

Garstang Community Primary School

VAF (Vision, Accountability & Finance)

The role of the Governing Body and the way forward.

September 2014 – September 2015

This document has been prepared at an informal meeting of the Governing Body on 17.09.2014 (minuted). It charts the progress of the Governing Body in relation to its three core functions. The final 'outcome' column is intended to be completed throughout the year.

Suggestions:

- VAF is included as an item on all committee meetings. The chair of that meeting can then document any outcomes, which will be presented at the main Governing Body meeting.
- Committee Chairs may note any actions for inclusion in 2015/16
- The Chair and Vice Chair of the governing body will maintain an overview and ensure all areas are covered.

(VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2014-2015 (V)			
Core Function 1: ensure clarity of <i>vision, ethos and strategic direction</i> ;			
Actions	Evidenced by	Areas for development	Outcomes <i>completed throughout the year.</i>
1. Recruitment of H/T in January 2012, in the belief that she had professional skills and vision to take the school forward and develop it further. Regular monitoring of progress against current financial, organisational and managerial circumstances.	Increased performance of school –ROL, LSIP, School Self-evaluation form. Scrutiny and discussion of School Improvement Plan Data dashboard HTs reports to GB HTs appraisal	S&EC study SIP's interim reports – should also go to assessment committee. Ensure governors understand data dashboard, bench marking etc Consider the practicalities of a form of data dashboard for Governors. Who could assist with programme?	JW's reports discussed at SEC committee (Sept), minutes to go for approval at main meeting. Suggestion that report comes under remit of this committee. SIP termly report viewed online but SEC felt it wasn't necessary to have a written copy.
2. Governors complete skills audit form. Governors with specific skills work on appropriate committees.	Examples: Two governors with Health and Safety experience worked with and supported the Site Supervisor in the production of the school's H&S policy and procedures. Gov experienced in statistical analysis, a Gov who is ex assessment consultant both part of SEC.	New forms to be completed by all governors using suggested Governor Service format. Matrix completed to identify experience and gaps. Item for discussion at Nov 14 full meeting.	At CC meeting Jan 15 Governors reminded to complete audit if not already done so. Skills analysed by Chair/Vice results reported to full GB summer term. Actions for 20 15/2016 noted for future planning.
3. Governors updated and aware of key aspects of their role. Governors ask key questions of the head and other staff through at all meetings and 1:1.	Reports from Governor forum at each main meeting. Current minutes of committee meetings, (compare previous years).	Revisit 20 questions of Ofsted, also key questions from LGS site relevant to VHF. Develop a new strategy / sense of direction for the school.	Particular questions were referenced to CC in Jan. meeting. Inclusion of parents on eSafety committee (Q14), long term aims computing (Q9).
4. Training opportunities identified for Governors through Portal and Link Governor. Participation in whole School Inset on new Mission Statement	Training sessions self-evaluation, skills audit. Completed mission statement	Training in School portal, E safety, use of data. Link Governor to maintain a Governors training record.	Additional governors meeting convened in term 1 to discuss actions to date, progress made and the way forward. Esafety in School – policy and procedures presented at CC meeting by co-ordinator and extensively discussed by committee before acceptance. ROL training for all Gobs.
5. Nominated governors report at each main GB meeting.	Minutes of nominated governor reports from main GB meetings.	Role of nominated governors needs to be formalised. Produce chart for ideas on strategic development on key aspects of role.	Suggested activities presented for discussion at main meeting. Pro forma discussed. All Gobs have a nominated area of responsibility and prepare a report for the main meeting.
6. Three new Governors recruited, received pack of info from Governor services. Reconstitute Governing Body.	Parent Governor elections. Recruitment of community governors identified because of additional skills they may provide to GB.	Awareness of courses for new Governors. Consider role of mentor or buddy. Respond to weaknesses identified by Ofsted inspection for After School Club (Rafters)	Reconstitution discussed at informal meeting – to be formally concluded at meeting of main GB in November. Reconstituted March 2015 Ensure after school provision is in line with standards and ethos of the School.
7. Monitor the links of the school and the local community	Use of School by Rainbows, Weekly toddler session. Garden project. Community item on termly CC. Agenda.	Feature successes of school in the community on the website.	Sports funding and community links discussed at CC meeting in October. HT tidied up website. Gov AC offered to help support admin with community aspect of site.
8. Recognise clear responsibility for Safeguarding	CP governor reports, Safer recruitment training by HT + 1 gov. Agenda item termly meetings. Whole school E-safety training.	Check all statutory training up to date in line with current regulations.	E-Safety lessons every term. Awareness training for parents to be given annually. E-Safety committee to be set up. CP / safeguarding Policies reviewed and updated.

(VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2014-2015 (A)			
Core Function 2: <i>hold the headteacher to account for the educational performance of the school and its pupils;</i>			
Actions	Evidenced by	Areas for development	Outcomes
1. Standards and Effectiveness (SEC) committee established by H/T, March 2013, with full support of governors selected for their expertise	Recognised skills of committee from Audit forms. Minutes reflecting development of this committee. New charts of information worked on by HT and experienced governor	Training for committee (whole GB?) on ROL, In school tracker. Manageable forms for data presentation to be developed.	SEC committee minuted suggested ROL training for all Governors ST (Link Governor) to look into this. (See V4) New internal assessment system means ongoing development of data presentation. (SEC 20.02.15)
2. Performance Management Group sets H/T challenging targets each year and reviews their outcomes.	HT appraisal and annual reviews.	Ensure challenging targets set that reflect future requirements and direction of the school.	Success of previous targets reviewed and new targets set for 2015/6
3. Challenging targets aim for continuous improvement. Targets monitored regularly at Main GB and in particular SEC meeting.	Key aspects of SIP presented by HT at main GB meetings. Achievement summary in HTs report to Governors and discussed at main GB meeting. Detailed Minutes by chair of SEC committee.	Include CPD report on CC agenda. Ensure all staff have access to good CPD. Ensure targets not met have been discussed so that reasons for this are fully understood.	Included and minuted at CC meeting October. Comprehensive report with impact given at CC meeting JAN. With help of Gov (expertise in statistics) new charts developed to record and monitor progress. Detailed discussion SEC.
4. Discussion and review of School Improvement Plan	Reports from H/T, data reports, reports from lessons and proposed future direction for various aspects of the school are fully discussed by governors. Recorded in minutes of meetings.	Produce a long term vision for the school combining learning, infrastructure, site etc. through appropriate committee.	Agenda item for full discussion at CC and SEC meetings. Recorded in minutes and presented at full GB meetings.
5. Termly committee meetings of: Buildings & finance, Curriculum, Standards and Effectiveness. Effective challenging questions asked and discussed. Other committees of named governors convene as necessary.	Annual timetable of meetings Agendas of meetings Minutes of meetings. Increasing awareness of challenging questions and follow up questions asked by governors. Evident in minutes.	Staffing committee needs to resume meeting at least annually and undertake an annual review of school organisation, appraisal targets and succession planning. If an unexpected vacancy occurs it can be considered against the annual staffing plan.	Meeting Staffing Committee 11.02 Terms of reference amended to reflect annual meetings. Additional meeting to be held in June to discuss issues arising.
6. Monitor information and involvement of parents in the School.	Analysis of Feedback forms sent out by school discussed at CC meetings. Newsletters from School encouraging parents to go onto Ofsted site and complete 'A Parent's View'. HT visible presence – open door policy, in playground every morning.	Parental questionnaire. Introduce a Chairs summary letter to parents (on website annually). Include in this information about the state of the school building and how governors are striving to maintain this with funding available.	Encouraging parents to complete Ofsted 'Parent View' –regular item on newsletters, highlighted on front page of school website.

(VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2014-2015 (F)			
Core Function 3: oversee the <i>financial</i> performance of the school and make sure its money is well spent;			
Actions	Evidenced by	Areas for development	Outcomes
1. Full scrutiny of budgets at all termly meetings of the B&F committee – any unforeseen over or under spends are challenged	Minutes of meetings Governors closely involved in recruitment decisions seeking to maintain an appropriate balance between experienced and NQT teaching staff to best manage the budget.	A good mix of skills and experience to be maintained on this committee to ensure it continues to oversee this area. Analysis of future of School building in view of its age and condition together with possible changes in the locality.	Letter to County Planning Office re provision of school places for the future.
2.Pupil premium funding – spending plans fully reviewed by governors and outcomes monitored at subsequent meetings	Agenda and minutes B&F. Separate figures maintained	Analysis of impact of expenditure. Ensure all governors know how to access support information discussed at committees.	Governor section of school website. (Check Gov Awareness – potential governor with responsibility for this area). Pupil Premium Funding
3. Effective use of Skills Audit	Several members of the B&F committee have a managerial and/ or business backgrounds or have been on the committee a long time and fully understand how the school budget system operates.	A good mix of skills and experience to be maintained on this committee to ensure it continues to oversee this area. Explore feasibility of committee producing summary of previous investments that have impacted on the school	New Gov has additional H&S skills. (See V2). One Gov Chartered Accountant.
4. Governors endeavour to maintain a safe and efficient building. Governors have strategic building priorities <u>and strategic frustrations</u> – recognising the age of the building and concern to spend maintenance and renewal funding once and wisely.	The B&F committee was concerned about the quality of information being supplied by County Finance and requested the finance officer to attend a meeting to explain a number of areas where governors felt they were not getting the best service. Minuted.	Enhance relationship between school and county finance officer through meetings and feedback. Better understanding of LA plans for future local school provision.	Finance officer from LCC attended B&F meeting to develop mutual understanding of School requirements in the light of limited budgets.
5.Strategic meetings have been held with county officers – Mike Easton to determine priorities over 3 years for spending on the building and on the heating system/energy consumption, the school meals manager to design and equip a new kitchen.	New kitchen installed (Sept 2013) Modification of boiler and heating system (Aug 2014)	As school ages and deteriorates the relationship with County needs to be maintained so that the restricted funds available to governors are wisely spent on agreed priorities rather than ‘fire-fighting’ problems. Parental awareness raising. Monitor possible increase in population and be prepared to lobby LA re: double intake.	Priority given to H&S issues e.g tarmacking / flags. Conscious decision made to monitor other areas and repair / renew as necessary.
6.Governors drew up the SFVS arrangements with the Headteacher and review this annually to ensure it continues to meet the school’s needs.	SFVS evaluation and reports		School continues to meet standards. SFVS discussed at B&F committee.
7.Respond to national Initiative Sports Funding	HTs report to main GB. Minuted discussion CC. Liam Marshall presented a comprehensive summary to the committee.	Aspects of Liam’s presentation on website and presented to B&F to discuss future finance. Analysis of impact of expenditure	LM presented to committees impact of PE spending (link F2)

Governors with nominated roles:

Proposed nominated governor roles:

Chair	Mark Bartlett
Vice Chair	Linda Ward
Literacy	Anthony Coppin
Numeracy	Tim Forshaw
EYFS/Rainbow	Alison Alexander
Years 1 & 2	John Sainsbury
Years 3 & 4	Stewart Lyell
Years 5 & 6	Andrew Charlesworth
SEN/Inclusion	Alex Fearnhead
Child Protection	Linda Ward
Link Governor	Suzie Thomas
Portal	Lee Bradley
IT/ Esafety	Mike Oliver
Rafters	Andrew Charlesworth