

Governors' Impact Statement 2017/18

The primary role of Governors at Priory School is to ensure that every one of our pupils progresses well in their education and is able to achieve their full potential.

The Priory School Governing Body is made up of parents, members of staff and members of the local community who are committed to the promotion of high standards of educational achievement. Governors bring a wide range of experience, interests and skills to the role and a vast range of experience and qualifications. More importantly, they bring enthusiasm and a vested interest in supporting our school.

The Governing body acts as a "critical friend" to the school and is responsible for its strategic direction, policy and overall management and has legal duties and responsibilities. Governors work collectively and do not take individual responsibility. The Governors work alongside the school's Senior Leadership team but the day to day management of the school rests firmly with the headteacher and school staff.

Governors are appointed to work in partnership with the headteacher and staff to:-

- Promote high standards to education and attainment
- Monitor aspects of the curriculum and the school policies
- Promote the welfare of all the pupils, including those with special needs
- Celebrate differences in heritage and faith, developing links with the wider community
- Review and monitor the school development plan
- Assist with recruitment of staff
- Manage the school's budget and provide good value for money

This report summarises the various activities undertaken by the governors:

School Improvement Plan (SIP)

The School Improvement Plan sets out the priorities we, and the Senior Leadership team, need to focus on to improve the outcomes for the children in the school. The priorities are driven by the data we collect on our children's performance and any areas for improvement that are outlined by Ofsted. You can find a copy on the school web site.

Autumn Term, 2017

The Governing Body reviewed and agreed the SIP, the current areas of focus are:

- 1. To ensure that attainment and progress is at or above National Standards and is consistent across Reading, Writing and Maths.*
- 2. To ensure that there are significant improvements in attainment and progress in writing in order to close the gap between reading and writing outcomes.*
- 3. To ensure that the attainment of children in receipt of Pupil Premium improves in line with each year group and that they make accelerated progress where necessary to diminish the difference between their attainment and the attainment of Non Pupil Premium children.*
- 4. To support the Senior Leadership Team to maximise their effectiveness by ensuring that they have clear responsibilities and accountabilities for necessary improvements and meet their individual and school targets.*

Link Governors

Each Governor undertakes a Link Governor Role which means taking responsibility to look deeper into a specific area of the school and report back to the Full Governing Body. Governors meet with the appropriate senior leadership of these areas at least twice a year.

The areas that the Link Governors cover are;

Area	Governor	Staff Contact
Early Years	Andrew Watson	Kim McLaughlin
KS1	Angela Wilks	Helen Mastrilli
KS2	Jo Thethi	Monisha Jeffcut
Pupil Premium	Rachael Bartlett	SLT
Special Educational Needs & Disability	Richard Collman	Jacqueline Laver
Academy Status Curriculum	Roy Barrett	J Laver Sarah Mijatovich
Safeguarding	Sabby Dhillon	Monisha Jeffcut

Autumn Term, 2017

- *Governors visited the new (partly built) SEND building*
- *Richard Collman had an introductory visit to the SEND unit*
- *Roy Barrett visited the school to discuss Academy Status*
- *Roy Barrett visited the school to discuss the Curriculum Compliance Report*
- *Jo Thethi helped at the Christmas Fayre & attended a community concert where the choir were performing*
- *Sabby Dhillon undertook unannounced Health and Safety Walk of the school*
- *Sabby Dhillon attended Bullying Workshop*

Spring Term 2018

- *Governors attended the school's Inset Day*
- *Jo Thethi attended a regular year leader meeting*
- *Governor Health and Safety training took place at the School on 3rd January*
- *The Health & Safety Committee met on 25th May*
- *Angela Wilks attended the School Science Week and presented to KS2 Years on how Electricity is generated and transmitted*

Summer Term 2018

- *Governors attended the opening of the new SEND building*
- *Governors attended the Year 6 production, the Soiree, the Choir's performance at St Mary's Church and Sport Days*
- *Angela Wilks visited the school for a Health and Safety walk around the site*
- *Angela Wilks visited KS1 Team on 6th June to understand and learn more regarding KS1 performance and challenges*

Data analysis

The school collects data on the attainment and progress of every pupil in the school and the Governors review the collective data each term. We can see the attainment and progress for each core subject in: each year group; each class; and by specific groups such as gender, Pupil Premium & English as an Additional Language.

