <li>✓ This shows a snapshot of pupils' voice on school and their curriculum, lessons, safeguarding etc which governors can use to support the school in any actions it may need to take.</li> <li>✓ The full governing body will be made aware of the outcome overview.</li> </ul>			
The governor's "Visit Report" (VR) format was revised by the Headteacher. The impact and successes sections are to be completed together with subject leaders and governors.	<ul> <li>✓ The opportunity is given to governors to show how they can challenge (and support) subject leaders.</li> <li>✓ The opportunity is given to subject leaders to show clearly the impact they are having across the school.</li> </ul>			
EYFS reports have been completed and shared with the FGB.	✓ Opportunity is given to governors to raise any questions or concerns based on these reports.			
SEN reports have been completed and shared with the FGB.	✓ Opportunity is given to governors to raise any questions or concerns based on these reports.			

Health and Safety Matters					
Successful Actions	Impact				
• It was agreed that a DBS should be undertaken when a governor reaches the end of their four-year term of office if they are re-standing for election. (Oct 2022)	✓ Stringent safeguarding procedures agreed and implemented.				
<ul> <li>The annual walk around the school and its grounds in the first half of the summer term. (May 2023)</li> </ul>	✓ Governors were able to see the impressive environment and assess the health and safety of the grounds at the same time.				
<ul> <li>Health and safety reports have been completed and shared with the FGB as required.</li> </ul>	✓ Governors are made aware of any issues and how they were dealt with.				
During meetings with some subject leaders about their subject action plans, the health and safety considerations were reviewed.	✓ Governors are made aware of how any potential risks have been assessed and reassured appropriate measures have been put in place.				
Governor 1	Training				
Successful Actions	Impact				
<ul> <li>Mrs Eaton and Ms Inall attended the online Ofsted Governance and Inspection Webinar and reported the main findings and link with the FGB. (November 2022)</li> </ul>	<ul> <li>✓ Key questions were shared with the FGB and answers discussed with the guidance of the Headteacher.</li> <li>✓ It was reported that Ofsted focus on personal development within subjects and the following are currently the Ofsted focus: Religion, Safety and Personal Development.</li> </ul>				
Craig Richardson (ex-Headteacher and ASIA with Ofsted experience)     was booked to run a workshop for governors around Ofsted     expectations. (January 2023)	✓ Governors felt informed of expectations of them during an inspection and the sorts of questions they could be asked.				

	Successful Actions	Impact			
•	The Headteacher shared expectations of governors from Ofsted for the latest Ofsted Inspection Framework in the July 2023 Full Governing Body meeting (summer 2).	✓ Governors are informed of the latest Ofsted grading system and the expectations needed to achieve good or outstanding. Governors discussed communicating to parents how the Ofsted Inspection framework has changed significantly and how school would need to achieve outstanding in all four areas to achieve an overall outstanding grade.			
•	Governors across the Full Governing Body attended a range of training:  O NCPCC Safeguarding Training for Governors – Mrs Eaton, Mr Lewis and Mrs Fisher O New to chair training – Mrs Eaton O New governor induction training – Mr Lewis O HFPM training – Mrs Eaton O SEND training – Mrs Gibson O HR training – Mrs Gibson	✓ Governors' training is up to date in current practice and relevant points are shared with the Full Governing Body.			
•	Headteacher reported Subject Leaders met with School's Development Partner Susan Walters. Middle leaders were supported through focused subject-leader training on pupil progress.	<ul> <li>✓ Subject Leaders were questioned and challenged about pupil progress.</li> <li>✓ Subject Leaders are aware how the new School Inspection Handbook and Ofsted Framework and hold middle leaders to account and feel supported in their role in this.</li> </ul>			
•	Co-Chair to support the induction of new governors, carrying out a joint subject monitoring visit for their first meeting. (June 2023)	✓ Co-Chair HE gave Subject Leader Governor Monitoring training to the new Co-Opted Governor for English Mrs Fisher, carrying out a joint visit.			
•	Co-Chair to share precis of the training from Craig Richardson with new governors. (July 2023)	✓ Informed governors of expectations of them during an inspection and the sorts of questions they could be asked.			

Name	Type of Governor	Subject/Area of Responsibility	Current Term of Office appointed	Current Term of Office	Meetings attended Yes/No
Mrs Binns	Chair of Governors (Co-chair) Co-Opted Governor	Geography History Safeguarding Policy review	22/10/2013	31/08/2025	11.07.22. – N 03.10.22. – Y 21.10.22. – Y 30.01.23. – Y 15.05.23. – N 03.07.23 Y
Mrs Eaton	Chair of Governors (Co-chair) Parent Governor	Science Art	28/09/2021	27/09/2025	11.07.22 Y 03.10.22 Y 21.10.22 Y 30.01.23 Y 15.05.23 Y 03.07.23 Y
Mrs Gibson	Chair of Governors Vice Chair Local Authority Governor	SEND Pupil Premium EYFS	21/06/2010	18/07/2026	11.07.22. – N 03.10.22. – Y 21.10.22. – Y (VIRTUAL) 30.01.23. – Y 15.05.23. – Y 03.07.23 Y
Mr Mitchell	Headteacher	Designated safeguarding lead	01/01/2017		11.07.22. – Y 03.10.22. – Y 21.10.22. – Y 30.01.23. – Y 15.05.23. – Y 03.07.23 Y

