



**Annual Governance Statement for the Governing Body of Quilters Infant School**  
January 2016

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of the Quilters Infant School Governing Body are to:

1. Ensure clarity of vision, ethos and strategic direction;
2. Hold the Headteacher to account for the educational performance of the school and its pupils;
3. Oversee the financial performance of the school and make sure its money is well spent.

**Governance arrangements**

The Governing Body of Quilters Infant School completed its reconstitution with effect from 1<sup>st</sup> April 2015. The school's Governing Body now consists of 2 Staff Governors (including the Headteacher), 5 elected Parent Governors, 4 Co-Opted Governors, 2 Trust Governors and 1 Local Authority Governor. Co-Opted governors are appointed by the Governing Body and are people who, in the opinion of the Governing Body, have the skills required to contribute to the effective governance and success of the school.

As a minimum, the full Governing Body meets twice in the Autumn term and once in each of the Spring and Summer terms, and the school also has a number of separate committees to consider different aspects of the school in detail.

The school's most significant "other committee" is our Finance, Personnel and Premises Committee, closely followed by the Staff Pay and Performance Management Committee and Admissions Committee.

There are a number of other committees that meet as / if required to consider aspects such as pupil discipline and complaints. Please see page 5 for a list of the school's Governors.

**Attendance record of governors**

Governors have a very good attendance record 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). See page 6 for details of individual governors' attendance at committee meetings.

**The work that we have done on our committees and in the governing body**

Over the past 12 months, our Governing Body membership has been stable with 1 very longstanding Governor, Phil Mann, departing after in excess of 10 years in office. We have also welcomed Sascha Klamp as a new Governor who joined the team in the Summer of 2015.

The past 12-24 months have seen the school planning for and also introducing the new National Curriculum as well as implementing the action points identified by our last Ofsted inspection coupled with actioning our own key priorities that we identify and deliver against each year. We are really pleased with progress / outcomes in these areas.

Over the recent past the Governing Body has been refocusing to make sure all of our activity links directly to the 3 core strategic functions quoted on page 1; this additional focus has helped to generate some time saving that we have devoted to key governance activities, which has included:

- 1) *Key priorities*; in partnership with school staff, we debate, agree and set the school's key priorities for the coming academic year and then monitor delivery against these key objectives. These priority actions are monitored by nominated governors, who link up with the relevant school staff to ensure delivery and report back to the Governing Body.
- 2) *Pupil achievement and progress*; reviewing data and challenging the school to make sure we are on-track to fulfill our ambitious targets for all pupils. Once again, and as reported to you in the Governing Body Newsletter in Summer 2015, our results continue to be significantly above national average for reading, writing and maths.
- 3) *Groups of children*; when monitoring progress and attainment, we of course look at the whole school cohort, but we also focus upon progress for all groups of children, e.g. Looked After Children, Children with English as an Additional Language; girls, boys, summer-born children, Children with Special Educational Needs, children identified as Gifted & Talented, etc. The goal is to make sure every child progresses and achieves to the best of their ability.
- 4) *Pupil Premium Grant / Sports Premium*; we monitor how this money is spent and ensure high-value is received by the children in terms of outcomes. Updates for these 2 areas can be found on the school website.
- 5) *Resource allocation*; the Finance, Premises and Personnel ("FPP") Committee continues to focus upon where our

limited budget is spent and how resources are allocated across the school. For example, over the past 18 months, with the generous support of the PTA, funds were allocated to enable us to make alterations to year2 classrooms and purchase 2 new “Clever Touch Boards” to replace our whiteboards. The FPP and associated working parties have met on numerous occasions this year as we look ever harder at our expenditure and recent meetings have focused upon the school’s IT infrastructure / hardware where there is the challenge of maintaining / improving our IT capabilities set against the money required to fund this investment.