The Standards Committee reviews the data in detail every term and reports its recommendations to the Full Governing Body. Governors compare Priory's data with similar schools nationally to ensure the school's standards and expectations are high.

"Interventions" happen when the school can see that an individual pupil will benefit from extra support. The Governors review the effectiveness of the Intervention Sessions and how they are impacting progress and attainment across the school. There is a special focus on the progress & attainment of Pupil Premium & Special Educational Needs (SEN) children.

Autumn Term, 2017

- *The Standards Committee met for the first time on 9/11*
- *Roy Barrett & Rachel Bartlett attended a pupil progress meeting*

Spring Term, 2018

- *The Standards Committee met on 19/1*

Quality of Teaching

Priory has a very strong performance management system and the Standards committee reviews the quality of teaching across the school. The Governing Body reviews the performance of all the teaching staff and decides on any pay awards recommended by the Head Teacher.

Autumn Term, 2017

- *Head Teacher's performance & pay review undertaken*
- *Head Teacher's objectives were set and aligned with the school improvement plan*
- *Reviewed all teaching staff performance ratings and approved their pay awards*

Spring Term

- *Head Teacher's mid -year review undertaken*

Summer Term

- *2019 structure of the teaching staff reviewed and approved*

Policies

Governors review all the relevant policies relating to the school to ensure that they are up-to-date, fit for purpose and fair

Autumn Term, 2017

Governors approved and ratified the following policies:

- *ICT Policy*
- *Special Leave Policy*
- *Online Safety Policy*
- *The Disciplinary Policy*
- *The Grievance Policy*

Spring Term, 2018

- *Disciplinary Policy*
- *Grievance Policy*
- *Safeguarding Policy*
- *Behaviour Policy*
- *Anti-Bullying Policy*
- *Whistleblowing Policy*
- *Nursery Admissions and Charging Policy 2019/20*
- *Reception Admissions Policy 2019/20*
- *Maternity Policy*
- *Paternity Policy*
- *Adoption Policy*
- *Flexible Working Policy*
- *Parental Leave Policy*

Summer Term, 2018

- *Financial Regulations Manual Policy and Appendices 1-7*
- *Safer Recruitment Policy*
- *Whole School Equality Policy*
- *Complaints Policy*
- *GDPR Policy*
- *SEN Policy*
- *Exclusion Policy*
- *Equality Duty Statement*

Financial management

The Finance and Personal Committee works with the Head Teacher and business manager to set the school's budget. The Committee monitors the budget over the course of the year and ensures all the statutory reporting required by the local authority takes place. They meet every half term.

They ensure the budget is managed effectively and an appropriate balance is struck between the short term needs of the school and its long term financial health.

The Governors sign off on any major investments the school makes and help to make decisions on any high cost, large, long term contracts that the school may wish to agree.

Autumn Term, 2017

- *Undertook Budget Monitoring*
- *Reviewed SEN funding, spending and impact of individual child in the SEN unit*
- *Reviewed the impact of the new Funding Formula*
- *Approved the tender for the replacement of the Hall Floor*

Spring Term 2018

- *Undertook Budget Monitoring*
- *Approved SFVS*
- *Closed down 2017/2018 annual accounts*
- *2019 Budget drafted and approved*
- *Reviewed audit findings*
- *Early Years Playground tender reviewed and approved*

Summer Term 2019

- *Undertook Budget Monitoring*
- *2019 Budget approved*
- *Proposal for new structure for Support Staff reviewed and approved.*

Academy Status

The Governors are focussed on the continued long-term development of the school and converting to an academy is one option.

