

# Annual governance statement including a register of interests

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## Annual Governance Statement

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<b>School Name</b>	Burnham on Crouch Primary School
<b>School Address</b>	Dunkirk Rd, Burnham-on-Crouch CM0 8LG
<b>Telephone number</b>	01621 782070
<b>Contact email address</b>	<a href="mailto:admin@burnham-on-crouch.essex.sch.uk">admin@burnham-on-crouch.essex.sch.uk</a>
<b>Website</b>	<a href="http://burnhamprimary.co.uk/school/governors/">http://burnhamprimary.co.uk/school/governors/</a>

*The governing body must be only contacted via the school details given above, which is the legal business address for the whole governing body.*

<b>Category of school</b>	Community
<b>DfE number</b>	881/2310
<b>Ofsted grading and date of last inspection</b>	Outstanding

<b>Name of Headteacher</b>	Miss Kelly Stock
<b>Name of Deputy Headteacher</b>	Mr Alex Russ

<b>Date of Annual Governance Statement</b>	1/9/20
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### The core functions of the governing body

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As defined by the Department for Education (DfE) in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the core functions of the governing body include:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Ensuring the sound, proper and effective use of the school's financial resources.

In exercising their functions, the governing body shall

- Act with integrity, objectivity and honesty and in the best interests of the school; and
- Be open about the decisions they make and the actions they take and in particular shall be prepared to explain their decisions and actions to interested parties.

***Our governing body has a code of conduct which is reviewed and agreed annually. All governors and associate members are obliged to abide by this code.***

## Legal constitution of the governing body

The governing body was formally constituted on

5<sup>th</sup> May 2017

Category of Governor	Appointed or elected onto the governing body?
Head teacher	Governor by virtue of employment by the school
1 Staff Governor	Elected on to the governing body by all staff employed by the school
2 Parent Governors	Elected on to the governing body by parents of pupils at the school
5 Co-opted Governors	Elected on to the governing body by members of the governing body
1 x Local Authority Governor	Nominated by the Local Authority (Essex County Council), and appointed by the governing body
Total number of governors = 10 governors	

## Who volunteers on the school's governing body?

Category of Governor	Full Name	Term of Office ends
Parent	Emma Rigler	18/3/22
Parent	Leah Knowles	24/9/23
Headteacher	Kelly Stock	Ex officio
Staff	Sue Bache	13/11/22
Local Authority	Daniel Tunbridge	17/12/21
Co-opted	Nina Noonan	3/12/21
Co-opted	Christopher Mabbutt	15/3/21
Co-opted	Joan Costello	31/08/23
Co-opted	Wendy Stamp	31/08/23
Co-opted	Claire Rawlinson	01/10/23

<b>The Clerk to Governors is</b>	Karen Harris
<b>The Chair of Governors is</b>	Emma Rigler
<b>The Vice Chair of Governors is</b>	Claire Rawlinson

*This governing body also has Associate Members. Associate Members are not governors but they are public volunteers. They are appointed by the governing body to support the ongoing work and duties of the governing body. The number of Associate Members is determined by the governing body.*

Associate Members	Term of office	Voting rights at committee level?
Daria Wignall	31/08/21	None
Alex Russ	31/08/21	None

## How the governing body delegates and distributes its duties

The governing body agreed to form the following committees on 9th July 2020. This is reviewed annually. See the Governors Register of Business Interests document for membership of committees.

