

Annual Governance Statement for the year 2018/2019

In accordance with the Government's requirements for governing bodies, the three core functions of the Governing Body are:

1. ensuring clarity of vision, ethos and strategic direction;
2. holding the Head Teacher to account for the educational performance of the school and its pupils;
3. overseeing the financial performance of the school and making sure its money is well spent.

Governance Arrangements

The Governing Body is made up of: 2 staff governors including the Head Teacher, 2 parent governors, 4 co-opted governors and we currently have a vacancy for a Local Authority governor and 3 co-opted governors.

The full Governing Body meets at least once each term. We also have two committees that meet to consider aspects of the school in greater detail on a termly basis. We have a Leadership and Management committee who meet once a term and a Curriculum committee which review the school curriculum and data. There is a Pay Review committee which meets annually. A Personnel committee will meet as and when necessary to consider pupil discipline and staffing matters. The chair meets regularly with the Head Teacher to consider any matters arising.

Governing Body Vision Statement

"We are committed to positively and robustly govern the school; ensuring continuous improvement; setting high expectations for the children's learning; and maintaining a happy, caring and safe environment; in order for the children to fulfil their learning potential."

School Vision/Mission Statement

"We are committed to making a real and positive difference to every child, every day in a way that will help to guide them in their future."

Governor News, Actions and Achievements

1. **Governance** – Last year the chair and vice chair both had to resign for personal reasons. Their experience will be missed by the governing body. We have therefore recently appointed a new chair - Sue Peckham and vice chair - Warren Barnes. We have also, recently welcomed Graham Knight as a parent governor. Currently we are reviewing our governors' skill audit to ensure we can identify the skills we have and those we need to be an effective governing body

- 2 Staffing** - Miss Berryman left for pastures new at the end of the summer term. We have a new Acting Deputy Head – Ms Emma Singleton, who will continue in her role as Literacy Lead and Y2 teacher. We have welcomed two new teachers who joined us in September – Mr Richardson who is teaching in year 1 and Mrs Madigan teaching in Reception. Mr Redpath has agreed to become the Acting SENDCo.
- 3 Premises** - Building work was undertaken during the summer holiday to improve the state of the school. A new entrance was completed, new windows in Y1 and 2 classrooms and in the school hall. A secure exit button was installed for the inner doors of the front entrance to enhance security for the children. In September we produced a bid to West Sussex for additional monies to upgrade the school playground.
- 4 Curriculum** – The governing body continue to support and challenge the school in the development of the curriculum. We have approved the School Development Plan (SDP) which provides a focus on key areas to achieve. We regularly monitor and review the progress the school is making.
- 5 Policies** – We regularly review and update our policies to ensure we comply with our statutory duties.
- 6 Training** – Governors undertake training provided by West Sussex County Council (WSSCC) on a regular basis to ensure we comply with West Sussex directives and our statutory duties. The governing body has completed the 4 key training sessions provided by WSSCC.
- 7 Finance** – The school continues to face considerable challenges due to cuts to school funding and lower pupil numbers. Governors continue to scrutinise the spend and budget and support the school in ways to maximise utilisation of our resources.
- 8 Contact** – A number of the governors are either parents or grandparents and are therefore present at the beginning or end of the school day. A governor is often available at parent evenings if you wish to chat to them. The governors may be contacted via the school office or email: governor@fairway.w-sussex.sch.uk. There is a noticeboard in the entrance with photographs of all staff and governors to aid recognition. A parent questionnaire is distributed annually and your comments and views are very welcome. The completed questionnaires are carefully scrutinised and discussed at governor meetings and feedback given to parents.
- 9 Governor attendance** – We have good attendance at all meetings. We have never had to cancel a meeting because it was not quorate (the number of

governors needed to ensure that legal decisions can be made). Due to the number of governors, all governors sit on all committees.

10 Safeguarding – A governor actioned a safeguarding monitoring visit during the spring term; review of the Single Central Record, absence records, training records and a discussion with a small group of children. The spot checks demonstrated Fairway was up to date and children had been made aware of dangers.

11 Performance Management – The governors have carried out the performance management of the Head Teacher and have set targets for the academic year. Performance management of other staff are carried out by the Head Teacher and Acting Deputy Head Teacher. The Pay Committee made up of three governors review pay accordingly.

12 Health and Safety (H & S) – H & S is an agenda item at every governor meeting to ensure that we review and prevent incidents/accidents in the school. A recent review has indicated that we are fully compliant with statutory legislation.