

Garstang Community Primary School

VAF (Vision, Accountability & Finance)

The role of the Governing Body and the way forward.

September 2015 – September 2016

This document has been prepared at an informal meeting of the Governing Body on 30.09.2015 (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 2016/17
- The Chair and Vice Chair of the governing body will maintain an overview and ensure all areas are covered.

Mission statement

At Garstang Community Primary School we treasure each and every one of our pupils. We create inspirational learning opportunities in a vibrant, supportive environment in which our pupils grow together and are excited about their future in an ever changing world.

School Improvement Priorities

1. To raise attainment in English – spelling
2. To raise attainment in maths focusing on progress of lower and middle attainers with an emphasis on the development of number, properties of shape and understanding of mathematical vocabulary.
3. To fully implement the use of KLIPs across Reading, Writing and Maths, and ensure judgements are accurate through rigorous moderation and backed up through termly assessments.
4. To use provision mapping to effectively deploy support staff to support all children.

| (VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2015-2016 (V) | | | |
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| 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> |
| Have a strategic vision to recognise future aims and challenges. Continue to purchase specific support – finance/ clerking/ building maintenance/ PROP Consider how to record the required documentation for governing body | Financial records and linked to B&F committee. Response to changes in education policy Manageable and accessible system | Monitor the development of local expansion schemes. Strategies to maintain building not eligible for any other external funding. Develop the school environment responsibly in line with changing external factors. Raise awareness of contingency plans for emergencies | B&F committee discussed options for building emergencies with Mike Eastham. Results and plan minuted. MO &AA devised spreadsheet documenting information gobs need in different areas. Demonstrated at main meeting . How to use on agenda for informal meeting. |
| Raise Governor awareness of the new Ofsted framework. | Minutes of meetings. | | Overview of inspection probability delivered by HT 30.09 |
| Recognise clear responsibility for Safeguarding. Whole school E-safety training. | Governor reports, Safer recruitment training by HT + 1 gov. CC item termly meetings. | Check all statutory training up to date in line with current regulations. E-Safety committee to be set up and meet . | Safeguarding Policies reviewed and updated. CP training for four additional governors. Whole school training attended by some governors. Minutes of first eSafety committee received at CC |
| All governors complete skills audit All governors have a nominated area of responsibility. | Skills audits and nominated area of responsibility. | Pro forma provided for nominated governors to use to report at each main GB meeting. Guidance on expectations of Nominated Governor and suggested activities they may undertake. Visits policy for governors | Minutes of nominated governor reports from main GB meetings. Pro formas completed and presented for discussion. Used by several gobs at autumn meeting. |
| Completed skills audit form analysed with actions for 20 15/2016 noted for future planning. | Spreadsheet of results. Minuted discussion of results. | Review nominated governor roles. | Governors with 2 classroom roles had them reduced to 1 to lessen workload. New Parent Gov will take responsibility for 1 year group. Skills audit completed by new gov. |
| Training opportunities identified for Governors monitored by Link Governor. Chair/ vice attends forums to keep informed. | Training sessions Chairs report from forum. | Link governor to maintain log of courses and governor development. | ST (Link gov) further analysis to identify training needs. Finance training for gobs completed June. Most gobs attended finance training and ROL. Individual courses logged by link governor. New Gel registration for all gobs. |
| New Governors to be recruited using skills identified by the skills audit. | Parent Governor elections. Recruitment of governors identified because of additional skills they may | Awareness of courses for new Governors. Consider role of mentor or buddy. Allocation of skills to sub committees. | New Gov registered on course .LW mentor JM –following initial discussion chart started to build up support and info for |

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| | provide to GB. New governors to complete skills audit. | | new govs. AF to mentor RR. |
| Monitor the links of the school and the local community | Out of School Provision (Discovery Vine (DV)) / Toddler group/ involvement in local initiatives. | Request for use of School car park for Garstang Show. Discussed with all govs. Delegated small committee to discuss and explore feasibility with GSC | Due to questions over space available and insurance issues GSC decided not to pursue this request. School council visited Brian House A full break down of community activities received at CC. |
| Training in School Website and Portal. | Standing item at GB meetings | Consider role of a governor with responsibility for governors section of website (could be linked to Portal). | ST taken role of Portal gov. Use of social media (twitter) discussed at curric com. YR(bursar) to consider as part of a project. |
| Respond to weaknesses identified by OFsted inspection for After School Club (Rafters) | Ensure after school provision is in line with standards and ethos of the School. | Forge ongoing relationship with 'Discovery Vine' | 'Discovery Vine' - Parents meet to discuss options . New providers to be monitored. |

| (VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2015-2016 (A) | | | |
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| 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 |
| Scrutiny, discussion and review of School Improvement Plan. Ensure the school is delivering a broad and balanced curriculum and SMSC development. | 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. | Ensure governors are aware of Implications of Ofsted framework. | Specific aspects of SIP discussed at SEC & CC (e.g. Literacy,numeracy at SEC), to facilitate more depth and meaningful discussion. Chair attended BV conference updated govs on 'Prevent' strategy. |
| Ensure key changes in assessment are taking place. | Discussion and minutes of meetings. All governors aware through SIP. | Governor's awareness and understanding. | Discussed in SEC and Curric committees as part of SIP. Forms part of HT's report to whole GB |
| Termly committee meetings of; Curriculum, Standards and Effectiveness. 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. | | Planned meetings of at least 2 staffing this year. Extra meeting of SEC & B&F in response to need. Specific questions from 20 questions posed at CC. Clerk appointed for committee meetings to improve the quality of the minutes and allow all governors to participate in the meeting. |
| Data analysis of annual results . Ongoing analysis of tracking pupil progress and performance. Specific questioning | Detailed analysis of –ROL, LSIP, School Self-evaluation form. Data dashboard presented and discussed by SEC and summarised and presented at main GB meetings. | Continue to use expertise and skills of members of GB e.g. Statistical analysis and assessment overviews. | Annual Results discussed in detail at Sec. Very positive picture. Interim assessments shared but new assessment expectations present a very cautious picture |