### Terms of Reference for committees

Full Governing Body	NGA model terms of reference. <i>Please contact <a href="mailto:admin@burnham-on-crouch.essex.co.uk">admin@burnham-on-crouch.essex.co.uk</a> if a copy is required</i>
Resources	NGA model terms of reference. <i>Please contact <a href="mailto:admin@burnham-on-crouch.essex.co.uk">admin@burnham-on-crouch.essex.co.uk</a> if a copy is required</i>
Pay and Performance	NGA model terms of reference. <i>Please contact <a href="mailto:admin@burnham-on-crouch.essex.co.uk">admin@burnham-on-crouch.essex.co.uk</a> if a copy is required.</i>
COVID recovery	To oversee and provide assurance to the board that: The school has undertaken a thorough Risk Assessment (RA) and this is updated as new guidance is issued Action plans are in place to address the risks identified in the (RA) The action plan is carried out and any gaps are flagged to the board Referencing LA guidance; provide oversight and assurance to the board that the school is responding to the academic and welfare needs of pupils and staff to recover from the period spent away from school and the teaching/ learning that has been missed in this period. Support the board in agreeing targets and measures to demonstrate “catch up” in academia and welfare for students and staff
Teaching and Learning	NGA model terms of reference. <i>Please contact <a href="mailto:admin@burnham-on-crouch.essex.co.uk">admin@burnham-on-crouch.essex.co.uk</a> if a copy is required</i>
Strategic Planning	To define and maintain a 3 year strategic plan for the school with an associated action plan Ensure the 3 year strategic plan and associated action plan are aligned to the vision, strategy and reflected in the school development plan, budget (5 year and in-year budgets) and HT objectives

Specific panels of the governing body are convened as required for

- Pupil Discipline (Exclusion) Committee
- Staff Appeals Committee
- Staff Disciplinary & Dismissal Committee
- Staff Disciplinary & Dismissal Appeals Committee

The governing body delegates some specific functions to some governors covering specific areas of school life. These governors are known as Link Governors. Our school has the following link governors.

Governing body member	Link/ lead	Visits/ oversight events planned in year
Chris Mabbutt	Health, Safety and Environment	1 visit per term
Claire Rawlinson	Key Stage 1	1 visit per year

	More Able Staff retention	1 visit per year As needed
Daniel Turnbridge	COVID 19 Safeguarding Special Educations Needs and disability	Audit of risk assessments 1 visit per year 1 visit per year
Emma Rigler	Wellbeing Relationship, Health and Sex Education Governing body retention and succession planning	1 review per term 1 visit per year  1 review per term
Joan Costello	Key Stage 2 Attendance	1 visit per year As needed
Nina Noonan	Education attainment data Early Years Foundation Stage	1 review per half term 1 visit per year
Wendy Stamp	Community liaison	As needed
Parent	Parent Forum	As needed

## Governing body and committee meeting attendance

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See the Register of Governors Attendance at Meetings document for further information.

	Governance calendar for 2020/20221					
	Autumn Term	Autumn Term	Spring Term	Spring Term	Summer Term	Summer Term
Full Governing Body	24/9/20	10/12/20	11/2/21			15/7/20
Teaching and Learning and COVID recovery		16/11/20	4/2/21		24/6/20	
Resources	13/10/20			23/3/21	20/4/21	29/6/21
Pay and Performance	14/10/20			17/3/21		7/7/21

## Governing body effectiveness and impact

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### ***What were the significant challenges for the governing body in 2019/20?***

- Follow up on recommendations made by Ofsted in the Outstanding rating report. A key focus in the Ofsted report was to reduce the gap in attendance between disadvantaged and non-disadvantaged pupils.
- Establish a teaching and learning curriculum in response to Ofsted framework changes which put higher emphasis on subject-specific knowledge, skills and understanding being developed over time.
- Continue to focus on improving the significance of mental wellbeing awareness for pupils and staff.
- Oversight of COVID 19 home schooling provisions and the phased and full return to school planning in line with government guidelines and school context.

