



## ***The Governing Body of Lythe CEVC School***

We would like to introduce ourselves as the Governing Body of Lythe CEVC School and give you some information about who we are and what we have achieved during this academic year.

The Governors work in partnership with the headteacher to oversee the strategic development of the school and to help shape its vision and direction. We strive to have a good understanding of the strengths and weaknesses of the school and to challenge and support its senior management. The Governing Body also ensures that the school fulfills its statutory duties, including promoting inclusive policies in relation to special educational needs, race equality, disability and gender.

### **Membership of the Governing Body as of July 2018**

<b>Co-Chairs</b>	Mrs J Stonehouse & Mrs S Arnold		
<b>Vice-Chair</b>	Mrs K Rowe		
<b>Category</b>	<b>Name</b>	<b>Surname</b>	<b>Term of Office End Date</b>
Foundation Governor	Rev Capt Malcolm	Jackson	24.01.22 / Ex-officio
Foundation Governor	Mrs Wendy	Norman	28.02.20
Co-opted Governor	Mr Shaun	Pearson	22.11.21
Co-opted Governor	Mrs Joanne	Stonehouse	18.03.19
Co-opted Governor	Mrs Dawn	Bugby	12.10.18
Co-opted Governor	Mrs Kerry	Rowe	18.01.21
Parent Governor	Mrs Sarah	Arnold	30.09.19
Parent Governor	Mrs Katherine	Cornforth	31.10.21
Staff (Headteacher)	Mrs Lisa	Armstrong	N/A
Staff Governor	Ms Farrah	Jackson	12.10.20
Local Authority Governor	Mrs Sue	Metcalfe	20.09.21
<b>SEND Link Governor</b>	Mrs D Bugby		
<b>Safeguarding Link Governor</b>	Mrs K Cornforth		
<b>E-Safety Link Governor</b>	Mrs S Arnold		
<b>Pupil Premium Link Governor</b>	Mrs K Rowe		
<b>Health &amp; Safety Link Governor</b>	Mr S Pearson		

### **Committee & group membership as of July 2018**

#### Finance and Staffing Committee:

Mrs Armstrong, Mrs Norman, Mr Pearson, Mrs Stonehouse, Mrs Arnold, Mrs Rowe

#### Curriculum and Standards Group:

Mrs Armstrong, Mrs Stonehouse, Mrs Bugby, Mrs Cornforth, Mrs Metcalfe, Mrs Rowe, Ms Jackson

#### Spiritual Foundations Group:

Rev Capt Jackson, Mrs Norman, Mrs Armstrong, Mrs Bugby, Mrs Cornforth

Please see the *Current Governors* section on the school website for 'pen portraits' of our current governors.



## Annual Governance Statement for the Governing Body of Lythe CEVC Primary School Primary School

July 2018

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of the Lythe CEVC Primary School Governing Body 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.**

### **Governance arrangements**

The Governing Body of Lythe CEVC Primary School Primary School was re-constituted in 2015 and is made up of two staff governors (including the Headteacher), two elected Parent Governors, one Local Authority Governor, two foundation Governors and five Co-opted governors. The total number of Governors is twelve. There is currently one co-opted vacancy.

Foundation Governors are appointed by the York Diocesan Board of Education after consultation with the Parochial Church Council of the Parish in which the school is situated. Both Foundation Governors are representatives of the Diocese within the local community.

Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school. On our Governing Body the Co-opted governors are a mixture of parents and representatives from the local community.

The full Governing Body usually meets once each half term and we also have several committees and groups to consider different aspects of school governance in detail. At Lythe CEVC Primary School we have a Finance and Staffing Committee which focuses on finance, premises and some personnel matters; a Curriculum and Standards group and a Spiritual Foundations group. We also have committees that meet if required to consider pupil discipline and staffing matters.

### **Attendance record of governors**

Governors have good 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). Please see attached attendance record.

### **The work that we have done as a governing body and in our committees/groups**

This academic year 2017/18 the Governing Body has focussed on school improvement, including addressing Ofsted and SIAMS recommendations. Attendance has been closely monitored and initiatives put in place to address attendance levels, including punctuality.

Governors have made regular monitoring visits to the school where they focus on specific areas (such as spelling) as identified by the Ofsted and SIAMS reports. Visits can also focus on the impact of change such as marking and feedback policy changes or look more closely at specific groups such as SEND or high achievers. The focus of visits are usually identified at the Curriculum and Standards Committee meeting. A Governor Visit form is completed by each governor for every visit. This informs other governors of the nature and findings of each visit and identifies areas for follow up or further challenge.

Some governors are also assigned to a specific class; the purpose of this is to develop relationships with both pupils and staff in order to gain more knowledge about the strengths and needs of that group. This information is used to inform both the Finance and Staffing and Curriculum and Standards Committees.

This year several governors supported pupils and staff in the lead up and during the KS1 and KS2 SAT exams. This involved group and one-to-one support identified by teaching staff and invigilating examinations.



