

Annual Governance Statement for the Governing Body of Potley Hill Primary School

Academic Year 2023-2024

The main aim of the Governor Board is to ensure that our pupils progress to the best of their potential in their education and appreciate that for this to happen the pupils must be supported by a well-led, enthusiastic, professionally competent and motivated staff, all working together within a safe and supportive environment, working together. Our school motto is 'Dream Big, Aim High and Make a Difference'.

Governors appreciate too, the requirements of our children's parents and carers and their need to be satisfied about the overall leadership and management of the school and how it affects safety, learning and the well-being of their children.

To achieve their objectives governors too must continually evaluate the role they have played within the life of the school, and publish relevant information to all interested parties.

This statement and report are parts of that evaluation and publication process.

In accordance with the requirement for all governing bodies, the 3 core strategic functions of the Potley Hill Primary School Governing Body are:

- **Ensuring clarity of vision, ethos and strategic direction**
- **Holding the headteacher to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff**
- **Overseeing the financial performance of the school and making sure its money is well spent.**

Constitution

The Governing Body of Potley Hill Primary School was in 2023-2024 made up of 2 staff governors (including the Headteacher), 2 elected Parent Governors, no Local Authority Governor and 8 Co-opted governors. 5 co-opted, 1 staff and 1 parent governor resigned or came to the end of their term. 1 parent, 1 staff and 2 co-opted governor were newly appointed. Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the Governing Body has the skills required to contribute to the effective governance and success of the school.

See Appendix 1 for a full list of Governors

The Full Governing Body (FGB) met 9 times in 2023-2024 . 3 meetings in the autumn term, 3 in the spring term and 3 in summer term. The Governing body has adopted The Circle Model as a whole Governing Body Approach. It means no decisions are delegated to committees, so all the relevant decisions are made within full board meetings

The work of the committees has been incorporated into an increased number of full board meetings. Each board meeting will often have one main focus, such as the budget or educational standards, but it will also review policies, discuss Health and Safety and Safeguarding updates at every meeting

The Governing Body has operated with three Strategic Groups;

1. The Finance/Pay Group has monitored the budget more in depth and has advised during discussions on staffing, marketing, premises and implications of changes to the budget.
2. Teaching and Learning, Group, which focused on the triangulation of evidence through class observations, data analysis, comparison and conferencing with staff and pupils to ensure that all actions from the School Improvement Plan are carried out and that the impact of these actions is evaluated. The group made 5 school visits last year. They had a close look at the impact of the project-based curriculum and spoke with the subject leaders about the teaching and learning of the wider curriculum. Lessons were observed and a book scrutiny was done, alongside discussions with staff and SLT and parent and pupil survey's and voice scrutinised. The implementation of My Happy Mind was reviewed and impact discussed with the teaching and learning and Safeguarding group.
3. Safeguarding Group, which focused on triangulating evidence around safeguarding and pupil/staff well-being in line with the SIP targets. The Safeguarding group visited the school 5 times in 2023-2024. Their focus was on making sure the SCR remained without discrepancies, following statutory guidance. The website and website content accessibility was scrutinised and checked during these visits. Staff and pupils were questioned around the safeguarding culture at Potley Hill. Policies and protocols on safeguarding, health and safety, fire safety and accidents were checked and meeting statutory guidelines.

There is a Headteacher Performance Management committee, which has two review meetings a year to review the headteacher performance, but also to support and advise him.

Alongside the strategic groups there are link governors who will monitor their assigned areas closer and feedback to the FGB. Link roles held in 2023/2024 were; Safeguarding/CLA, SEND, Health and Safety and Development and Training
If required, panels are set up to consider complaints, pupil discipline and staffing matters.

Data

Data is made available to Governors through FGB meetings with verbal and written presentations followed by question and answer sessions with the head teacher and members of the senior management team thus the Governors are able to benchmark their data against similar schools, the Local Authority and schools nationally to ensure the schools standards and expectations are high and are able to be closely scrutinised.

Particular scrutiny is placed on pupil progress across all ability groups including vulnerable groups and on the effective use of the Pupil Premium as well as SEND pupils. Link governors are appointed to review these areas.

Data for Yr 2 and year 6 showed that performance is overall above national levels.

Governors have access to the data and have discussed this fully at FGB meetings.

Governance 23-24 Focus Areas

Together with the Headteacher and staff the Governing Board evaluated the school's vision and values and implemented the new values throughout the school through example, discussions and teaching. The behaviour policy has been revised accordingly. Parent communication and the complaints procedure has been revised to ensure clear communication and expectations for everyone.

