



**Annual Governance Statement for the Governing Board of
Blackburn The Redeemer Church of England Primary School
School Year 16-17**

Mission Statement

“Believing, loving, caring, sharing, Everyone growing in the Light of Christ.”

Role of the Governing Board

The role of the governing board in a local authority maintained school is set out in education law, namely to ‘conduct the school with a view to promoting high standards of educational achievement’. The board also has a legal responsibility to promote pupil wellbeing. It does this by:

Setting Strategic Direction

- Ensuring clarity of vision and ethos
- Engaging with stakeholders
- Making sure statutory duties are met.

Creating Robust Accountability

- Accountability for teaching, achievement, behaviour and safety
- Strengthening and supporting school leadership

- Performance managing the Headteacher
- Contributing to school self-evaluation.

Ensuring Financial Probity

- Making sure the school’s money is well spent
- Monitoring the use of the Pupil Premium grant and other resources to overcome barriers to learning.

Governance Arrangements

The Governing Board is made up as follows:

Name	Governor Type	Start Date	Term of Office Expiry Date
Mr Dean Murray (Chair)	DBE	01/11/2016	31/10/2020
Mrs Carol Officer (Vice Chair)	DBE	01/11/2016	31/10/2020
Mr Stuart Jackson	DBE	04/10/2014	03/10/2018
Mr Philip Beresford	DBE	01/11/2016	31/10/2020
Mr Graham Barnes	DBE	02/10/2015	03/10/2019
Mr Geoffrey Hutchinson	DBE	20/07/2015	19/07/2019
Miss Margaret Mitchell	Ex-Officio		n/a
Rev Richard Marshall	Ex-Officio		n/a
Councillor Denise Gee	Local Authority	29/08/2015	30/08/2019
Mr Paul Schofield	Parent	23/04/2015	22/04/2019
Mrs Yvonne Holden	Parent	23/04/2015	22/04/2019
Mrs Helen Earnshaw	Parent	09/12/2015	08/12/2019
Mrs Alison Taylor (Headteacher)	Staff		n/a
Miss Gill Ross	Staff	15/05/2014	14/05/2018

The full Governing Board meets once per term and Governors also meet at least termly as committees to consider various aspects of the school in detail. At School we currently have the following committees:

Buildings and Premises Committee, Teaching and Learning Committee and Staffing and Finance Committee.

The Redeemer School Governors’ Meetings all begin at 6:30pm on a Wednesday unless specified.

Meetings	Autumn Term	Spring Term	Summer Term
Staffing and Finance Sub-Committee	28th September 2016	11 th January 2017 22nd March 2017	7 th June 2017
Buildings and Premises Sub-Committee	12 th October 2016	8 th February 2017	17 th May 2017
Teaching and Learning Sub-Committee	5th October 2016 Presentation by Mark Gill and James re data/SEN/PP	1 st February 2017 Presentation by Bev and Yasmin regarding Science	24 th May 2017 Presentation by Jude Natalie and Julie re Singapore Maths
Admissions Committee		To be confirmed!	
Full Governing Body	23rd November 2016 Governors Short Communion service in Church 6:00pm- (please note earlier start time) Followed by Full Governors’ Meeting in school	29th March 2017	21 st June 2017 Start at 6:00pm for end of year buffet! (please note earlier start time)

Governors also have links to subjects and have visited school on an agreed plan to meet subject leaders, in addition to monitoring specific aspects of the curriculum or areas such as SEND and safeguarding. All subject lead governors prepare a report which is considered by the Teaching and Learning Committee as part of the School Improvement monitoring and planning cycle.

There are also committees that meet, if required, to consider pupil discipline, staffing appeals and complaints.

A list of Governors, their terms of office and positions of responsibility is published on the school website **and** can be accessed by clicking here

<http://www.theredeemercep.co.uk/the-governors/>

Governors' Attendance Record

Governing boards make decisions collectively, though they may choose to delegate responsibility to committees, or individuals (including the Headteacher). Attending Governing Board meetings is an essential part of a governor's role and the attendance record for the governors of our school is good. This ensures that all governors receive the necessary information all at the same time and therefore important and informed decisions can be made as and when necessary on all aspects of the school, staff and pupils. The attendance record for all governors is published on the school website

Blackburn The Redeemer C of E Primary School - Governor Attendance 2016/17 Academic Year

- ✓ = present / AA = apologies accepted / ANA = apologies not accepted / AWA = absent without apologies
 NIP = Not In Post, N/A = Not Applicable
 (Ht = Headteacher/CoG = Chair of Governor/VC = Vice Chair/CC = Chair of Committee)/
 DHT = Deputy Headteacher/SBM = School Business Manager

