

## HOLLY TREES PRIMARY SCHOOL



### ANNUAL GOVERNANCE STATEMENT FOR THE GOVERNING BODY 2015/16 SCHOOL YEAR

In accordance with the Government's requirements for all governing bodies, the core functions of the Holly Trees Primary School Governing Body are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher 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.

This report summarises the work of the Governing Body during the year, and highlights some of the initiatives intended to make further improvements.

#### **Governance arrangements**

The Governing Body of Holly Trees Primary School is currently made up of 5 elected Parent Governors, 1 Governor nominated by the Education Authority, an elected Staff Governor, the Headteacher and 8 Co-opted Governors from different backgrounds. The co-opted members include a member of staff at the school and the Headteacher of another primary school who is also the parent of children at Holly Trees. Additionally, the headteacher of a local secondary school is an Associate Member of the Governing Body. The aim is to ensure that the Governing Body reflects our local community and includes people with the skills and experience to contribute to the effective governance and success of the school.

The full Governing Body meets once each term, and we also have several committees to consider different aspects of the school in detail. Those which meet regularly are the Teaching & Learning Committee, which focuses on educational provision at the school including the curriculum and meeting the specific needs of different groups; and the Resources Committee, which covers finance, premises and some personnel matters. There are also committees which meet as required to consider staffing matters (including pay and performance), pupil discipline and any associated appeals.

See Page 4 for a full list of Governing Body members who served during the year and their terms of office.

As part of our governance arrangements we maintain a register of declarations made by Governors of any financial or other interests that may have a bearing on decisions made by the Governing Body, and a summary of the register is available elsewhere on the School Governors page of the school web site.

<p><b>Attendance record of Governors</b></p>	<p>Governors have excellent 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), although in one instance a Staff Pay &amp; Performance Committee meeting deferred some decisions owing to the number of Governors present being inquorate.</p> <p>See Page 5 for details of individual governors’ attendance at meetings during the past year.</p>
<p><b>The work that we have done in the Governing Body and in our committees</b></p>	<p>The Governing Body has continued to focus on school improvement to support our excellent academic progress and to tackle those areas where further improvements are needed.</p> <p>The Teaching &amp; Learning Committee has spent time considering the impact of the new curriculum, the implementation of which has progressed very well, and Governors also discuss key data giving the results of pupil achievement and progress, so that we can be sure that the school is on track to fulfil its ambitious targets for all pupils, with the aim of exceeding the minimum national and Essex standards.</p> <p>We are also concerned with the needs of our more disadvantaged children and focus on how the Pupil Premium and Sport Premium Grants are being spent by the school and what impact this has on their outcomes. You can find more information about the different initiatives and their impact on children’s learning and well-being, on the school web site. The amount of these grants received by the school is determined by the number of children who are eligible for free school meals and so we encourage all parents whose children are entitled to free school meals to register for these.</p> <p>The Resources Committee looks at the maintenance and development of the school premises. It also oversees staffing policies and practice, and makes decisions about how the school should use the budget, which continues to be in a healthy position through careful management. The committee oversees a rolling programme of upgrading and maintenance of the school building and grounds, and although the proposed installation of solar panels which we reported in last year’s statement had to be withdrawn owing to technical and warranty issues, we will continue to make every effort to control our energy costs and to promote a greener environment.</p> <p>Additionally, the Governing Body appreciates the tremendous contribution that the Fundraisers have continued to make to the improvement of school facilities, the most recent project being the new music room which has been completed ready for the start of the current school year.</p> <p>The catering service has worked to improve its offer of menus across the board including free school meals for Reception and Infant children, and to support the Breakfast Club which continues to be in high demand. Fairtrade is also promoted where possible with the involvement of the children.</p> <p>Governors are also particularly concerned with safeguarding and child protection, including E-safety, and we have nominated Governors for this area (Alex Reeves and Laurie Edmonds); there are termly reports to the Governors about any safeguarding matters. Steve Webb is our Health and Safety Governor and he carries out regular checks of the premises with John Holman, the school’s site manager.</p>