- 6) *Safeguarding*; this continues to be one of the Governing Body’s top priorities and our next Safeguarding monitoring visit will take place in Spring 2016. We work through a large number of aspects of safeguarding to include how visitors to the school are managed, reviewing the after school clubs that operate from our premises, ensuring that the school’s Disclosure and Barring Service checks are up-to-date, speaking with children about safety / keeping safe. Our nominated safeguarding governors are David Burgess and Chris Daffin.
- 7) *Policies*; over the past 12 months we have considered and reviewed a large number of policies, including key areas such as Assessment Marking and Feedback; Curriculum, Teaching and Learning; Child Protection; Admissions.
- 8) *Governor training*; there has been a continued focus upon inducting our new(er) Governors, enabling them to settle quickly and add value to the team. This year has seen a record amount of external training completed by our Governing Body members; it is of critical importance that the Governors continue to up-skill themselves to include attending Governor Training provided externally by Essex County Council Governor Services.

Our Governing Body has been given a RAG rating of ‘green’ by the Local Authority, as it has recognised the strong and successful governance of the school. We are often contacted by other schools and are currently are working alongside other schools in the Billericay Community Trust to share and further develop good governance practice.

<p><b>Future plans for the governors</b></p>	<p>Whilst the Governing Body has seen a period of more stable membership in the last 12-18 months, as we move into 2016 two longstanding governors will be ending their terms of office and the Governing Body will once again manage through such a change as it continues to evolve.</p> <p>Training will also continue to feature towards the top of governor’s priority lists for 2016.</p> <p>The ongoing support and challenge from Governors with regards to management of the school’s finances will also continue to consume time and energy in 2016 and beyond.</p> <p>We have recently agreed the dates for the 2016 “monitoring week”, when the school’s leadership team and governors will be undertaking monitoring activity to gather evidence of progress towards the key priorities within the school – this is a great time for Governors to both support and challenge the school as we collectively strive to deliver against our key priorities.</p> <p>During 2016, we will also make increased use of “Governance Self Evaluation Tracker” to highlight our Governing Body’s strengths and areas for development, and will be working hard to improve our own performance and bring as much value to the school as possible.</p>
<p><b>How you can contact the governing body</b></p>	<p>We always welcome suggestions, feedback and ideas from parents and other stakeholders – to do so, please contact the Chair of Governors, David Burgess, via the school office.</p>

### Quilters Infant School Governing Body (as of July 2015)

<b>Governor</b>	<b>Category</b>	<b>Term of office expiry date</b>
Mr David Burgess (Chair)	Parent Governor	31/07/2016
Mr David Crest (Vice Chair)	Co-Opted Governor	10/03/2019
Mrs Chris Daffin	Parent Governor	26/02/2017
Mrs Lisa Matthews	Parent Governor	23/02/2017
Mr Andrew Hull (Link Governor)	Co-opted Governor	24/02/2018
Mr Tim Deeks	Co-Opted Governor	18/03/2017
Ms Katie Keating	Co-Opted Governor	01/04/2018
Mrs Derek Oakley	Local Authority Governor	09/10/2016
Mr Steven Kew	Trust Governor	21/11/2017
Mrs Hilary Luckman (Headteacher)	Staff Governor	Ex officio
Mrs Sally Player	Trust Governor	13/03/2019
Mrs Deborah Thompson	Staff Governor	10/06/2018
Mr Sascha Klamp	Parent Governor	26/06/2019
Mr Danny Wellington	Co-Opted Governor	10/03/2019

### Quilters Infant School Governors' Attendance Record for 2014-2015

<b>Governor</b>	<b>Full Governing Body</b>	<b>FPP Committee</b>	<b>Pay</b>	<b>QIS/QJS Joint Premises</b>
Mr David Burgess	100%	67%	100%	n/a
Mr David Crest	100%	100%	67%	n/a
Mr Chris Daffin	80%	33%	n/a	n/a
Mrs Lisa Matthews	40%	n/a	n/a	n/a
Mr Andrew Hull	100%	100%	100%	n/a
Mr Tim Deeks	60%	100%	n/a	80%
Ms Katie Keating	80%	n/a	33%	n/a
Mr Derek Oakley	60%	100%	n/a	100%
Mr Steven Kew	60%	100%	n/a	n/a
Mrs Hilary Luckman	100%	100%	100%	100%
Mrs Sally Player	100%	100%	n/a	n/a
Mrs Deborah Thompson	100%	100%	n/a	n/a
Mrs Sascha Klamp	n/a	n/a	n/a	n/a
Mr Danny Wellington	100%	100%	n/a	n/a