An academy receives its funding directly from the government – rather than filtered through the local authority as Priory's funding is now. This means academies are more independent and directly accountable to the Department for Education. However, academies are still inspected by Ofsted.

Converting to an academy is not a simple process and for the time being there's little conclusive evidence to support which approach would be better for Priory School i.e. stay as Local Authority (LA) maintained school or transition to an academy. It's really about the needs of the school and whether a conversion would benefit us or not. The Governors will continue to look at the academy route and will keep all stakeholders informed of any developments.

Safeguarding

Priory School is committed to safeguarding and promoting the welfare of all children. We will ensure the continuous development and improvement of robust safeguarding processes and procedures. Safeguarding amongst our staff, governors and volunteers is not optional but mandatory and we work closely with local authorities seeking counsel and guidance when required.

Autumn Term, 2017

- *Review of Priory Safeguarding documentation*

Spring Term 2018

- *Review of Priory Safeguarding Audit Assessment*
- *Governors attended Safeguarding Training – January 3rd*
- *Governors undertook online “Prevent” training – January*

Staff recruitment

The Head Teacher and a number of governors are trained in “Safer Recruitment”.

Governors are involved in the recruitment and selection process for new members of the Senior Leadership Team.

Autumn Term, 2017

- *No recruitment this term*

Governor Meeting Attendance

Over the course of a year the Full Governing Body meets at least once each term. The Finance and Personnel Committee meet half termly. The Standards Committee meet termly. The H&S committee meet half termly. In addition, the Chair of Governors meets with the Head Teacher monthly to discuss a range of issues: development plans for the SLT; general staffing updates; an external Governor review; Governor structure. They also set the agenda for the Full Governing Body meetings. Governor attendance is always at a very good level, with any absences fully explained, accepted and approved by the governing body.

Autumn Term, 2017

- Full Governing Body: Monday 16th October; Monday 4th December
- Finance & Personnel: Friday 8th September; Friday 6th October; Friday 8th December
- Standards Committee: Thursday 9th November
- Health & Safety: Tuesday 10th October

Spring term

- Full Governing Body: Monday 5th February
- Finance & Personnel: Friday 26th January, Tuesday 6th March, Friday March 23rd
- Standards Committee: Friday 19th January
- Health & Safety: Wednesday 24th January

Summer Term

- Full Governing Body: Tuesday 1st May; Monday 2nd July
- Finance & Personnel: Monday April 30th; Wednesday June 27th
- Standards Committee: Friday 27th April
- Health & Safety: Friday 25th May

Health and Safety

The Health and Safety Committee meets every half term.

It reviews current Health and Safety issues related to pupils, staff, Safeguarding and the school's site (e.g. fire evacuation, legionnaire and asbestos testing and risk assessments) and recommends and approves actions. The committee advises the Full Governing Body on the priorities for Health and Safety implementation, including relevant ongoing training for all staff. It works closely with the Facilities and Procurement Manager, who reports about any issues that might impact on Health and Safety management and provides information on reported accidents, injuries or near misses. The Health and Safety Committee Governors receive regular training to ensure they are able to carry out their responsibilities.

Autumn Term, 2017

- Sabby Dhillon undertook an unannounced Health & Safety walk (on an icy & snowy day.)

Complaints

The school has robust policies and procedures in place setting out how any complaints made about the school are dealt with. Priory School will be fair, open and honest when dealing with any complaint and will resolve it through open dialogue and mutual understanding. Complaints are infrequent but when they are made the school's Senior Leadership Team's aim is to resolve them quickly and effectively. On the extremely rare occasions that this is not possible, members of the Governing Body form a "Complaints Panel" to review the complaint. The panel is made up of 3 Governors, who have no prior knowledge of the complaint.

Autumn Term, 2017

- *No complaints were escalated.*

Spring Term

- *No complaints were escalated*

Summer Term

- *No complaints were escalated*