

# Garstang Community Primary School

## VAF (Vision, Accountability & Finance)

The role of the Governing Body and the way forward.

September 2019 – September 2020

This document has been prepared at an extra meeting of the Governing Body on 18.09.2019 (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. [\[Evaluation\]](#)

- This VAF document sits alongside the GPS spreadsheets which ensure all documents and policies are reviewed annually. Maintenance of individual spreadsheets is delegated to relevant committees. The whole document is available on the school one drive.
- The 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 2019/20
- 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 raise the standards in maths to above national levels whilst maintaining positive progress scores through an increased focus on written and mental strategies and an emphasis on recall of key facts.
- To raise standards in GPS lessons to ensure that KS2 GPS scores are above national averages in 2020, both at Expected and High Score.
- To develop a curriculum that reflects the values and needs of Garstang Community Primary School pupils.
- To implement the requirements of the statutory RSE curriculum

(VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2019 - 2020 (V)			
Core Function 1: ensure clarity of <i>vision</i> , <i>ethos</i> and <i>strategic direction</i> ;			
Area to develop	Committee	Actions	Outcomes/Impact
Visibility of Mission Statement [Strategic Leadership]	FULL	<ul style="list-style-type: none"> <li>Ensure that mission statement is clearly visible in school, on website &amp; in communications</li> <li>Enhance governor understanding of vision of school to aim that each child's experience is true to our mission statement</li> <li>Shadow a child for a day?</li> </ul>	<ul style="list-style-type: none"> <li>Mission statement displayed in school reception and all classrooms</li> <li>Postponed to informal meeting Oct 2020 due to Covid 19 quarantine</li> <li>Planned Summer term 19/20 - cancelled due to Covid 19 Lockdown &amp; social distancing issues.</li> </ul>
Development of new Chair & Vice Chair for 2019/20 [Strategic Leadership] [People]	FULL (CHAIR/VICE CHAIR)	<ul style="list-style-type: none"> <li>Chair to attend training courses, including Developing Role of the Chair, Safeguarding &amp; Safer Recruitment to ensure no gaps in knowledge base.</li> <li>Attendance at Chair Forums</li> <li>Mentor role from previous Chair</li> </ul>	<ul style="list-style-type: none"> <li>Chair has attended courses as follows: Safer Recruitment 6 Nov 19 Develop role of Chair 4 Dec 19 Safeguarding 21 Jan 20</li> <li>AA &amp; AF attendance Chair Forum online 26/7/20</li> <li>MB undertaking mentor role</li> </ul>
Compliance with statutory & contractual requirements [Compliance]	ALL	<ul style="list-style-type: none"> <li>Review of GCPS spreadsheet at informal meeting</li> <li>Review &amp; Publish Statement of Principles</li> <li>Fire Safety Requirements</li> <li>GDPR</li> <li>Review of complaints policy on website</li> <li>Development of governor area of website</li> </ul>	<ul style="list-style-type: none"> <li>Spreadsheet reviewed to ensure compliance complete and reviewed by committees</li> <li>Statement of Principles published</li> <li>Fire Safety review complete</li> <li>GDPR in progress</li> <li>Complaints policy up to date</li> <li>Governor area on website reviewed by CC</li> </ul>
Community awareness [Strategic Leadership] Develop awareness of parents re the role of the governing body & seek parental engagement	FULL	<ul style="list-style-type: none"> <li>Questionnaires</li> <li>Visibility of governing board</li> <li>Attendance at parents' evenings/curriculum meetings/induction</li> </ul>	<ul style="list-style-type: none"> <li>Unable to act on this action due to Covid 19 Quarantine restrictions – parents evenings, inductions etc not going ahead as planned.</li> <li>Postpone to Autumn term 20/21</li> </ul>