Meeting Name: Full Governing Body Meeting

Governor	Meeting Dates & Attendance				
	23/11/2016	29/03/2017	21/06/2017	Possible Attendance	Actual Attendance
Alison Ashworth -Taylor Ht	✓	AA	✓	3	3
Graham Barnes	✓	✓	AA	3	2
Philip Beresford	✓	AA	✓	3	2
Margaret Duncan - SBM	✓	✓	✓	3	3
Helen Earnshaw	✓	✓	✓	3	3
Denise Gee	✓	✓	✓	3	3
Yvonne Holden	✓	✓	✓	3	3
Geoffrey Hutchinson	✓	✓	✓	3	3
Stuart Jackson	✓	AA		3	1
Richard Marshall	✓	✓	✓	3	3
Margaret Mitchell	✓	✓	✓	3	3
Dean Murray - CoG	✓	✓	✓	3	3
Carol Officer - VC	✓	✓	✓	3	3
Mark Power - DHT	✓	✓	✓	3	3

Gill Ross	✓	✓	✓	3	3
Paul Schofield	✓	AA	✓	3	2

Meeting Name: Staffing and Finance Committee

Governor	Meeting Dates & Attendance				Possible Attendance	Actual Attendance
	28/09/16	11/01/17	22/03/17	07/06/17		
Alison Ashworth-Taylor Ht	✓	✓	✓	✓	4	4
Graham Barnes	✓	✓	✓	✓	4	4
Margaret Duncan - SBM	✓	✓	✓	✓	4	4
Stuart Jackson	✓	AA	AWA	AA	4	1
Dean Murray - CC	✓	✓	✓	✓	4	4
Carol Officer	✓	✓	✓	✓	4	4

Meeting Name: Teaching and Learning Committee

Governor	Meeting Dates & Attendance			Possible Attendance	Actual Attendance
	05/10/2016	01/02/2017	24/05/2017		
Alison Ashworth-Taylor Ht	✓	✓	✓	3	3
Helen Earnshaw	✓	✓	✓	3	3
Richard Marshall	✓	✓	✓	3	3
Margaret Mitchell	✓	✓	✓	3	3
Carol Officer CC	✓	✓	✓	3	3
Gill Ross	✓	✓	✓	3	3

Meeting Name: Buildings and Premises Committee

Governor	Meeting Dates & Attendance				
	12/10/2016	08/02/2017	17/05/2017	Possible Attendance	Actual Attendance
Mark Power DHT	✓	✓	✓	3	3
Margaret Duncan SBM	✓	✓	✓	3	3
Denise Gee	✓	✓	✓	3	3
Yvonne Holden	AA	AA	✓	3	1
Philip Beresford	NIP	✓	✓	2	2
Paul Schofield CC	✓	AA	✓	3	2
Geoffrey Hutchinson	✓	✓	✓	3	3

Meeting Name: Pay and Headteacher Performance Committee

Governor	Meeting Dates & Attendance		
	08/12/2016	Possible Attendance	Actual Attendance
Graham Barnes	✓	1	1
Dean Murray	✓	1	1
Carol Officer	✓	1	1

Meeting Name: Admissions Committee

Governor	Meeting Dates & Attendance		
	13/03/2017	Possible Attendance	Actual Attendance
Graham Barnes	✓	1	1
Margaret Mitchell	✓	1	1
Carole Officer	✓	1	1

Assessment and Impact of the Governing Board during 2016-17 School Year

The Governing Board and Committees have dealt with the following issues over the school year 16-17.

Full Governing Board

- Have fully explored , researched and consulted regarding the conversion of the school towards an Academy or as an empty MAT.
- Governor visits to school monitoring SEND, Safeguarding, Health and Safety and all curriculum subjects.
- School Improvement Plan
- School Self-Evaluation
- Reviewed Admission Policy
- Governor training
- Impact review

Buildings and Health and Safety Committee

- Organised a health and safety external inspection and monitored the agreed action plan.
- Monitored the action plan following fire safety audit
- Health and Safety monitoring including monitoring of school environment, accidents and health and safety on school adventurous and residential visits

Finance and Staffing Committee

- Financial Management, budget-setting and monitoring considering budget options, key priorities for the school, 3 Year Budget Plan and Staffing issues
- Considered the impact of the proposed National Funding Formula
- Benchmarked expenditure to compare significant areas of expenditure with similar schools
- Ensured that the school met the Schools' Financial Value Standard
- Determined and monitored the nature and quality of Service Level Agreements including the service level agreement with St Stephen's Tockholes School
- Monitored staffing sickness absence

Curriculum Committee

- Monitored the School Improvement Plan
- Considered the recommendations from external reviews of the school - HMI and agreed actions as a result of reviews and evaluate regularly the implementation of the school improvement plan.
- Monitored the use of Pupil Premium grant and Sports Premium
- Monitored and reported on how well school were meeting requirements of children with special educational needs, ensuring that their needs are met and that a school policy is in place in accordance with the SEND Code of practice
- Monitored pupil attendance, pupil behaviour and safety including e-safety, exclusions, bullying and racist incidents.
- Monitored and reported on Safeguarding polices, procedures and training .
- Reviewed regularly the results of all assessments and monitored EYFS progress
- Monitored the school's publicity, public presentation and relationships with the wider community including carrying out a full audit on the school's website and designing a parental questionnaire.
- Advised the resources committee on the relative funding priorities necessary to deliver the curriculum.