### ***How were the challenges met?***

- Despite our best efforts to address unauthorised absences for disadvantaged pupils (as defined by the government and local authority), attendance did not improve prior to COVID 19 lockdown. An appointed governor conducted interviews with parents and carers to help them understand why their child's absences were unauthorised and support them in understanding the impact the absence would have on the child's learning and the Ofsted rating for our school. Due to the excellent provision for key worker and vulnerable children during lockdown, attendance for this group of students was above expectation. We have refreshed our approach for the academic year starting September 2020 and hope to see attendance for disadvantaged pupils meet Ofsted expectations as a result.
- The new curriculum was signed off and ready for implementing in academic year starting September 2020. However, on return to school, original plans may now be affected by a refocus on the recovery and catch up curriculum following COVID 19 lockdown.
- A staff wellbeing survey was undertaken to identify and assess any further support the school can put in place to help improve overall wellbeing. The survey responses identified key areas of focus for which there is now an action plan in place. Termly staff surveys focusing on these key areas will provide evidence as the success of the planned actions. Both a staff and pupil wellbeing policy have been implemented and plans are in place to assess and address pupil wellbeing on their return to school in September 2020 following the lockdown and home-learning environment.
- A link governor has been assigned to oversee the risk assessments and plans put in place in response to COVID 19. Review of the risk assessment and plans to manage known risks associated with pupils and staff attending school provided assurance to the governing body that all risks were either mitigated or being managed to the highest standards possible.
- Succession planning for the governing body and appointment of two new governors with specialities in education and the local community.

### ***What were the achievements of the governing body for 2019/20?***

- The school took prompt and effective measures to respond to the unfolding situation related to COVID 19 and the lockdown position in March. Excellent plans were executed for return of Reception and Year 1 from June. Although year 6 could not be accommodated to return to school from June, the school were able to provide a leavers farewell in late July which was extremely well received. All pupils were given an opportunity to attend school to meet their teachers for next year and meet with friends in pupil bubbles of 15 or less. All incoming reception carers were given an opportunity to meet the child's teacher via a virtual meeting. A strong plan is in place to manage a return to school in September 2020 meeting all current government and local authority advice.
- Local Authority feedback of the school's response to COVID 19 and feedback from carers outlines best practices being established by the school in the provision of home-learning. This covers a range of services from structured learning programmes via daily workbooks through to digital services via google Classrooms and personal care and attention of individual teachers to support pupils and carers with academic, sports challenges and mental wellbeing.
- Despite the challenges during the latter part of the academic year, the school attained significant accreditations in recognition of a broadened curriculum. These were;
  - NACE accreditation
  - Science Award
  - Diversity Bronze Award

- Two new governors have been appointed to the board with specialist knowledge of education and our local community. A parent governor role will be elected by parents and carers in September 2020. The board has worked hard to raise the profile of the school within the community and see this as critical to succession planning for governance of the school now and for the next five years.

***How have these achievements have improved areas of school life (impact)?***

- Despite data from end of year assessments not being available, data from spring term and an external benchmarking exercise shows projected academic attainment for all year groups to have further improved on last year up until March 2020.
- The school has provided a safe, pupil-focused environment for all up until March and between March and June high levels of attendance from key worker and vulnerable children have proven our school community feel safe and cared for.
- The broadening of the curriculum and associated accreditations have strengthened the pupil offering and maintain outstanding teaching quality.
- A focus on the wellbeing of the school community has increased the feeling that leadership and the governing body value personal contributions made by all and that the success of our school is about looking after ourselves and those around us.
- The strength of the governing body in membership and skills has supported a clear 5-year strategic plan and with a diverse range of skills, thoughts and communication styles, we are well placed to ensure the school is the best it can be for its community.

**Find out more about our school ...**

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- Link to Ofsted report <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>
- Our school's Ofsted data dashboard can be found at <http://dashboard.ofsted.gov.uk/>
- Link to school's website <http://www.burnhamprimary.co.uk>
- Link to school's pupil premium statement on the school's website <http://www.burnhamprimary.co.uk/pupil-premium-funding/>
- Link to school's PE and sport premium information on the school's website <http://www.burnhamprimary.co.uk/sports-premium/>
- Link to Parent View Portal, which seeks parents' opinions on aspects of our school, from the quality of teaching, to dealing with bullying and poor behaviour. <https://parentview.ofsted.gov.uk/>

## **Governing Body Register of Interests (2019-20)**

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### **This register must**

- state the name and category of each governor
- set out any relevant business interests
- set out details of any other educational establishments that they govern
- set out any relationship details between governors and members of staff, including spouses, partners and relatives.

See the Governors Register of Business Interests document for more information.

*Each governor has declared their interests as given above in writing to the governing body.*

**Chair of Governor's signature**      E L Rigler

**Date**      24<sup>th</sup> September 2020

**Planned review date**      September 2021