The Governing Board has supported the Headteacher and monitored the impact of the implementation of project-based learning with cross-curricular links. Assessments are being developed by subject leaders to measure the impact. With a decreasing number of students and a tight budget, the Headteacher and Board have to evaluate staffing and support levels. Focus has been on pupil-wellbeing with the appointment of a new SENCO, family support worker and cross-campus attendance officer.

Through strategic visits and discussion, the Governing Board has been able to monitor focus and progression on the SIP targets as stated below.

Future possible Focus Areas

With the Headteacher now very much established in post and the new project-based curriculum implemented, the Governing Board started focussing on planning the future strategic direction of the school. A strategic planning group was established with a view to develop a 3 year strategy. Developing and strengthening the profile of the school through marketing and wider collaboration with stakeholders, as well as, creating an inspirational culture for staff progression and creating an innovative, vibrant and safe environment where clear curriculum expectations can engage and challenge all pupils were topics that have been discussed. The following focus points were set out:

- To provide and create an innovative, vibrant and safe environment for everyone to learn and grow.
- Ensure clear curriculum expectations to engage and challenge all pupils to progress to their highest potential.
- To further establish an aspirational culture and environment for all staff to progress personally and professionally.
- To explore opportunities for collaboration with stakeholders, schools and other third parties in order to develop and strengthen the profile and capabilities of the school.

School Improvement Plan (SIP)

Governors work in co-operation with the Headteacher and senior management in the formulation and monitoring of the School Improvement Plan. The School Improvement Plan (SIP) sets intents for the forthcoming year. The current SIP is based on priorities identified from data, school self-evaluation and Ofsted priorities. The SIP set out with clear impact expectations, the key tasks to be completed in order to achieve these intents and the success criteria in order to measure outcomes. The SIP was monitored and reviewed termly, with an evaluation overview being completed and presented to governors as part of the Headteacher report.

The school was confirmed as continuing to be "Good" by Ofsted in April 2019.

The following priorities were identified for 2023-2024:

Intent 1: To improve writing outcomes for pupils

Intent 2: To further implement and accurately assess the curriculum to ensure specific skills and knowledge are learned and built upon.

Intent 3: To empower subject leaders to have a dynamic impact on the whole school through their subject leadership.

Intent 4: To improve the emotional and mental wellbeing of pupils.

Future Focus Areas

The Governing Body is looking forward to the continuing its work supporting the school towards excellence. Four main focus areas have been identified for the next SIP 2024-2025.

Intent 1: To refine the skill of teaching to impact on pupil progress in all subjects

Intent 2: To improve the consistency in attainment and progress in Maths across all pupil groups

Intent 3: To further develop the expertise of subject leaders to improve the acquisition of skills and knowledge by pupils across the wider curriculum

Intent 4: To further develop our wider school offer to maintain our high standing within the local community

Finance

The impact of the governors' role in the school ensures that the budget is managed effectively and improvements are effective and continuous.

The Finance and Pay Group reviews the budget and advises on decisions to the Governing Board about how the school should use the budget and staff pay – this is linked closely with our annual School Improvement Plan.

This group and FGB continue to monitor spending against the plan each term. Early in the summer term, the FGB approved the 2024/25 budget plan for the school. It uses national benchmarking to compare our spending with other similar schools.

Capital expenditure has been directed at renovating and expanding the year 1 class and the HLTA/ nurture area. The bus renovation was delayed, but eventually prepared for final decorations at the end of the year.

The FGB has continued to monitor and evaluate the impact of the spending of our Pupil Premium and Sports Premium and SEND allocations.

Staffing

The school is continuing to decrease in overall pupil numbers due to reducing our PAN from 45 to 30. Forward planning for managing staffing levels has therefore remained a focus.

Our staffing plan includes a SENCo (Special Educational Needs Co-ordinator), two full-time HLTAs (Higher Level Teaching Assistants) and a part-time ELSA (Emotional Literacy Support Assistant). The strength of leadership at all levels across the school is also examined by looking at subject leader analyses, action plans and the results from other monitoring and evaluation that the school carries out. This includes pupil and parent questionnaires, evidence from work sampling and conferencing of pupils. In 2023-2024, 3 teachers left at the end of the year; these have been replaced by 2 new teachers, one in Yr 4 and one in Yr R. A new family support worker was appointed, who has been working closely with the SENCO, an attendance officer has been appointed by the cluster schools. The Assistant Headteacher and FSW are both DSL's. The caretaker left and was replaced and 3 LTSA's were temporarily appointed as LSA's.

Training

All members of the Governing Body have and continue to have significant training. The impact of this is that the Governing Body are kept abreast of their responsibilities regarding the latest requirements and expectations. This year's whole governing body training was 'Governors and Ofsted'. Alongside the whole governor body training, governors attend individual courses and training and will all have had Safeguarding training and read the latest KCSIE part one.

