

HOLLY TREES PRIMARY SCHOOL



ANNUAL GOVERNANCE STATEMENT FOR THE GOVERNING BOARD 2017/18 SCHOOL YEAR

Approved by the Governing Board on 26 September 2018 for publication

In accordance with the Government's requirements for all governing bodies, the core functions of the Holly Trees Primary School Governing Board 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 Board during the year, and highlights some of the initiatives intended to make further improvements.

Governance arrangements

The Governing Board 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. The aim is to ensure that the Governing Board 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 Board 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 5 for a full list of Governing Board 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 Board, and a summary of the register is available elsewhere on the Governance page of the school website.

<p>Attendance record of Governors</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). In one instance the Teaching and Learning Committee meeting was attended by fewer governors than usual because the meeting had to re-arranged at short notice due to snow from what the media called “the Beast from the East.”</p> <p>See Page 6 for details of individual Governors’ attendance at meetings during the past year.</p>
<p>The work that we have done in the Governing Board and in our committees</p>	<p>The Governing Board 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 & Learning Committee has spent time considering key data on 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. The Committee is concerned with ensuring the needs of our more disadvantaged children are met and focuses 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 website. The amount of the Pupil Premium Grant 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; oversees staffing policies and practice; and makes decisions about how the school should use the budget, which has been maintained with a prudent amount for contingencies through careful management, despite the increasing financial pressures faced by the school. To assist in this process the Committee, along with other governors undertook benchmarking analyses of DfE data comparing the School with comparable schools. The committee oversees a rolling programme of upgrading and maintenance of the school building and grounds and continues to make every effort to control our energy costs and to promote a greener environment which has been further enhanced by the School’s Learning Outside the Classroom (“Forest School”) programme.</p> <p>Additionally, the Governing Board appreciates the tremendous contribution that the Fundraisers have continued to make to the improvement of school facilities, recent projects including new climbing equipment in the playground area, subsidising new interactive flat panels in the classrooms and providing Year 6 with a Leavers’ party. The governors welcomed the initiative shown in securing the School being promoted through Tesco’s ‘blue token’ scheme for local causes and the support shown by parents.</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 welcomed the proposal by the School Council for the School not to buy single use plastics (SUPs) such as bottles, straws and carrier bags. Therefore the School is installing water filters into the water supply so that School-branded reusable water bottles can be used if parents choose to buy them for their children.</p> <p>Governors are also particularly concerned with safeguarding and child protection, including E-safety, and we nominated Governors for this area (Alex Reeves and Laurie Edmonds), and there are termly reports to the Governors about any safeguarding matters; Chris Sansom also takes an interest in ensuring that the needs of vulnerable children are met, while Maria Bloom focuses on the progress of pupils with special educational needs or disabilities. During the year David Keen took over from Steve Webb as our Health and Safety Governor and he has continued the practice of carrying out regular checks of the premises with John Holman, the school's site manager.</p> <p>Individual Governors are also nominated to have 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 agreeing and monitoring school policies. Among the key policies considered this year, significant time was given to ensuring that the School fully met the General Data Protection Requirements (GDPR) which came into force in May 2018 and that all the School's policies were GDPR compliant. In addition new policies were agreed including the Disability Scheme and Accessibility Plan.</p> <p>We have also continued to keep a close focus on attendance at the school. The Governing Board 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 during the year Holly Trees achieved a high level of attendance with the support of parents, and continues to be significantly better than the national averages for similar schools.</p>
<p>Future plans for the Governors</p>	<p>The School Development Plan has been revised in consultation with the Governors and staff to take forward priority initiatives for the school over the next three years including measures to enhance achievement in Maths, Reading and Writing; to improve pupils' spelling and handwriting; and to respond to national recommendations in relation to managing teachers' workload.</p> <p>The Governing Board is also continuing to review the implications for Holly Trees of developments in education both locally and nationally, and the Government's strategy for the future 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>The school is an active member of the Brentwood Collaborative Partnership of local primary schools which supports joint training and other initiatives to make the best use of available resources and share experience and expertise with other schools. The Governing Board receives Termly reports to satisfy itself on how this works out in practice.</p> <p>We will continue to review the membership and development needs of the Governing Board 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>School Leadership</p>	<p>During the year our Headteacher, Mrs Paula Masters, announced her intention to retire from January 2019. The Governing Board, supported by HR education professional advisers from Essex CC Schools Service, carried out a rigorous recruitment campaign during the Spring Term and was pleased to announce the appointment of Mrs Sarah Meacher, an experienced Headteacher, as the School's new Headteacher from 1 January 2019.</p>
<p>How you can contact the Governing Board or find out more</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 Governance page of the school website.</p> <p>Minutes of Governing Board 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 Board members during 2016/17

Governor	Category	Date appointed or re-appointed	Term of office expiry date
Neville A Brown (Chairman) <i>(re-elected for a further term)</i>	Authority Governor	25 June 2018	25 June 2022
Bob Barr	Co-opted Governor	1 September 2015	31 August 2019
Chloe Bartlett	Parent Governor	16 May 2018	15 May 2022
Maria Bloom	Co-opted Governor	1 September 2015	31 August 2019
Rebecca Burden <i>(resigned 11 July 2018)</i>	Staff Governor	1 September 2015	31 August 2019
Margot Dennehy	Co-opted Governor	1 September 2015	31 August 2019
Laurie Edmonds	Parent Governor	27 May 2016	26 May 2020
Jo Gray	Co-opted Governor	1 September 2015	31 August 2019
David Keen	Co-opted Governor	14 September 2016	13 September 2020
Irene Kjaer	Parent Governor	27 June 2016	26 June 2020
Paula Masters	Headteacher	Ex officio	Ex officio
Alex Reeves (Chairman of Resources Committee)	Parent Governor	10 February 2017	9 February 2021
Mick Rose <i>(resigned 18 July 2018)</i>	Co-opted Governor	1 September 2015	31 August 2019
Chris Sansom	Parent Governor	27 June 2016	26 June 2020
Derek Trollope (Chairman of Teaching & Learning Committee)	Co-opted Governor	1 February 2016	31 January 2020
Kathryn Waters	Co-opted Governor	23 September 2015	22 September 2019
Steve Webb <i>(resigned 7 March 2018)</i>	Parent Governor	8 March 2014	7 March 2018

Holly Trees Primary School Governors' Attendance Record for 2017/18

Governor	Full Governing Board	Teaching & Learning Committee	Resources Committee	Pay & Performance Committee
Neville A Brown	4/4	3/3	3/3	1/2
Bob Barr	3/4	n/a	3/3	2/2
Chloe Bartlett	1/2	1/1	n/a	n/a
Maria Bloom	3/4	2/3	n/a	n/a
Rebecca Burden	3/4	3/3	n/a	n/a
Margot Dennehy	4/4	n/a	3/3	n/a
Laurie Edmonds	3/4	2/3	n/a	n/a
Jo Gray	4/4	1/3	n/a	1/2
David Keen	3/4	n/a	3/3	n/a
Irene Kjaer	4/4	n/a	3/3	n/a
Paula Masters	4/4	2/3	3/3	2/2
Alex Reeves	2/4	n/a	3/3	1/2
Mick Rose	3/4	0/3	n/a	n/a
Chris Sansom	3/4	1/3	n/a	n/a
Derek Trollope	4/4	3/3	n/a	n/a
Kathryn Waters	4/4	2/3	n/a	n/a
Steve Webb	2/2	n/a	2/2	n/a

Note:

“n/a” = not assigned to this committee