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| Performance Management Group sets H/T challenging targets | HT appraisal and annual review. Success of previous targets reviewed and new targets set. | Ensure challenging targets set that reflect future requirements and direction of the school. Increase skills of govs in terms of role and accountability re staff appraisal. | HT appraisal Nov. New targets set. Interim meeting with school advisor in Feb to review. AA and LW attended Appraisal and Pay Committee course. |
| 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. | Dip in KS1 results discussed. AA invited to SEC meeting to discuss why this may have happened and to explain way forward. Result more challenging targets set for cohort. |
| Maintain effective deployment of staff Ensure staff well being Ensure CPD is effective for both staff and pupils | Staffing committee convened as necessary, minutes available, records of CPD. Staff moving to different roles to facilitate professional development. | Regular informed discussion of staff well being. Staff questionnaire/ nominated governor reports. | Additional info provided to CC on the impact of CPD. |
| 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'. | 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. | Three year 'look back' of achievements across all areas – financial, curriculum and building improvements. First Chair's letter sent to parents. Updated section on Governors on school website. VAF 1 also on website and info about being a gov. |

| (VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2015-2016 (F) | | | |
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| Core Function 3: <i>oversee the financial performance of the school and make sure its money is well spent;</i> | | | |
| Actions | Evidenced by | Areas for development | Outcomes |
| Termly meeting of B&F committee plus others as required by circumstances. | Accounts/site visits to buildings / walk through / discussion. | Continue developing expertise of governors. | In house training in finance for all governors. |
| Convene additional strategic meetings with key personnel, involving County where necessary. | Priority given to H&S issues e.g. tarmacking / flags. Conscious decision made to monitor other areas and repair / renew as necessary. | Produce a long term vision for the school combining learning, infrastructure, site etc. through appropriate committee. | New path to improve emergency access. Windows painted on front elevation. Installation of new drains to ensure continuing operability of school. |
| Response to town expansion – linked to first point of vision chart. | Documentation of steps we need to take. | Letter sent to LCC regarding town expansion/school places provision – what was sent & what was the response? | Discussed recent planning applications at CC and the need to monitor as the impact on the school would be very significant. |
| Full scrutiny of budgets at all termly meetings of the B&F committee – Challenge any unforeseen over or under spends | Minutes of meetings | Chair of B&F committee to meet schools finance officer. | Schools finance officer met 14 th Jan 2016 who has no concerns regarding school finances. Intense scrutiny of proposed budget B&F meeting March 2016 |

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| Planned projects to be carefully assessed beforehand and evaluated on completion. | Analysis of energy consumption 12 months on from work on gas conversion. | Annual statement of compliance brought to B&F for discussion. | Saving over £5000 in the first year of converting to gas. |
| 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. Evaluation of impact. (Check Gov Awareness – potential governor with responsibility for this area). | Alex has agreed to take on monitoring role of Pupil Premium. |
| Teaching Staff recruitment Monitoring roles and financial implications of non teaching staff. | Governors closely involved in recruitment decisions seeking to maintain an appropriate balance between experienced and NQT teaching staff to best manage the budget. Effective recruitment of non teaching staff | Summary of results of PM of staff. Summary findings from classroom observations. How these feed into future development plans. Developing the role of the TA in relation to the demands of the new curriculum and current issues | Additional Teacher appointed for 2 days a week to cover ST release time class 3, SENCO time and PPA release. |
| Maintain a safe and efficient building & site and future proof it. | Minutes B&F. Reports to whole GB | Analysis of future of School building in view of its age and condition together with possible changes in the locality. | Pro active response to water ingress issues. New office to accommodate increasing admin and staff needs to increase effectiveness within the class room. Chair reviewed H&S policies and procedures with TF. Steering committee to look into a vision to improve our outdoor areas (possibility of grants) |
| Review the SFVS and ensure it continues to meet the school's needs. | SFVS evaluation and reports School continues to meet standards. SFVS discussed at B&F committee. | Ensure we maintain / recruit governors with financial skills. Revisit SFVS questions that were answered 'in part' | SFVS review completed 27 th Jan 2016. All points covered except 17,18 &25 which are completed in part and will be reviewed and monitored this year. |
| Set and approve the school budget for 2016/17. Ensure value for money is maintained. | Consider desirable versus essential issues set against H&S requirements. | Essential maintenance identified. Priority given to essential over need depending on budget | Budget approved at special meeting of all govs 23.03.16 |

Governors with nominated roles:

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| Chair | Linda Ward |
| Vice Chair | Andy Charlesworth |
| Literacy | Anthony Coppin |
| Numeracy | Tim Forshaw |

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| EYFS/Rainbow | Alison Alexander |
| Reception (Acorn) | Alison Alexander |
| Year 1 (Rowan) | Jane Martin |
| Years 2 (Willow) | John Sainsbury |
| Years 3 (Ash) | Stewart Lyell |
| Year 4 (Maple) | |
| Years 5 (Beech) | Andrew Charlesworth |
| Year 6 (Oak) | Mark Bartlett |
| SEND/Inclusion | Alex Fearnhead |
| Child Protection | Linda Ward |
| Link Governor | Suzie Thomas |
| Portal | Suzie Thomas |
| IT/ Esafety | Mike Oliver |
| Discovery Vine | Andy Charlesworth |