

Garstang Community Primary School

VAF (Vision, Accountability & Finance)

The role of the Governing Body and the way forward.

September 2016 – September 2017

This document has been prepared at an internal meeting of the Governing Body on 04.10.2016 (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 2017/18
- 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

- To enable pupils to take greater responsibility for their own learning, maximizing the learning potential of our whole school community through 'Building Learning Power'.
- To raise progress and attainment in writing in KS1 and Year 3, with a particular focus on boys.
- To improve mathematical reasoning skills in Years 4, 5 and 6 to bring levels of attainment in line with arithmetic.

(VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2015-2016 (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>
Have a strategic vision to recognise future aims and challenges. <div>SVf</div>	Cover sheet on strategic vision. Manageable and accessible system	Develop the school environment responsibly in line with changing external factors. Lobby the LEA to ensure optimum use of the school building and grounds.	Strategic vision sheet developed. Garstang Record Sheet to be circulated to Chairs of committees updated and then maintained by admin staff in school.
Continue to actively engage in discussion re future planning applications in Garstang and the effect this will have on the school <div>SVd</div>	Minutes of meetings	Monitor the development of local expansion schemes Keep contact with local authorities.	Working party established to keep abreast of events and inform the GB. Information meeting held in school in February, all staff and governors invited. AC informed us of current position. Next steps for WP identified. <i>1st meeting held 16.05.17 with clear actions resulting.</i>
Training for Governors on the Ofsted framework.	Log of courses. Increased knowledge of governors.	Course involving all governors joint with GB's from nearby schools.	
Recognise clear responsibility for Safeguarding Monitor e-safety in school Ensure all documentation and training up to date	Governor with responsibility for CP reports from main GB meetings. Annual audit completed ,emailed to all governors. Minutes of safety committee presented at cc meeting	Child Protection policy/ safeguarding policy available on website. Continue to develop skills of all governors. Regular e-safety briefings to parents	CP policy on website. New CP policy now on Portal existing policy to be completely re written , reviewed at CC. February. LW attended Safer Recruitment Course. Governors all requested to read Part1 of KCSiE list circulated to check this and followed up. Establishment of a Chair's (Overview)Committee to monitor ICT, met 21.06.17 data spreadsheet updated – clarification of roles within IT. Online safety and Data Protection matters. Prevent added to safeguarding role.
Review and develop the role of the nominated governor. Ensure all gobs complete a skills audit. Training in school portal. <div>SVg</div>	Skills audits and nominated area of responsibility. New pro forma and visits policy presented for discussion.	Governors trained in areas that they are nominated for and encouraged to participate in training to help them fulfil their role as a governor and as a member of specific committees. Skills audit Spring term.	Visit policy and pro forma accepted by GB. Skills audit collected and analysed by ST. Good spread of skills except legal which is covered by LCC. New governors given skills audit pro forma.
Continued identification of training needs by link governor in response to skills audit and any new initiatives. Recruitment of governors either with specific skills we need or willingness to acquire these. <div>SVg</div>	Spreadsheet of training kept. Log of courses and governor development. Discuss at full GB meetings?	Consider how the impact of governor training is measured and recorded – how will we do this? Develop the role of mentor for new governors. Allocation of governors with specific skills to sub committees. Parents briefed on the typical activities undertaken by Governors	Link governor completed spreadsheet of training over past few years. Gaps identified and all governors encouraged to apply for courses. Log being maintained. Impact evaluation form presented to governors. All agreed to complete. Governor Self –evaluation course arranged

Ensure governor meetings are smart and efficient	Minutes of all meetings. Agenda items dealt with efficiently.	Suggested timings by agenda item to keep the meeting moving forward. Review committees with a view to sharing workload effectively.	Committee structure changed to ensure spread of workload. From Sept 17 B&F becomes Premises. Staffing becomes Finance and Resources. New ToF R to be drawn up and discussed.
Chair/ vice attends forums to keep informed.	Training sessions Chairs report from forum.	Request agenda in advance.	LW attended Spring, Summer. Topics covered Send, EAL, ASP and school finance.
Use of spreadsheet devised by governors to record the required documentation for governing body and when policies and records need to be checked/reviewed SVf	Garstang Record sheets	Garstang CP Record to be on the agenda of all committees. Clerk used to maintain updates. Reviewed at summer meeting of main GB	New policies added or removed continuously. CC reviewed curriculum aspects of spreadsheet in May and identified any outstanding policies to be discussed at the next meeting.
Monitor the links of the school and the local community SVa,c	School website Links with Discovery Vine / Rainbow	Discuss measures to celebrate 50 th Anniversary of the school including pupils. Explore ways to develop additional links with the community. Ensure that Discovery Vine and Rainbow reflect the wider standards of the school	Ideas collected and forwarded to HT. Discussed at CC. Information to parents in HT's newsletter and Annual letter from Chair. Proposed establishment of holiday club by Rainbow for 3-8 year olds. Agreed in principle.
Ensure governors section of school website is complete and maintained. SVf	Standing item at GB meetings	Ensure compliance on Governor section of website.	Governors section complete Spring 2017. To be updated annually. Members of CC checking different parts of website for compliance and ease of use.

(VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2015-2016 (A)			
Core Function 2: hold the headteacher to <i>account</i> for the educational performance of the school and its pupils;			
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. SVa	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. School SE.		SIP forms part of HT report at main meetings. Progress monitored and discussed fully at appropriate committee meetings. BLP to be continued for another year to ensure its introduced at an appropriate pace and embedded. New maths lead to give a fresh approach to maths curriculum.

Monitor developments in assessment SVa	Discussion and minutes of meetings.	Ensure challenging questions are asked. Refer to 20 questions suggested by Ofsted as starters.	Staffing restructure Assessment to be offered as a TLR from Sept 2017. Appointed 22.05.17
Termly committee meetings of; Curriculum, Four meetings 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.	Be more specific in questioning of the areas where we think improvements need to be made. Link questions to the SIP.	
Data analysis of annual results . Ongoing analysis of tracking pupil progress and performance. Specific questioning SVh	Detailed analysis of –ROL, LSIP, School Self-evaluation form.	In light of new assessments continue to develop the understanding of governors in terms of data presented. Ensure minutes of SEC meetings are meaningful to main GB.	AF prepared and presented ppt to increase understanding and knowledge of governors. Lw attended Chairs forum. New ASP (replacement for ROL) presented.
Performance Management Group sets H/T challenging targets. Staff appraisal information shared. SVb	HT appraisal and annual review. HT appraisal form (from course - discuss) Minutes of Pay committee meetings	Ensure challenging targets set that reflect future requirements and direction of the school. Inform GB of number of HT targets that have been met, partially met etc. Ensure minutes of pay committee include the process of appraisal – monitoring, lesson observations , number of staff achieving/not achieving targets	To be carried forward. AA & LW attended course from this pro forma on Appraisal info for governors given to SR to begin 2017/8. LW to report on HT performance management in terms of progress towards targets.
Challenging targets aim for continuous improvement. Targets monitored regularly at Main GB and in particular SEC meeting. SVa	SIP Minutes of Governor meetings and committee meetings.	Ensure all staff have access to and undertake good CPD. CPD reflects SIP Ensure targets not met have been discussed so that reasons for this are fully understood. CPD sessions with other local schools?	Information about CPD undertaken in HT report to governors also at CC where impact discussed in more detail.
Maintain effective deployment of all teaching and support staff Ensure staff well being Ensure CPD is effective for both staff and pupils SVb	Job descriptions reviewed with all staff. JD reflect the level of responsibility of staff – mps, ups, leadership group CPD report on CC agenda with impact included.	Staff well being questionnaire. Ensure all staff continuously operate as part of a wider school management and support team.	Staffing committee - Discussion re staff welfare now a standing item on committee. Staff well being questionnaire to be presented before Autumn half term.
Monitor information and involvement of parents in the School. Explore the use of parent volunteers to help with minor maintenance improvements (gardening, painting benches, etc) to help foster a collaborative approach to further involve parental support.	Feedback on new report format. Workshops Governor representative on PTA	Parental questionnaire. Second Chairs letter to parents Info within H/T termly letter	JM to find out how other schools do this. Also to complete a risk assessment for small task (bench painting).

(VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2015-2016 (F)			
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
Set a budget which reflects the priorities of the SIP <div>SVe</div>	Financial records and linked to B&F committee. Minutes of B&F meetings . Documentation. Full GB meeting to approve budget. Resources allocated appropriately to priorities addressed in SIP	Assess impact and use of resources to promote school improvement. Document examples of where the school has improved the use of resources during the year.	Budget set March 2017. Letter to parents from HT / Chair to highlight the impact of the proposed formula funding on the school.
Convene additional strategic meetings with key personnel, involving County where necessary. <div>SVe</div>	Dates / outcomes of meetings referenced within B&F minutes?	Regular lobbying of LEA decision makers.	Changes to premises due to charity donation from Rainbows ME involved in meeting 24.05.17.
Response to town expansion – linked to points 1 & 2 of vision chart. <div>SVd</div>	Documentation of steps we need to take. Full discussion at informal meeting)	Monitoring developments.	AC to head working party. Information presentation and discussion for all governors and staff. Feb 2017. WP to meet after planning proposals become clear. Meeting Wyre Borough 22.03.17 anticipates school will need an extra 173 places to accommodate expected increase in pupil numbers. WP met 16.05.17 with several clear actions resulting to ensure gov body proactively involved and views are considered by planning and education authorities Emailed response from Steph Rhodes LCC.
Full scrutiny of budgets at all termly meetings of the B&F committee – Challenge any unforeseen over or under spends <div>SVe</div>	Minutes of meetings	Financial monitoring report renewed each term and analysed.	Staffing vacancy proposals to be scrutinised at B&F. Increasing difficulties through new Formula funding which is having an impact on school. Letter to parents. Governors, School, Parents to write to MP with concerns. This year loss of some TA time.
Planned projects to be carefully assessed beforehand and evaluated on completion.	Window painting Evaluate the impact of financial decisions	Prioritise outcomes from school walk around.	All Prop spend rigorously discussed. Security fencing/ hedges becoming a priority for safeguarding -to be a regular agenda item on B&F. New garden,paths and fences outside Rainbow.
Pupil premium funding – spending plans fully reviewed by governors and outcomes monitored at subsequent meetings.	Agenda and minutes B&F. Separate figures maintained Governor with responsibility for overseeing PP spending reports to main GB	Analysis of impact of expenditure. Evaluation of impact.	PP funding on website. Impact monitored by SEC. New PP resources purchased can also be used for other children.

Purchase of services bought in LCC Sve			
Teaching Staff recruitment Monitoring roles and financial implications of non teaching staff. SVb	Governors set appropriate staffing levels between experienced and NQT teaching staff to best manage the budget. Effective recruitment of non teaching staff	Planning for future changes especially in terms of support staff, several who are approaching retirement Effective use of teaching staff across the school to maximise the impact on teaching.	Succession planning for TAs. Movement of TAs in school to help organisation reflecting retirement and cuts to the budget. TLR2 appointed 22.05.17 – assessment lead with IT coordination.
Maintain a safe and efficient building & site and future proof it. Improvement of outdoor areas Sve	Minutes B&F. Reports to whole GB H&S audit Report of Steering committee to look into a vision to improve our outdoor areas	Analysis of future of School building in view of its age and condition together with possible changes in the locality. Possibility of grants for outdoor improvement areas	Workplace inspection 15.06.17. Improvements required and noted to be on agenda of P/H&S next term. Log trail requires costly ongoing maintenance - contractor to obtain savings of ~£350 this FY. Drains confirmed as responsibility of school ME has secured ~£15K priority funding to replace drains at front of school.
Review the SFVS and ensure it continues to meet the school's needs. Complete points 17,18 &25	SFVS evaluation and reports School continues to meet standards. SFVS discussed at B&F committee.	Before meeting delegated governor goes through form with HT and bursar then report to committee.	Discussed, amended and minuted B&F meeting 1.2.17. Completed document submitted.
Set and approve the school budget for 2017/18. Ensure value for money and positive impact on teaching is maintained and increased where possible. Sve	Waste collection contractor Changed after an analysis showed that we could save an estimated £440 per year by moving from Suez/Sita to Blakeley's. Response to changes in funding from LA (bought in service level agreements)	Monitor new contract Benchmark income and expenditure annually against similar schools. Find innovative ways to raise funds to make additional school improvements in line with SIP	Benchmarking reviewed at Feb meeting. Change in cleaning contract because of poor service equates to savings of £250 over the first year. New cleaning contract monitored by TF working well.

Governors with nominated roles:

Chair	Linda Ward
Vice Chair	Alison Alexander
Literacy	Anthony Coppin
Numeracy	Tim Forshaw
EYFS/Rainbow	Alison Alexander

Reception (Acorn)	Alison Alexander
Year 1 (Rowan)	Jane Martin
Years 2 (Willow)	vacancy
Years 3 (Ash)	Rachel Rump
Year 4 (Maple)	vacancy
Years 5 (Beech)	vacancy
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	vacancy