The Governing Board and the Committees have also reviewed School Policy and Documents during 16-17 as indicated below:

Blackburn The Redeemer C.E. School Policy and Documents Tracker:

B and P Buildings and Premises Committee **FGB Full Governing Board** **T and L Teaching and Learning Committee** **S and F Staffing and Finance Committee**

Policy/document	Governing Board		Dates	
	Approved by/ Responsibility	Review Frequency	Last Review	Next Review
Accessibility Plan	B and P Comm	3 years	Sept 15	Sept 18
Admissions Arrangements	FGB	1	23 rd November 2016	Autumn Term meeting 2017
Behaviour principles written statement	T and L	1	1 st Feb 17	Spring T and L meeting 2017
Central record of recruitment and vetting checks	S and F Comm	1	8 th June 2016	Summer S and F meeting 2018
Charging and Remissions	S and F Comm	1	Amended 24.2.16	Additional Spring F and S meeting 2017
Child Protection policy and procedures	T and L	1	5.11.16	Autumn Term meeting 2017
Complaints Procedure statement	T and L	1	4.5.16	Summer T and L meeting 2017
Data Protection	T and L	1	4.5.16	Summer T and L meeting 2017
Early Years Foundation Stage (EYFS)	T and L	1	4.5.16	Summer T and L meeting 2017

Equality information and objectives (public sector equality duty) statement for publication	T and L	1	4.5.16	Summer T and L meeting 2017
Freedom of Information Publication scheme	T and L	1	4.5.16	Summer T and L meeting 2017
Governors' allowances (schemes for paying)	S and F	2	June 15	Summer S and F meeting 2017
Health and Safety (applies to LAs on behalf of community, VC schools & PRUs)	B and P	1-Policy 2. Termly Comm meetings standing item	Health and Safety Policy 12.10.16	Autumn B and P meeting 2017
Instrument of Government	FGB	As deemed apt by Diocesan Board/DFE	19.11.14	
Minutes of and papers considered at meetings of the governing body and its committees	FBG		All 3 Committee meetings received and discussed at termly FGB	Termly

Premises Management Documents	B and P Health and Safety review Fire Review	1	Health and Safety audit 27.4.16 Fire Safety Audit 19.1.17	Spring Term 2017 Spring Term 2018
Register of business interests of headteachers and governors	FGB	1 but	23.11.16	Autumn FGB meeting 2017
Register of pupils' admission to school	FGB Delegated Office Manager	Updated constantly in light of new starters and leavers		
Register of Pupils' Attendance	FGB Delegated Office Manager	Twice Daily updated electronic registration		
School Behaviour	T and L Comm	1 year policy review	1.2.17	Spring Term T and I meeting 2018
School information published on a website	HT to update termly T and L Comm to monitor	Termly by HT T and L Comm to review annually	1.2.17	Spring Term T and I meeting 2018
Sex Education	T and L Comm	1	4.5.16	Summer Term T and L meeting 2017

Special Educational Needs Information Report	T and L Comm a. Impact report b. Info report and policy review	1	a. 5.10.16 b. 1.2.17	a. Autumn Term T and L meeting 2017 b. Spring Term T and L meeting 2018
Staff capability	S and F Comm	1	8.6.16	Summer Term S and F meeting 2017
Staff discipline, conduct and grievance (procedures for addressing)	S and F Comm	1	8.6.16	Summer Term S and F meeting 2017
Statement of procedures for dealing with allegations of abuse against staff	S and F Comm	1	8.6.16	Summer Term S and F meeting 2017
Supporting Pupils with Medical Conditions	T and L Comm	1	1.2.17	Spring Term T and L meeting 2018
Teacher appraisal	T and L Comm	1	4.5.16	Summer Term T and L meeting 2017
Teachers' pay	S and F Comm	1	28.9.16	Autumn Term S and F meeting 2017

--	--	--	--	--

Pupil Premium Review	T and L Comm	1	5.10.16	Autumn Term T and L meeting 2017
Data Analysis	T and L Comm	1	5.10.16	Autumn Term T and L meeting 2017
School Improvement Plan	T and L Comm	1	5.10.16	Autumn Term T and L meeting 2017
Sports Premium Impact Report and plan	T and L Comm	1	5.10.16	Autumn Term T and L meeting 2017
Anti Bullying Policy	T and L Comm	1	1.2.17	Spring Term T and L meeting 2017
E Safety Policies	T and L Comm	1	1.2.17	Spring Term T and L meeting 2017
Marking and Presentation Policy	T and L Comm	1	1.2.17	Spring Term T and L meeting 2017
RE/Worship	T and L Comm	1	4.5.17	Spring Term T and L meeting 2017
Finance Polices/Documents 1. Internal Scheme of delegation 28.9.16 2. Scheme for financing schools 14 28.9.16 3. Schools Financial Standards (SFVS) 11.1.17	S and F Comm	1	1. 28.9.16 2. 28.9.16 3. 11.7.17 4. 11.7.17 5. 11.7.17 6. 11.7.17	1. Autumn Meeting 17 2. Autumn Meeting 17 3. Spring Meeting 18 4. Spring Meeting 18 5. Spring Meeting 18 6. Spring Meeting 18

