

**Annual Governance Statement for the Governing Body of**  
*Woodcocks' Well CE (VA) Primary School*  
 July 2016

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

<b>Governance arrangements</b>	<p>The Governing Body of Woodcocks' Well CE Primary School was re-constituted in 2014 following a conversion from Voluntary Controlled to Voluntary Aided. It is now made up of 7 Foundation Governors, 1 Local Authority Governor, 1 community governor, 1 teacher Governor, 2 parent governors and an associate governor. The Head Teacher is an ex-officio governor. We currently have a vacancy for a Foundation governor.</p> <p>The full Governing Body meets once each term, and we also have a number of committees to consider different aspects of the school in detail. At Woodcocks' Well CE PS we have a Resources Committee, which focuses on finance, premises and some personnel matters; a Learning and a Well-Being Committee. We also have committees that meet if required to specific aspects of school life which include staffing matters.</p> <p>See p4 for a list of Governors.</p>
<b>Attendance record of governors</b>	<p>Governors have very 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).</p>
<b>The work that we have done on our committees and in the governing body</b>	<p>The Governing Body has had a particularly busy year, focusing on school improvement led by 'Sugarman Educational Consultants' and the outcome of the Church School Inspection.</p>

The Learning and Well Being Committee have continued to consider progress against the School Development Plan and the implementation of the new national curriculum in September 2014. Governors have also discussed key data giving 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. We are also concerned about our “vulnerable groups” of children and focus on how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes.

The Resources Committee looks at the maintenance and development of the school premises, and makes decisions about how the school should use the budget. Improvements have been made to the playground and our living roof is now flourishing.

Mrs Lawless is our Health and Safety Governor and she attends the annual Health and Safety Audit and meetings relating to the upkeep, care and safety of the school.

Governors are also particularly concerned about safeguarding and we have a nominated governor for ‘Safeguarding’ (Mrs Mckie), a nominated governor for ‘Child Protection’ (Mr Hands) a nominated governor for ‘Cared for Children’ (Mr Kasperowicz) and a ‘Pupil Premium Champion’ governor (Miss Sharples). Early in the summer term, the Resources Committee approved the 2016/17 budget plan for the school: we are pleased to report that the school is in a very healthy position financially and will continue with 4 classes in the next academic year as well as employing teaching assistants linking with children in each of the classes.

One of the roles for the governors is reviewing and agreeing school policies and this year we have considered a number of key policies, including:

Admissions Policy 2017  
confidentiality policy  
Dismissal at the end of the day policy  
Attendance management policy for schools  
Complaints procedure  
Dignity at Work procedure  
Smoke free policy

	<p>Health and Safety policy          Equality and Diversity Statement          Policy for the prevention of extremism and radicalisation          Stress management          Schools business continuity / contingency plan          Capability policy for support staff          Capability policy for teachers          Teacher appraisal policy          Grievance policy for school staff          Policy for promoting British Values          Intimate Care Policy          PSHCE, Citizenship &amp; Safeguarding Policy          Policy for sex and relationships education          Disciplinary Policy for School Staff          Code of Conduct          Asthma Policy          ESafety          Swimming          Policy for Sex and Relationship Education</p> <p>The Governing Body is very pleased that good attendance figures at the school have been maintained. Minutes of Governing Body and Committee meetings are public documents – you can either find them on the Governors’ page of our website or you can ask at the school office if you would like to see any of the minutes of our meetings.</p>
<p><b>Future plans for the governors</b></p>	<p>The Governing Body are pleased with the new catering provision for children, since bringing it into house. Children, parents, staff and governors have continued to be involved in designing a healthy menu. The school grounds and sporting facilities continue to improve. During the Summer vacation, work will be carried out to improve play facilities for all children. Work will be carried out to renovate and develop the school pond. The governors are delighted with the improvements that are being made in the school grounds to support learning outside the classroom i.e. Early Years outdoor play resources, grounds maintenance to create spaces for working outside.</p> <p>This year, governors have worked with the school to set up an Ethos Group that encourages pupil voice and aims to empower our children. Close links continue with St Luke’s Church and we have worked to raise funds for the church e.g. The Killer Mile and Bingo. Governors are</p>

	<p>working closely with staff to develop the Christian distinctiveness of the school through visits to other church schools and regular meetings.</p> <p>Governors play an important part in the whole life of the school engaging in many different school activities e.g. Eco Warriors / the introduction of a weekly Toddler Group.</p>
<b>How you can contact the governing body</b>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mr Doughty, via the school office. You can see the full list of governors listed on Appendix I. Appendix II lists the sub committees on which governors serve. Appendix III details the curriculum areas and other responsibilities / duties specific to each governor.</p> <p>Minutes of governing body meetings and more information about what we do can be found on the Governors’ page of the school website.</p>

