

**Annual Governance Statement for the Governing Board of  
Colham Manor Primary School  
September 2016 - July 2017**

In accordance with the Government's requirement for all Governing Boards, the three core strategic functions of the Colham Manor Primary School Governing Board are:

- 1. Ensuring clarity of vision, ethos and strategic direction;**
- 2. Holding the head teacher 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 Board of Colham Manor Primary School consists of:

- 2 x Parent Governors
- 1 x Local Authority (LA) Governor
- 1 x Staff Governor
- 1 x Headteacher
- 7 x Co-Opted Governors

The total number of Governors is 12.

The Full Governing Board meets 5 x per year. Every Governor is also a member of at least one of our three Committees which meet at least termly. These Committees are:

**Personnel & Resources** which looks at Personnel, Finance and Premises.

**Children, Community and Standards** which looks at the standard of teaching and monitors data on attainment and achievement and listens and responds to the views of all stakeholders.

**Policy Review Committee** which looks at policies on a rolling programme, checks they are up to date and monitors their impact.

**Attendance Record of Governors**

<b>Governor</b>	<b>Category of Governor</b>	<b>Resources</b>	<b>Children, Community &amp; Standards</b>	<b>Policy Review</b>	<b>FGB</b>
Simon Hawley	Headteacher	5 of 6	2 of 2	3 of 3	5 of 5
Tara Hester* <i>On Maternity leave</i>	Staff	-	1 of 2	2 of 3	2 of 5
Graham Wells	Co-Opted	6 of 6	2 of 2	3 of 3	5 of 5
Sharad Jha	Co-Opted	4 of 6	2 of 2	3 of 3	1 of 5
Thomas Galer	Co-Opted	5 of 6	-	-	5 of 5
Sheila Lines	Co-Opted		1 of 2	-	5 of 5
Jamal Pasha	Co-Opted	5 of 6	-	3 of 3	1 of 5
Jo Leaver-Cole	Co-Opted	-	0 of 2	-	3 of 5
Curtis Botten	Parent	5 of 6	-	-	2 of 5
Vacancy	LA	-	-	-	-
Vacancy	Parent	-	-	-	-
Vacancy	Co-Opted	-	-	-	-

<p><b>Work Done on the Governing Board and its Committees</b></p>	<p>The Governing Board continually challenges and supports the school and the Senior Leadership Team (SLT) to raise standards and outcomes for the children. All this work is done by a range of committees who feedback to the FGB.</p> <p>The School Governing Board and Committees and responsibilities are structured as follows:</p> <p><b><u>Full Governing Board Meetings</u></b>  <i>Half termly meetings covered the following items:-</i></p> <ul style="list-style-type: none"> <li>• General update from HT including statutory figures (Numbers on Roll/ Special Educational Needs / Children in Need/ Child Protection)</li> <li>• School development planning, priorities and action updates.</li> <li>• Statutory data / test results and analysis</li> <li>• Feedback from committee work</li> <li>• Fulfilling statutory responsibilities</li> <li>• Feedback from Link Governors.</li> <li>• Education policy and strategy – local and national picture.</li> <li>• Governor training</li> </ul> <p><b>Children, Community and Standards Committee</b>  The committee met twice in the academic year and Governors took part in Learning Walks focusing on the nursery and how maths is taught across the year groups in school. Governors were also presented with the following:-</p> <ul style="list-style-type: none"> <li>• Reports on the allocation of and impact of Pupil Premium Grant Funding and Sports Premium Funding in 2015/16.</li> <li>• The strategy for whole school assessment.</li> <li>• Termly Attendance Reports.</li> <li>• Inclusion strategy.</li> <li>• Presentation of school data to measure progress.</li> <li>• Quality of Marking</li> <li>• Quality of Teaching and Learning and Assessment</li> </ul> <p><b><u>Personnel/Finance and Resources Committee</u></b>  <i>The committee met six times in the year and meetings covered the following:-</i></p> <p><b>Personnel information</b></p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Performance management</li> <li>• Absence</li> <li>• Any disciplinary matters</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• General updates</li> <li>• Statutory information</li> <li>• Orders and quotes requiring Governor authorisation</li> <li>• Setting budget</li> </ul> <p><b>Premises</b></p> <ul style="list-style-type: none"> <li>• General update (day to day running and any works carried out)</li> <li>• Health and safety</li> <li>• Buildings</li> </ul>
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	<p><b><u>Policy Review Committee</u></b></p> <p>This committee met three times in the 2016/17 academic year to review changes to statutory school policies in order to recommend them for ratification at Full Governing Board level. In 2016/17 the committee reviewed the following policies:-</p> <ul style="list-style-type: none"> <li>• Whole School Pay Policy</li> <li>• Children's Centre Safeguarding and Child Protection Policy</li> <li>• Attendance Policy</li> <li>• Emergency Plan / Procedure</li> <li>• Equal Opportunities</li> <li>• School Uniform</li> <li>• Update on Keeping Children Safe in Education - Sept 2016</li> <li>• Adoption of Schools HR Model Policies unless adapted specifically by the school (e.g. pay policy).</li> <li>• Inclusion</li> <li>• E-Safety</li> <li>• Behaviour and Discipline</li> <li>• Marking</li> <li>• Assessment</li> <li>• School Lettings</li> <li>• Admissions</li> <li>• Child Protection</li> <li>• Asbestos Management Plan</li> <li>• Medical</li> <li>• Race Equality</li> <li>• Staff Wellbeing</li> </ul>
<p><b>Future Plans for the Governors</b></p>	<ul style="list-style-type: none"> <li>• To continue to build on the already excellent work being done to raise standards even further.</li> <li>• Ensure the school continues to achieve the best standards and outcomes for the children and all stakeholders with the aim of achieving 'Outstanding' at the next OFSTED inspection.</li> <li>• To ensure that the school continues to offer good value for money, using resources effectively during times of reduced funding.</li> <li>• To continue to support the Kitchen Social community project.</li> <li>• Ensure the school builds even stronger links with our surrounding community so that we can carry on supporting all our families and stakeholders who use the school.</li> <li>• To challenge and support the school through the committees in order to ensure: <ul style="list-style-type: none"> <li>- Attainment and progress for all pupils continues to improve (pupil data as evidence for this)</li> <li>- Students are safe (Safeguarding audits as evidence for this / student interviews / H&amp;S audits)</li> <li>- The premises support learning and children can thrive (resources committee to evidence)</li> <li>- The community is engaged in supporting the learning of Colham Manor children (feedback at committees from strategies used, parental attendance)</li> </ul> </li> </ul>

<b>Declarations of Personal, Business and Pecuniary Interests</b>	<ul style="list-style-type: none"> <li>• Mr. Wells is married to a Teaching Assistant who works at the school. Mr. Wells is also a Governor at Grange Park Junior School.</li> <li>• Mr. Hawley is married to a teacher at the school.</li> <li>• Mrs. Marchant clerks for the governing bodies of other schools in the London Borough of Hillingdon and Buckinghamshire.</li> </ul>
<b>How you can contact the Governing Board</b>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mr. Graham Wells, via the school office.</p> <p>Also, if you have aspirations to become a governor at some point in the future and have skills you could offer, please get in touch.</p>