Governors have endeavoured to meet with parents, staff and the local community when the opportunity arises. Examples of this are detailed below:

- Whole school events
- Collective worship, celebration assemblies and church services
- Parents Evenings and Working Together Evenings
- Early Years Open Afternoon
- Provided class support and school visit assistance
- Meet the Governors session
- Staff meetings – Governor representatives have attended meetings to discuss specific issues.
- Local fundraising events
- School newsletter communications

The Governing Body has reviewed and updated all required policies and has contributed to the School Development Plan.

Governors continue to attend relevant training programmes; this academic year training has included 'Raising Achievement for Vulnerable Learners,' 'Headteacher Performance Management' and ASP data training.

The committees and focus groups have the responsibility for ensuring that the tasks in the governor strategic plan are implemented on an annual basis. Listed below are some key examples of tasks completed by each committee/group during the previous academic year.

#### **Finance and Staffing committee**

The Finance and Staffing committee has maintained its purpose to oversee the financial performance of the school and make sure its money is well spent. A marketing strategy is in place which includes short and longer-term options for ensuring the profile of the school is sustained. The committee also assess the plans for and impact of pupil premium and sports premium funding.

The committee has authorised the purchase of several school improvement resources including additional literacy resources, ICT resources and additional admin support. The committee was also involved in the decision-making process for acquiring the new school mini bus.

The Finance & Staffing committee continue to assess 'wrap-around' care and remain committed to continue to provide breakfast and after school clubs for as long as it is financially viable.

The committee continues to monitor and assess the staffing structure, any changes and impact on the whole school community.

Premises is a key role of the Finance and Staffing committee. Premises walk-arounds, including health and safety and fire surveys have taken place regularly and any issues identified and actioned.

#### **Spiritual Foundations**

Rev Capt Malcolm Jackson is now established on the governing body. He has attended school council meetings and planned and held Easter worship encouraging greater direction and involvement from the children.

Additional reflective spaces are being agreed. One is now in place and further reflective spaces within classrooms will be established.

A new method of monitoring collective worship has been put in place and a staff meeting held to discuss the children's involvement in collective worship. An audit has been undertaken to review the school environment and establish aspects that ensure it is distinctively Christian.



Planning for messy church is underway and is due to be launched the first half term of the new academic year. This will build on existing links with the wider community.

### **Curriculum and Standards**

In response to recommendations made by the Ofsted report, the Curriculum and Standards committee amended its focus. Meetings now take place every half term and revised reporting from school to Governors is in place. This clearly details both attainment and progress by year group, interventions in place and evidence of success.

This helps to identify any areas of concern promptly, to enable investigation and sharpen head teacher accountability. It also identifies areas of improvement and enables the sharing of best practice.

There is also increased input from subject leaders to these committee meetings, which results in greater understanding of current initiatives, progress made and future plans.

The committee also monitor to ensure cross-curriculum and other curriculum opportunities such as forest school, school trips, sporting events etc are being exploited.

### **Future plans for the governors**

Governors' future plans are underpinned by their strategic plan which is linked to the school development plan. Governors will focus on retaining clarity and vision, supporting the Headteacher to improve outcomes for pupils, and ensuring the school operates as effectively as possible within the limits of the school budget.

### **How you can contact the governing body**

We always welcome suggestions, feedback and ideas from parents – please contact the Co-Chairs of Governors, Mrs Arnold and Mrs Stonehouse via email [co-chairsofgovernors@lythe.n-yorks.sch.uk](mailto:co-chairsofgovernors@lythe.n-yorks.sch.uk) or via the school office. You can see the full list of governors and their attendance at meetings on the attached sheet as well as on the Governors' page of the school website.



## Lythe CEVC Primary School Primary School Governing Body membership – July 2018

<u>Governor</u>	<u>Category</u>	<u>Term Expires</u>
Rev Capt Malcolm Jackson	Foundation	24.01.2022 / Ex-officio
Mrs Wendy Norman	Foundation	28.02.2022
Mrs Joanne Stonehouse	Co-opted	18.03.2019
Mr Shaun Pearson	Co-opted	22.11.2021
Mrs Dawn Bugby	Co-opted	12.10.2018
Mrs Kerry Rowe	Co-opted	18.01.2021
Mrs Sue Metcalfe	Local Authority	20.09.2021
Mrs Katherine Cornforth	Parent	31.10.2021
Mrs Sarah Arnold	Parent	30.09.2019
Mrs Lisa Armstrong	Headteacher	N/A
Ms Farrah Jackson	Staff	12.10.2020

## **Lythe CEVC Primary School Primary School Governors' Attendance Record for 2017-18**

<b>Governor</b>	<b>Full Governing Body</b>
Foundation Governor	60%
Foundation Governor	80%
Co-opted Governor (Co-Chair)	100%
Co-opted Governor	80%
Co-opted Governor	100%
Co-opted Governor (Vice-Chair)	100%
LA Governor	100%
Parent Governor	100%
Parent Governor (Co-Chair)	100%
Headteacher	100%
Staff Governor	100%