Name	Type of Governor	Subject/Area of Responsibility	Current Term of Office	Current Term of Office	Meetings attended Yes/No
			appointed		,
Mr West	Co-Opted Governor	Finance	07/12/2015	06/12/2023	11.07.22 Y 03.10.22 Y 21.10.22 Y 30.01.23 Y 15.05.23 Y 03.07.23 Y
Ms Elizabeth Inall	Co-Opted Governor	RE MFL	07/12/2015	06/12/2023	11.07.22. – N 03.10.22. – Y 21.10.22. – Y 30.01.23. – Y 15.05.23. – Y 03.07.23 Y
Mr Lewis	Co-Opted Governor	Maths Computing Design & Technology	31/01/2022	30/01/2026	11.07.22. – Y 03.10.22. – Y 21.10.22. – N 30.01.23. – Y 15.05.23. – Y 03.07.23 Y
Mrs King	Staff Teaching Representative				11.07.22 Y 03.10.22 Y 21.10.22 Y 30.01.23 Y 15.05.23 Y 03.07.23 Y
Mrs Pinner- O'Brien	Co-Opted Governor	PSHE PE	19/03/2018	27/03/2026	11.07.22. – Y 03.10.22. – Y 21.10.22. – Y 30.01.23. – Y 6.13

Name	Type of Governor	Subject/Area of Responsibility	Current Term of Office appointed	Current Term of Office	Meetings attended Yes/No
Mr Tonge	Parent Governor	English – Reading (phonics) & Writing	11/10/2019	10/10/2023	11.07.22. – N 03.10.22. – Y 21.10.22. – N 30.01.23. – Y
Mrs Fisher	Co-Opted Governor	English – Reading (phonics) & Writing	15/05/2023	14/05/2027	03.07.23 Y
Mrs Critchley	Clerk		11/10/2019	10/10/2023	11.07.22. – Y 03.10.22. – Y 21.10.22. – Y 30.01.23. – N 15.05.23. – Y 03.07.23 Y
Mrs Bowes	Bursar		22/02/2021	21/02/2025	11.07.22. – Y 03.10.22. – N 21.10.22. – Y 30.01.23. – Y 15.05.23. – N 03.07.23 N

### Changes to the Governing Board

In April 2003 Parent Governor Mr Tonge and Co-Opted Governor Mrs Pinner-O'Brien resigned. In June 2023 Mrs Fisher applied to the Full Governing Body for the vacancy of Co-Opted governor. In July 2023 Mrs Fisher was formally appointed.

The governing body carried out a governor skills audit in June 2023. The outcomes of this determined the skill set the governing body seeks to appoint to fill their parent Governor vacancy.

Subject / Area	Subject Leader	and Link Governor Roles Link Governor	Notes
English – Reading & Writing	Miss Burns	Mr Tonge – until April 2023 Mrs Eaton (caring for from April	HB New SL role Sept 2022
		2023)	
		Mrs Fisher – from July 2023	
Phonics	Mrs Hughes	Mr Tonge – until April 2023	SB New role from April 2023
	Mrs Barns	Mrs Eaton (caring for from April	
		2023)	
		Mrs Fisher – from July 2023	
Maths	Miss Shepherd	Mr Lewis	
Science	Mrs Barnes	Mrs Eaton	
PSHE	Miss Stokes	Mrs Pinner O'Brien	
Art	Mrs King	Mrs Eaton	SK New SL role Sept 2022
RE	Miss Stokes	Ms Inall	
Computing	Mrs Shaw	Mr Lewis	JS New SL role Sept 2022
PE	Mr Mitchell (caring for)	Mrs Pinner O'Brien – until April 2023	OM New SL role April 2023
Outdoor Pursuits & Residentials		Mr Mitchell from April 2023	
Music	Mrs Gibson-Phillips Mr Mitchell (caring for from April	Mr Mitchell from April 2023	New SL role & school January 2023
	2023)		OM New SL role April 2023
Geography	Mrs Boyd	Mrs Binns	Mrs Hughes – caring for from Dec 2022
History	Mrs Boyd	Mrs Binns	Mrs Hughes – caring for from Dec 2022
MFL	Mrs Shaw	Ms Inall	
SENDCO	Mrs Bingham	Mrs Gibson	New SL role Sept 2022
Pupil Premium	Mrs Bingham	Mrs Gibson	New role Sept 2022
EYFS	Mrs King	Mrs Gibson	
Design & Technology	Mrs Shaw	Mr Lewis	New role Sept 2022