

TRAFALGAR COMMUNITY INFANT SCHOOL









ANNUAL GOVERNANCE STATEMENT FOR THE GOVERNING BODY 2023-2024

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 Community Infant School is committed to both maintaining and exceeding these high standards through three core strategic functions, ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

The Governors are fully supportive of Trafalgar Community 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 Community 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. We have welcomed 3 new Parent Governors. At the start of the 2024-2025 academic year there will be 1 Local Authority vacancy, 2 Co-Opted Governor vacancies and 1 Parent Governor vacancy. 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' which includes reviewing the financial management of the school, 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

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 curriculum area. Link Governors were allocated as follows for the year 2023-2024:

Safeguarding: Mr Keith Warbis
SEND: Mrs Holly Prescott and Rev'd Sam Maginnis
Curriculum: Mrs Holly Prescott
Wellbeing: Rev'd Sam Maginnis
Health and Safety: Mr Tom Hallett
Data: Miss Leigh Waring
Finance: Mrs Sam Picknell
Training: Mrs Sarah Brockhurst
Learning Outside the Classroom/School Visits: Mr Keith Warbis
Website: Miss Leigh Waring
Attendance: Mrs Sarah Brockhurst

Actions by Governors over the year 2023 – 2024

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:-

- Supporting the school with the Ofsted inspection undertaken in January 2024.
- Continued consideration of joining a Multi-Academy Trust (MAT). This has included visiting a MAT in the locality. This remains an ongoing exercise, with no decisions having been made yet in relation to joining a MAT.
- Updating knowledge, understanding and competence through training.
- Recruited three new Parent Governors, further strengthening the governing body's skills and experience.
- Reviewing and approving updated and additional school policies.
- Maintaining 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.
- Creation of Governor Annual Monitoring Plan
- Monitoring visits to the school, including visiting curriculum areas and focus link areas.
- Continued work on wellbeing strategy.

Actions by Governors over the year 2023 – 2024 (cont.)

- Monitoring of the school budget, with appropriate challenge and support to the Head and Bursar in what has been a particularly challenging year for the School's finances. This has included the creation of a Budget Working Party and attendance at various additional meetings, including those with the Local Authority.
- Increased interaction between governors and parents/carers and staff.
- Continued use of Governing Body Self Evaluation to ensure development of governing body and Governor Development Plan to identify and support governing body achieve objectives.
- Continued use 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.
- Reviewing, challenging and assessing the impact of school priorities from the School Improvement Plan (SIP), in particular with regard to: -
 - subject leadership - presentations from subject leaders to PPC Committee and monitoring visits.
 - phonics and writing – presentations from English subject leader to PPC Committee and Data Monitoring visits and 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.
 - therapeutic behaviour – presentation to PPC Committee
 - transition

Assessment of Impact

The impact of the work undertaken by the Governing Body:

- The outcome of the Ofsted inspection was that the school continues to be a good school.
- Governors are in control of the decision making process regarding joining a MAT and are confident that they can choose the most appropriate MAT to join for the benefit of the children, parents and staff and the best point at which to join a MAT if a decision is made to become an academy.
- Governors have strengthened their skillset to ensure effective governance and new governors have attended induction sessions with the Chair and Headteacher.
- Governors monitor the risks to the school and how to mitigate these.
- Governors ensured regular and timely monitoring visits undertaken and visits spread across the academic year so workload of staff spread-out.
- 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.
- Governors are aware of the main focuses of the senior leadership team and the actions required to improve school effectiveness.
- 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.
- Wellbeing is actively supported.
- Governors have been able to approve expenditure to ensure the continued safety and progress of children at Trafalgar.
- Governing Body Self-Evaluation and Governor Development Plan enabled areas for development to be detected and actions to achieve desired outcomes to be identified.
- Governors have provided an appropriate level of challenge to the Headteacher and the Senior Leadership Team as evidenced in Minutes of Governor Meetings.

Plans for 2024 – 2025 Academic Year

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

- Continue to proactively consider joining a MAT.
- Work with the Headteacher 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.
- Recruit new Parent Governors and Co-Opted Governors and continue to seek to fill the Local Authority Governor vacancy with a candidate who has no prior link to the school.
- Further development of Curriculum Link Governor monitoring visits to ensure Governor confidence in Curriculum provision and development.
- Further development of annual monitoring plan and sharing of governor monitoring.
- Development of system to review governor contributions.
- Development of system to share governor training and best practice, as well as CPD needs.
- 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 and embed strategic governor 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.
- Continued input to the financial strategy for the next 3 years, developing ideas, supporting SLT and ensuring selected priorities for the finances of the school are aligned to the SIP and school strategy
- Ongoing monitoring of Wellbeing.

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.