Continued awareness of possibility of major housing development, changing demographic and school impact			
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(VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2019 – 2020 (A)			
Core Function 2: <i>hold the headteacher to <b>account</b> for the educational performance of the school and its pupils;</i>			
Area to develop	Committee	Actions	Outcomes/Impact
Continue the focus on mathematics – emphasis on mental maths [Accountability] [Structure]	SEC	<ul style="list-style-type: none"> <li>Nominate governor with a specific remit regarding ‘mastery’ and mental maths to ensure that the momentum is sustained in the light of staff changes.</li> <li>Understanding of ASP re attainment in maths</li> <li>Ensure adequate funding and training for all staff.</li> </ul>	<ul style="list-style-type: none"> <li>LG nominated as Maths governor</li> <li>Maths attainment reviewed in SEC using assessment tools</li> <li>AD met with Curriculum meeting for a maths presentation</li> <li>Budget constraints making this difficult but Spring/Summer term over 50% pupils homeworking so resources used elsewhere</li> </ul>
Grammar Spelling & Punctuation [Accountability][Structure]	SEC	<ul style="list-style-type: none"> <li>An agenda item on all SEC meetings</li> <li>Nominated Governor</li> <li>Consider how to monitor progression with assessment lead</li> </ul>	<ul style="list-style-type: none"> <li>Added to SEC agenda</li> <li>Nominated governor PW</li> </ul>
Curriculum development [Structures] [Accountability] <ul style="list-style-type: none"> <li>Subject leaders’ development – ensure that the wider curriculum is well planned &amp; delivered</li> <li>Monitoring introduction of new RSE curriculum</li> </ul>	CURR	<ul style="list-style-type: none"> <li>Presentations by subject leaders to curriculum committee.</li> <li>Nominate governor for RSE</li> </ul>	<ul style="list-style-type: none"> <li>Spring term CC was attended by Sarah Thwaites who talked about EYFS Step Outside &amp; Maths awards</li> <li>Summer term CC was attended by Andrew Dignan who presented maths</li> <li>Nominated Governor for RSE AF</li> <li>Governors to discuss RSE curriculum for suitability. Parent discussions and introduction of subject delayed due to quarantine.</li> </ul>
Review of Assessment data [Accountability]	SEC	<ul style="list-style-type: none"> <li>Continue to review Internal tracking system and its impact on attainment &amp; progress (in particular, success in tracking the wider curriculum data)</li> </ul>	<ul style="list-style-type: none"> <li>SEC committee reviews the assessment data termly. Wider curriculum tracking system being developed.</li> </ul>

(VAF) THE ROLE OF THE GOVERNING BODY AT GARSTANG COMMUNITY PRIMARY SCHOOL 2019 – 2020 (F)			
Core Function 3: oversee the <i>financial</i> performance of the school and make sure its money its well spent;			
Area to develop	Committee	Actions	Outcomes/Impact
Monitoring of variable costs to ensure best value for money <b>[Accountability]</b> <ul style="list-style-type: none"> <li>Utilities &amp; Telecommunications – impact of cost saving actions last year</li> <li>Learning resources</li> </ul>	P/H&S F&R	<ul style="list-style-type: none"> <li>Review of financials</li> <li>Scrutiny of budgets</li> </ul>	<ul style="list-style-type: none"> <li>Financial outturn reports scrutinised in F&amp;R committee on a termly basis.</li> <li>Budgets reviewed in Spring F&amp;R meeting for submission to full board. Proposals for reducing the deficit in 2020/2021 budget discussed and approved by full governors. Savings identified and actioned where possible.</li> </ul>
Safeguarding and school security <b>[Compliance] [People]</b> <ul style="list-style-type: none"> <li>Fencing</li> <li>Security</li> </ul>	PH&S  FULL  CHAIR	<ul style="list-style-type: none"> <li>Continue to review the physical safeguarding issues at school, eg fences, preschool path etc</li> <li>Ensure safeguarding training for staff and governors – All governors should read Keeping Children Safe in Education</li> <li>Training for safeguarding governor</li> </ul>	<ul style="list-style-type: none"> <li>Physical safeguarding discussed at Premises committee - to continue in Autumn term 20/21 due to Covid 19 Lockdown</li> <li>Circulate Keeping Safe in Education for all governors to sign off</li> <li>Safeguarding training undertaken by AA 21.01.20</li> </ul>
Consider financial sustainability in response to dwindling reserves <b>[Accountability]</b>	P/H&S F&R	<ul style="list-style-type: none"> <li>Identification of potential savings</li> <li>Cost effectiveness of staffing levels</li> <li>Benchmarking against other schools.</li> </ul>	<ul style="list-style-type: none"> <li>Proposals identified with Kevin Smith to set out potential areas for cost savings discussed with finance committee</li> <li>New internal prop scheme set up by ME/YR to reduce costs of LCC scheme and improve efficiency &amp; control over works done at school.</li> <li>Staff levels reviewed and actions taken to reduce long term costs (confidential)</li> </ul>

			<ul style="list-style-type: none"> <li>Benchmarking discussed at F&amp;R committee – shows that against similar schools we maintain a low level of expenditure</li> </ul>
Continue to identify and explore other funding opportunities [Accountability]	F&R PH&S	<ul style="list-style-type: none"> <li>Pursue opportunities for other sources of funding for grounds or IT development.</li> <li>Consider sponsored events to raise funds for specific areas</li> </ul>	<ul style="list-style-type: none"> <li>Postponed to 2020/2021 due to Covid-19 lockdown restrictions.</li> </ul>