Policies

One of the roles for the Governor Board is to review and agree school policies, and last academic year it reviewed the following policies:

| | | |
|--|--|---|
| Accessibility Plan | Online Safety | |
| Admissions | Extra-curricular Activities | |
| Vision, Aims, Guarantee & Values (all linked together) | Fire Evacuation | Safeguarding |
| Assessment, Recording and Reporting | First Aid | Security |
| Attendance (Pupils) | Freedom of Information | Staff Absence (Sickness) |
| Anti-Bullying | Governor Allowances | SEND |
| Behaviour | Governor Code of conduct | Recruitment |
| Best Value | Governors' Visits | Staff Disciplinary Procedures |
| Capability | Health & Safety Policy | Staff Grievance Procedure (Manual) |
| Charging and Remission | Homework | Staff Wellbeing |
| Child Protection | Induction of New Governors | Subject Leadership |
| Code of Conduct (& Safeguarding Section 1) | Inclusion | Supporting Children with medical conditions |
| Community | Instrument of Government | Teaching & Learning |
| Complaints Procedures | Instrument Teaching | Uniform |
| Confidentiality | Looked After Child | Visitors |
| Curriculum | Low Level Concerns | Whistle Blowing Policy |
| GDPR | Lettings | Whole School Food |
| Dignity at Work | Managing Allegations of Abuse Against Teachers and Other Staff | TOR: FGB |
| Dress Code | Marking & Feedback | TOR: Curriculum Committee |

| | | |
|--|-----------------------------------|--------------------|
| Drug Incident | Parent Communication Policy | TOR: P&F Committee |
| Early Career Teacher | Pay | TOR: Appeals Panel |
| Educational Visits | Pecuniary Interest Register | |
| Emergency Management Plan | Performance Management | |
| Equalities Policy | Prospectus & YR prospectus | |
| Equalities Information | Restrictive Physical Intervention | |
| Equalities Objectives | Road Safety | |
| Subjects: | | |
| Art | | |
| Learning Environment | | |
| DT | | |
| EYFS | | |
| English (including phonics, early reading and handwriting) | | |
| History | | |
| Geography | | |
| Computing & ICT | | |
| Mathematics | | |
| MFL | | |
| Intercultural | | |
| Music | | |
| PE | | |
| RE & Collective Worship | | |
| Science | | |
| Library | | |
| RSHE | | |

Governor Attendance

FGB meetings are held at school, although to facilitate attendance we continue to offer the ability to join in online. During the year 2023-2024 Governor attendance has been good although there has been some fluctuation in the composition of our governing body (see details below). See Appendix 2 for individual governors' attendance at meetings.

Minutes of Governing Body meetings are public documents – you can ask at the school office if you would like to see any of the minutes of our meetings. Most of our policies are also available via our school website at www.potleyhill.hants.sch.uk.

The Meeting dates for 2024-2025 are:

- Monday 16th September 2024
- Monday 21st October 2024
- Monday 25th November 2024
- Monday 20th January 2025
- Monday 24th February 2025
- Monday 24th March 2025
- Monday 12th May 2025
- Monday 9th June 2025
- Monday 14th July 2025

All meetings start at 7.00pm

Feedback

We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mrs Antje Neville via the school office.

Appendix I

List of Current Governors (as of Sept. 2024)

| Parent Governors (2) | | Staff Governors (1) | |
|---------------------------------------|------------|------------------------------|-----------|
| Mr Mark Lovejoy | Jan 2027 | Miss Joanna Miles | July 2028 |
| Mrs Kathryn Stilwell | April 2028 | | |
| Co-opted Governors (10) | | Local Authority Governor (1) | |
| Mrs Antonetta Neville-Kwantes (Chair) | Dec 2026 | Vacancy | TBC |
| Mr James Wilson | Sept 2026 | | |
| Mr John Bartlett | May 2026 | | |
| Mr Nick Godwin (vice chair) | Dec 2025 | | |
| Mr James Bowen | Feb 2028 | | |
| Mrs Rhea Horlock | Sept 2028 | | |
| Vacancy | | | |
| Vacancy | | | |

| | | |
|-----------------------|-------------------------|-----|
| Mr Brent Ellis | Headteacher | n/a |
| vacant | Clerk to Governing Body | n/a |

During 2023-2024, there were a number of governor appointments and resignations:

- Ms Steph Reid resigned in Jan 2024
- Mrs Leanne Noble-Breen resigned in November 2023
- Mrs Joanne Mallion resigned in Jan 2024
- Mrs Louise Sinclair resigned in July 2024
- Mr Ryan Farrer (staff) term came to end in April 2024
- Mrs Valerie Conroy term as a staff governor came to an end in July 2024 and she was replaced by Miss Joanna Miles.
- Mrs Terri Hurlow resigned as clerk in August 2024.

