

**Annual Governance Statement for the Governing Board of  
Withycombe Raleigh C of E Primary School  
July 2021**

In accordance with the Government's requirement for all governing boards, the three core strategic functions of Withycombe Raleigh Primary School's 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.**

**Governance arrangements**

The Governing Board of Withycombe Raleigh C of E Primary School (VC) is made up of sixteen governors:

- Three parent governors
- One staff governor
- One local authority governor
- Three foundation governors (one of whom shall be ex officio)
- One Head Teacher
- Seven co-opted governors

For further information on individual governors, see the '[who's who](#)' page of school website. We are very fortunate at Withycombe to have a dedicated and experienced group of governors, all with a thorough knowledge of our school through varying roles as parent, staff, volunteer, peripatetic teacher or church representative with many who work or have worked in education. Our annual skills audit highlights any training required and helps identify what we are looking for in a governor vacancy election. Governors are elected for a term of four years.

The Governing Board has programme of meetings throughout the school year, with Full Governor meetings occurring twice a term. Governors join one of our two committees – Teaching and Learning and Resources - according to their skills and experience. These smaller meetings provide time for discussion, challenge, feedback on monitor visits and policy reviews. Other sub-committees include Pay and Performance and Headteacher Performance Management. Smaller working parties are formed to focus on specific tasks as and when necessary, for example, Capital Spending, Sports Grant, Pupil Premium and GDPR Policies.

**Attendance record of governors**

Our governors have excellent attendance at meetings, ensuring we are always quorate. Attendance for 2020/2021 can be found on the table of governors on our [school webpage](#). Meetings during Covid restrictions have been virtual via Google Meet or blended (some attending virtually some attending physically). In addition, governors are required to monitor specific areas of school improvement through regular monitor visits into school which are all recorded. Monitoring visits have been restricted by Covid with many taking place virtually with appropriate staff. Governors are also encouraged, where restrictions allow, to partake in collective worship, special assemblies and other significant events, trips and classroom visits.

## **The work we have done on our committees and in the Governing Body meetings**

### **Teaching & Learning Committee**

This year the committee has had 5 meetings monitoring: School Improvement, the Curriculum, SEN and Inclusion, and community and church links

In particular the committee has agreed, monitored and reviewed:

- Pupil progress and attainment by using the SOAP (School on a page)
- The School Development Plan
- Financial pressures which may impact teaching and learning
- Pupil Premium – Impact & Strategy for 2021/2022
- Provision for children with additional needs
- Christian Values and Distinctiveness
- Baseline Assessment process
- Safeguarding – Audit Report on Looked After Children, Agreed Safeguarding ToR
- Reviewed and adopted a number of policies including: Attendance Policy, Behaviour Principles, Emotional Health and Wellbeing Policy, Animals in School, Virtual Schools, Children in Care

### **Resources Committee**

This year the committee has had 6 well attended meetings that monitor school finances, personnel, premises and Health and Safety. This year the committee has:

- Monitored the 2020/2021 and the 2021/2022 budgets
- Ensured the school complies with new GDPR legislation
- Reported on Health and Safety at every meeting and reviewed the policy
- Set a budget for 2021/2022 in challenging circumstances
- Completed the School Financial Value Standard Return and undertaken School Financial Benchmarking
- Managed a number of Personnel matters including new appointments
- Reviewed and adopted a number of policies including: GDPR & associated Policies, Finance Policy, Whistleblowing Policy, Remote Learning Policy, Whole School Food Policy, Breakfast and After School Clubs, Costs of Breakfast Club and School Lunches, Governor Induction Process, Governor Allowances and Expenses, Health & Safety, Lettings Policy and the Emergency Plan

## Strategic Planning for the future

Current whole school development priorities, as identified in our school development plan, are detailed below. Governors are assigned to monitor specific areas based on the areas below at the start of each academic year.

### Post Covid Recovery Plan:

1. To close the gap in attainment in Maths through embedding the use of manipulatives and concrete resources.
2. To develop writing and reading attainment across the school through improving children's knowledge and understanding of spelling and punctuation.
3. To promote a safe environment for the whole school community focusing on the wellbeing and emotional health of all.
4. To close the gap in attainment for pupils in receipt of Pupil Premium Grant.
5. To develop staff understanding of ways in which children learn and an awareness of cognitive load.
6. To implement the new EYFS reforms and Baseline Assessment.
7. To continue to promote our school vision and values to the whole school community: Develop opportunities for children to explore spirituality using the Window, Mirrors Doors concept.
8. To promote the school's Equality Policy to all stakeholders.
9. To ensure all pupils have access to a 'Broad and Balanced' progressive curriculum.

Governors will also continue to work with our partner schools in the East Devon Church Schools Group – St Martins (Cranbrook) and Otter Valley Federation (Tipton St John and Feniton). Following the publication of the Exeter Diocesan Board of Education Policy on Multi Group Schools, the Governors will explore all the options for working with our partnership schools.

Governors will also work on developing ways of collecting the views of parents, staff and children. Governors will develop ways of becoming more transparent in their work, with further information published on the school website and continuing regular newsletters to parents and staff.

Visiting the school allows governors to see policies in action; increase their understanding of the school, the pupils and their needs; and subsequently ask questions based on first-hand knowledge of the school. Governors adhere to their Code of Conduct and a Governor Monitoring Visits Policy, reviewed annually.

In addition to monitor visits, the named governors below are linked to key areas for 2021/2022

|                                     |  |
|-------------------------------------|--|
| SAFEGUARDING NAMED GOVERNOR:        | Sue Humphries                          |
| DEPUTY SAFEGUARDING NAMED GOVERNOR: | Jane Speake                            |
| HEALTH & SAFETY GOVERNOR:           | Antonia Burrows                        |
| CHILD IN CARE GOVERNOR:             | Jane Speake                            |
| SAFER RECRUITMENT/PERSONNEL:        | Jane Speake                            |
| FINANCE                             | Nick Pearce/Naomi Burles               |
| SEND                                | Jon Maxwell-Batten/Clare Hollingsworth |
| PREMISES                            | Antonia Burrows                        |
| COMMUNITY/PARENT LINKS              | Will Newport                           |
| PUPIL PREMIUM                       | Sue Humphries                          |

## How to contact your Governing Body

Governors can be contacted via letter (through the office), in person whilst at the school, or via email to the clerk to governors: [clerk@wrpschool.org.uk](mailto:clerk@wrpschool.org.uk) or directly to the Chair – Nick Pearce [npearce@wrpschool.org](mailto:npearce@wrpschool.org)

## Governor vacancies

We currently have a vacancy for a Co-opted Governor.