### Appendix 1

#### Instrument of Government - Total Number 14 Governors

Name of Governor	Governor Category	Appointment Date	Committee Membership R = Resources L = Learning, Community & Well Being	Business Interest	Financial Interest	Governance Roles in other Schools
Dr Kate Walchester Chair of Govs	Foundation	17.11.2015	L	None	None	None
Pam Hassall Vice Chair of Governors	Foundation PCC	17.11.2015	R L	None	None	None
Ian Doughty	Foundation DBE	17.11.2015 1 year	R L	Links with Congelton Museum	Links with Congleton Museum	None

Rector Philip Atkinson	Foundation	-	R L	None	None	None
Jo McKie	Foundation DBE	9.3.2013	R L	None	None	None
Ralf Hands	Foundation PCC	11.11.2014	L	None	None	None
Kerry Jones	Foundation	17.1.2016	R	None	None	None
Cllr Marion Cook	Local Authority	17.11.2015	R	None	None	None
Maria Lawless	Community	17.11.2015	R L	None	None	None
Julie Massen Head Teacher	Ex-Officio	-	R L	None	None	None
Liz Sharples Assistant Head Teacher	Teacher Governor	11.11.14	R L	None	None	None
Wendy Sproston	Parent Governor	11.11.2014	L	None	None	None
Simon Kasperowicz	Parent Governor	11.11.2014	R	None	None	None
Vicky Booth Senior Teacher	Associate Governor	18.11.2014	L	None	None	None

## Appendix II

### Additional Responsibilities

#### Instrument of Government - Total Number 14 Governors

##### Community (Co-opted)

17.11.2019     Maria Lawless

##### Foundation (8)

15.11.2017     Dr Kate Walchester     **Chair**

31.08.2017     Pam Hassall (PCC)     **Vice Chair**

1.11.2017 Ian Doughty (DBE)  
Ex-Officio Rector Philip Atkinson  
16.2.2015 *Kerry Jones (PCC) application in place*  
31.08.2017 Jo McKie (DBE)  
11.11.2018 Ralf Hands (PCC)

1 vacancy

#### Local Authority

4.7.2016 Cllr Marion Cook

#### Head Teacher

Ex-Officio Julie Massen

#### Teacher

11.11.18 Liz Sharples

#### Parent

11.11.2018 Wendy Sproston

11.11.2018 Simon Kasperowicz

#### Associate Governor

18.11.2018 Vicky Booth

## **Sub Committees**

### **Resources Sub Committee Members**

**K Walchester**  
**P. Hassall**  
**Rec. Philip Atkinson**  
**J.McKie**  
**J.Massen**  
**I.Doughty**  
**Liz Sharples**  
**K.Jones**  
**S. Kasperowicz**  
**M. Lawless**  
**Cllr M Cook**

### **Learning, Well Being & Community Sub Committee Members**

**W.Sproston**  
**J.Massen**  
**I.Doughty**  
**P.Hassall**

Rev P. Atkinson  
Liz Sharples  
R. Hands  
V Booth  
K Walchester

**Assessment / Pupil Data Committee**

K. Walchester  
P. Hassall  
W. Sproston  
Jo McKie  
Maria Lawless  
Vicky Booth

**Admissions Authority / Early Years Committee**

J Massen  
P Hassall  
J McKie  
M Lawless  
E Sharples

**Head Teacher Performance Management Sub Committee Members**

W. Sproston  
K. Jones  
Rec P. Atkinson  
S. Kasperowicz

**Pupil Discipline Committee**

Resources Committee

**Staff Disciplinary / Dismissal Committee**

Resources Committee

**Staff Appeals Committee**

Learning and Well Being Committee

**Curriculum Responsibilities- Governors & Staff**

<b><u>Areas</u></b>	<b><u>Governor</u></b>	<b><u>Teaching Staff</u></b>
<b>English</b>	K Walchester	E Sharples V Booth
<b>Maths</b>	Pam Hassall	J Massen
<b>Science</b>	Jo McKie	V Booth L Nutty
<b>RE / PSHCE/SEAL</b>	Rec P Atkinson / I. Doughty	E Sharples, H Darlington J Massen
<b>ICT</b>	J McKie	Vicky Booth & Jo McKie
<b>Music</b>	W Sproston / K Jones	H Darlington
<b>MFL</b>	J McKie	M Clowes
<b>Humanities &amp; Art</b>	M Lawless	J Horton
<b>PE</b>	W Sproston	V Booth L Nutty
<b>SEND</b>	P Hassall	J Massen H Darlington
<b>Sex &amp; Relationships</b>	R Hands	J Massen
<b>Assessment &amp; Monitoring</b>	P Hassall & W Sproston	J Massen, E Sharples & V Booth

<b>Attendance</b>	J McKie	J.Massen
<b>Residential Visits</b>	S Kasperowicz	V Booth J McKie
<b>Child Protection</b>	R Hands	J Massen
<b>Cared For Children</b>	S Kasperowicz	J Massen
<b>Safeguarding</b>	J McKie	J Massen
<b>Pupil Premium Champion</b>		E Sharples
<b>Health &amp; Safety</b>	M Lawless	J Massen A Timmis C Beech