

# **MONTGOMERY INFANT SCHOOL.**

## **Governance Statement 2018.**

### **Annual Governance Statement for the Governing Board of Montgomery Infant School January 2019**

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of the Montgomery Infant School Governing Board 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.**

<b>Governance arrangements</b>	<p>The Governing Board of Montgomery Infant School was re-constituted in 2015 and is now made up of:</p> <p>Two staff governors, including the Headteacher.            Three elected Parent Governors            One Local Authority Governor            Four 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.</p> <p>The full Governing Board meets twice each term and we also have a number of committees to consider different aspects of the school in detail. At Montgomery Infant School we have a Pay Committee and committees that are constituted to meet when necessary to consider pupil discipline and staffing matters.</p> <p>A governor's term of office is for a period of four years and can be extended should the Governing Board agree. The Chair of Governors and Vice-Chair of Governors are elected annually at the first meeting of the academic year. Parent governors cannot be elected into these appointments.</p> <p>A full list of current Governors can be found at page 4 of this document.</p>
<b>Attendance record of governors</b>	<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). See page 4 for details of individual governors' attendance at meetings.</p>
<b>The work that we have done in the governing Board</b>	<p>The Governing Board works in close partnership with the Headteacher, staff and the Local Authority. It is not the job of the Governing Board to run the school, that responsibility rests with the Headteacher. Whilst the Headteacher is responsible for the day to day running of the school, the governors are responsible for ensuring the financial, administration and the educational performance of the school is maintained to a very high standard and in conjunction with the Headteacher to plan and agree the school's strategic direction and vision. It is the role of the Governing Board to hold the Headteacher to account.</p> <p>Full Governing Board meetings are held twice a term to discuss and question the Headteacher on the educational performance of the school and to ensure that the strategic direction agreed and planned is being maintained. The Headteacher reports to the Governing Board through this forum, which is minuted, and all Governing Board minutes of meeting, except those which are agreed to be confidential, are held in the school office for public scrutiny.</p>

Governors also sit on statutory committees. The Pay Committee meets regularly to discuss teachers and auxiliary staff pay and staff management and pupil discipline hearings/committees which are constituted when necessary

All Governors make regular visits to the school to see the Headteacher, staff and make classroom visits to observe the teaching of the children. Some Governors have additional and more specific responsibilities to carry out such as:

Safeguarding Governor

SEND Governor

Curriculum Governor

Health and Safety Governor

Premises Governor

Finance Governor

All these roles require training and update training and regular visits to the school to complete or carry out monitoring checks and to complete, and where necessary submit any necessary forms or paperwork to the Local Authority.

Governor training is an ongoing requirement and commitment by all Governors. Some Individual Governors are currently undergoing generic training for new governors and others who are responsible for specific Governor Roles attend specialist training to fulfil these roles.

During the last year the Governing Board has undertaken Self-Assessment to evaluate ourselves and to measure our own effectiveness. This has been successfully achieved by collective Evaluation Governor Training undertaken by all Governors. This enabled us to carry out our own Self-Assessment which was assessed by the National Governance Association who viewed the Governing Board to have the right skills, training and knowledge to provide effective governance.

The school's budget and financial expenditure are closely monitored by the Governing Board and are continually reviewed to make sure the school's budget allocation is being spent properly and we are getting good value for money. The Governing Board also ensures that financial allocations for projects is both planned and approved correctly. All Governors are sent monthly financial output returns, so they can see the school's monthly expenditure and forecast for the remaining academic year and can challenge the school's decisions on any expenditure. This ensures accountability and puts in place an effective management system to help the Governing Board oversee the school's finances.

The monitoring of the school's academic progress and achievement is measured against the targets set by the school in September 2018 in the School Improvement Plan (SIP) and measured against the individual Action Plans for each separate subject including EYFS and SEND. The Key Priorities set out are regularly reviewed and challenged by governors at meetings to ensure that the teachers are supported and resourced, so they can deliver and maintain high quality teaching. This is also to ensure that the governors can monitor and see evidence of the school's academic progress and can challenge the school's captured data. The school's data is also reviewed by the Governors at all the Full Governing Board meetings to make sure the school is measuring and comparing their data to evidence their progress and to put in place any necessary measures to improve if there are any areas identified for improvement.

The Headteacher, School Business Manager and Chair of Governors meet at least once a week for updates and to review any matters that arise outside of the regular

	<p>meetings. This supports communication between the school and the governors and is reported to the board as necessary.</p> <p>Minutes of Governing Board and Committee meetings are public documents – they are available at the school office if you would like to see any of the minutes of our meetings, except those that have been designated as confidential.</p>
<b>Future plans for the governors</b>	<p>The Governing Board will focus on the following during 2019/20;</p> <p>The main focus for the Governing Board is to remain focused on monitoring and challenging the school’s administration, finance and data gathered from the classrooms and putting in place all the support necessary to continue to improve and sustain the school in all areas.</p> <p>The recruiting of new governors is a continued priority as we want to avoid having vacancies on the Governing Board.</p> <p>We want to improve the profile of all the Governors with parents, so they get to know who we are, so we intend to support better school activities which include parents.</p> <p>The Governing Board wants to continue to have a strong relationship with the MOD/Army.</p>
<b>How you can contact the governing Board</b>	<p>The Governors welcome suggestions, feedback and ideas from parents and the local community. Please contact the school at any time and you can obtain more information about our governing board through the school website.</p>