



## TRAFALGAR COMMUNITY INFANT SCHOOL







### ANNUAL GOVERNANCE STATEMENT FOR THE GOVERNING BODY 2021-2022

#### Governance Overview

The role of the Governing Body is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. The Governing Body at Trafalgar Infant School is committed to both maintaining and exceeding these high standards through three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Senior Leadership Team to account for the educational performance and achievement of the school and all its pupils
- Overseeing the financial management of the school and making sure that its money is effectively and appropriately spent

The Governors are fully supportive of Trafalgar Infant School's values which are displayed on the Trafalgar ship and are central to the teaching of children, helping them to become valued members of the school community:

-  We keep safe
-  We are healthy and active
-  We love learning
-  We learn everywhere
-  We include everyone
-  We make friends
-  We are kind
-  We show respect

All the adults associated with the school work hard to ensure that each child has a high sense of wellbeing and can learn effectively, with the ultimate aim that they maximise their potential and move on at the end of KS1 as a confident and resilient members of the community with a desire to learn.

#### Governing Body Constitution

The Governing Body of Trafalgar Infant School is made up of a maximum of 13 members who volunteer their time for the benefit of children at the school. The Governing Body should comprise the following:

- 1 Headteacher
- 1 Staff Governor
- 4 Parent Governors
- 1 Local Authority Governor
- 6 Co-Opted Governors

The governing body is supported by a Clerk, Ruth Coward.

Governors are appointed for a 4-year term of office. There have been some recent changes to the board, with several governors leaving due to changes in work and personal commitments following the Covid pandemic. We have welcomed 2 new Parent Governors and look forward to welcoming further new Co-opted Governors over the next year. At the start of the 2022-2023 academic year there will be 1 Local Authority vacancy and 3 Co-opted vacancies. Details of individual Governors' period of office are included on the school website.

The Governing Body holds 2 Full Governing Board (FGB) meetings a term and has 2 committees – 'Assets and Resources', and 'Pupil, Progress and Curriculum' that report back to the other Governors as the FGB meetings.

## Attendance Record of Governors

Details of Governors' attendance at meetings can be viewed on the school website, where you will also find details of their terms of office and any declared business interests.

[https://trafalgar.eschools.co.uk/web/meet\\_our\\_governors/176752](https://trafalgar.eschools.co.uk/web/meet_our_governors/176752)

## Governance Arrangements

It is important to ensure the Governing Body has the right blend of skills available to effectively discharge the Governing Body's duties and to assist with future recruitment. To assist with this we undertake an annual skills audit using the template provided by the National Governance Association (NGA) to assess if there are any gaps in terms of knowledge and experience to enable the Governing Body to recruit appropriately skilled people. This will be undertaken again in September and consideration be given to potential areas where Governors could benefit from additional training. All Governors are encouraged to take advantage of the courses provided by West Sussex County Council and through the NGA, to improve the overall skills base.

Governors have undertaken monitoring visits in line with their Focus Link Area and in visiting year groups. Link Governors were allocated as follows for the year 2021-2022:

Safeguarding: Mr Adam Fleming-Yates

SEND: Mrs Connie Ridout

Wellbeing: Mrs Connie Ridout and Mrs Holly Prescott

Health and Safety: Mr Alex Northam

## Actions by Governors over the year 2021 – 2022

Governors continued to play an active role in the development of the school. The key activities undertaken during the course of the academic year included:-

- Providing support to the Headteacher and Senior Leadership Team as they continued to navigate the restrictions and impact of the Covid pandemic, particularly with the impact on staffing.
- Supporting in the recruitment of a new Co-Headteacher and Bursar.
- Updating knowledge, understanding and competence through training.
- Recruited two new Parent Governors, strengthening the governing body experience for educational progress and resource management.
- Reviewing, challenging and assessing the impact of school priorities from the School Improvement Plan (SIP), in particular with regard to: -
  - o Provision for disadvantaged, pupil premium and vulnerable pupils where presentations were received at both committees to ensure appropriate use of funds to support these children as well as ensure governor awareness of the strategies being used to support these pupils and the positive impact these have had, demonstrated in data reviewed by governors.
  - o Understanding the new EYFS curriculum and phonics scheme.
- Reviewing and approving updated and additional school policies.
- Development of a Risk Register to ensure identification of potential risks to the school, their impact and how to manage these.
- Termly Health and Safety inspections, Safeguarding Checks and Data Monitoring visits.
- Monitoring visits to the school, including visiting year groups and SEND Governor meetings with the SENCO.
- Completion of a Wellbeing Audit consulting with parents, staff and children to consider and promote the wellbeing of the Trafalgar school community.
- Monitoring of the school budget, with appropriate challenge to support the balancing of the school budget by the Bursar.
- Development of an Impact Statement to improve consideration of governor activities, how these support the school and how improvements could be made and to enable communication of this with the Trafalgar Community.

### Assessment of Impact

The impact of the work undertaken by the Governing Body:

- Implementation of a successful Covid-recovery plan enabling the school to remain open and for children to return successfully to education and to make progress.
- Governors are confident in the skillset of the Senior Leadership Team to ensure continued positive leadership and financial management at the school.
- Governors have strengthened their skillset to ensure effective governance and new governors have attended induction sessions with the Chair and Headteacher.
- Governors are more aware of the risks to the school and how to mitigate these.
- The school is fully compliant with health and safety requirements and safeguarding procedures and Governors are confident that the school has a strong safeguarding ethos and practice.
- Governor visits have strengthened relationships between the governing board and school staff. Governors are more aware of curriculum teaching and of how particular groups of children are supported. They are confident individual children's needs are considered and supported appropriately.
- Governors have been able to approve expenditure to ensure the continued safety and progress of children at Trafalgar.
- Governors have provided an appropriate level of challenge to the Co-Headteachers and the Senior Leadership Team as evidenced in Minutes of Governor Meetings.

### Plans for 2022 – 2023 Academic Year

The Governors are always looking improve and for the forthcoming academic year we will focus on the following:-

- Continue to drive the school forward so as to maintain or exceed the school's current "Good" OfSTED judgement (2018).
- Work with the Co-Headteachers to develop more links with the local junior academy Greenway and to promote positive transition for children.
- Develop mutually beneficial links at Governor level with other Governing Bodies within the West Horsham Schools Network as a means of sharing best practice.
- Continue to recruit new Governors who have no prior link to the school to the Co-opted and Local Authority Governor Vacancies.
- Development of Curriculum Link Governor monitoring visits to replace Year Group Visits to ensure Governor confidence in Curriculum provision and development.
- Continue to monitor school priorities against the School Improvement Plan (SIP).
- Ongoing review of Governor training and skills to establish any gaps which need addressing when considering filling Governor vacancies, and securing new Governors.
- Continue to develop strategic monitoring documents to ensure excellent strategic awareness and oversight.
- Continued close monitoring of the budget with the Bursar, recognising the increasing pressure on school budgets and impact of this.
- Ongoing monitoring of Wellbeing following the Audit completed.
- Proactive consideration of options following the Government White Paper.

### Contacting the Governing Body

We always welcome suggestions, feedback (it is always nice to hear positive feedback as well as what we could do better), ideas and support from all our stakeholders. Please contact the Governors via the school office.