	<p>Individual governors are also nominated to take an overview of different areas in relation to the curriculum and other aspects of the school, depending on their interests and expertise.</p>
	<p>One of the roles for the Governors is reviewing and agreeing school policies, and this year we have considered key policies including a number of different subjects and the approach to planning of lessons, special educational needs and disabilities, looked after children, first aid and medical support, and reviewing our approach to the promotion of British values and tackling extremism and radicalisation.</p> <p>We have also continued to keep a close focus on attendance at the school. The Governing Body recognises that the increasingly strict government guidelines which allow schools to authorise term-time holidays only in exceptional circumstances may cause problems for some parents, but we are very pleased that a good level of attendance has been maintained at the school with the support of parents, and continues to be significantly better than the national averages for similar schools.</p>
<p><b>Future plans for the Governors</b></p>	<p>The School Development Plan has been rolled forward for the next three years to take forward priority initiatives for the school including measures to tackle the gaps in attainment between boys and girls, enhancing the progress of pupils with special educational needs, reviewing phonics provision across the school and achieving advanced accreditation under the Healthy Schools programme.</p> <p>The Governing Body is also actively discussing the implications for Holly Trees of developments in education both locally and nationally, and the government programme set out in the White Paper <i>Educational Excellence Everywhere</i> to ensure that we are prepared to meet the challenges of the future and move the school forward in the best interests of its pupils.</p> <p>We will continue to review the membership and development needs of the Governing Body with the aim of ensuring that members actively contribute an appropriate range of skills and experience to support the further progress of the school.</p>
<p><b>How you can contact the Governing Body or find out more</b></p>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chairman of Governors, Mr Neville A Brown, via the school office. You can see the full list of governors and more information about what we do, on the Governors’ page of the school website.</p> <p>Minutes of Governing Body and Committee meetings are public documents – you can ask at the school office if you would like to see any of the minutes of our meetings.</p>

## Holly Trees Primary School Governing Body members during 2015/16

<b>Governor</b>	<b>Category</b>	<b>Date appointed or re-appointed</b>	<b>Term of office expiry date</b>
Neville A Brown (Chairman)	Authority Governor	25 June 2014	24 June 2018
Omar Bakhsh <i>(term of office ended)</i>	Parent Governor	27 June 2012	26 June 2016
Bob Barr	Co-opted Governor	1 September 2015	31 August 2019
Maria Bloom	Co-opted Governor	1 September 2015	31 August 2019
Rebecca Burden	Staff Governor	1 September 2015	31 August 2019
Margot Dennehy	Co-opted Governor	1 September 2015	31 August 2019
Monica Donegan	Co-opted Governor	1 September 2015	31 August 2019 <i>(resigned 31 January 2016)</i>
Stephen Drew	Associate Member	1 September 2014	31 August 2018
Laurie Edmonds <i>(re-elected for further term)</i>	Parent Governor	27 May 2016	26 May 2020
Jo Gray	Co-opted Governor	1 September 2015	31 August 2019
Simon Gray <i>(term of office ended)</i>	Parent Governor	27 June 2012	26 June 2016
Irene Kjaer	Parent Governor	27 June 2016	26 June 2020
Paula Masters	Headteacher	Ex officio	Ex officio
Hilda Mehmet	Co-opted Governor	1 September 2015	31 August 2019 <i>(resigned 24 June 2016)</i>
Alex Reeves <i>(Chairman of Resources Committee)</i>	Parent Governor	18 January 2013	17 January 2017
Mick Rose <i>(Chairman of Teaching &amp; Learning Committee)</i>	Co-opted Governor	1 September 2015	31 August 2019
Chris Sansom	Parent Governor	27 June 2016	26 June 2020
Derek Trollope	Co-opted Governor	1 February 2016	31 January 2020
Kathryn Waters	Co-opted Governor	23 September 2015	22 September 2019
Steve Webb	Parent Governor	8 March 2014	7 March 2018

David Keen has been appointed as a Co-opted Governor and takes up his place in the 2016/17 school year.

## Holly Trees Primary School Governors' Attendance Record for 2015-16

Governor	Full Governing Body	Teaching & Learning Committee	Resources Committee	Pay & Performance Committee
Neville A Brown	3/3	3/3	2/3	2/2
Omar Bakhsh (term of office ended June 2016)	2/3	n/a	2/3	1/2
Bob Barr	1/3	n/a	3/3	n/a
Maria Bloom	1/3	2/3	n/a	n/a
Rebecca Burden	3/3	3/3	n/a	n/a
Margot Dennehy	3/3	n/a	3/3	n/a
Monica Donegan (resigned January 2016)	1/2	1/1	n/a	n/a
Stephen Drew – Associate Member	3/3	2/3	n/a	n/a
Laurie Edmonds	3/3	2/3	n/a	n/a
Jo Gray	2/3	3/3	2/3	1/2
Simon Gray (term of office ended June 2016)	2/3	n/a	2/3	n/a
Irene Kjaer (from June 2016)	n/a	1/1	n/a	n/a
Paula Masters	3/3	3/3	3/3	2/2
Hilda Mehmet (resigned June 2016)	2/3	2/2	n/a	n/a
Alex Reeves	2/3	n/a	3/3	1/2
Mick Rose	1/3	3/3	n/a	n/a
Chris Sansom (from June 2016)	n/a	n/a	n/a	n/a
Derek Trollope (from February 2016)	2/2	2/2	n/a	n/a
Kathryn Waters	3/3	3/3	n/a	n/a
Steve Webb	3/3	n/a	3/3	n/a