



TRAFALGAR COMMUNITY INFANT SCHOOL

Victory Road, Horsham, West Sussex. RH12 2JF

ANNUAL GOVERNANCE STATEMENT FOR THE GOVERNING BODY 2024-2025

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 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 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 their time at Trafalgar Community Infant School 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 12 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 also supported by a Clerk.

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 one new Parent Governor, one Co-opted Governor and a Local Authority Governor this year. At the start of the 2025-2026 academic year there will be one Co-opted Governor vacancy and a further two Parent Governor 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.

[Trafalgar Community Infant School - Meet our Governors](#)

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 Governor specific courses provided by West Sussex County Council, 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 2024-2025:

Safeguarding : Mr Richard King
SEND : Mrs Holly Prescott
Curriculum : Mrs Holly Prescott
Wellbeing : Mr Richard King
Health and Safety : Mr Tom Hallett

Training : Mrs Sarah Brockhurst
Learning Outside / School Visits : Mr Richard King
Website : Miss Leigh Waring
Attendance : Mrs Sarah Brockhurst
Finance : Mrs Sam Picknell



Actions by Governors over the year 2024 – 2025

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:-

- Recruited one new Parent Governor, one co-opted Governors, a Clerk and a Local Authority Governor, further strengthening the governing body's skills and experience.
- Continued consideration of joining a Multi-Academy Trust. This has included a visit from a MAT leadership team, and a meeting with West Sussex County Council regarding West Sussex services and MAT considerations.
- Adjusted the time of the PPC meetings to allow for greater pupil interaction & review of progress.
- 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.
- Maintaining a Governor Annual Monitoring Plan, which supports the School Improvement Plan priority areas
- Monitoring visits to the school, including visiting curriculum areas and focus link areas including School walkarounds to enable better sight of curriculum connections across subjects and classes
- Continued work in relation to wellbeing strategy.
- Governor network improved, through additional links and discussions with Greenway Junior School Governors – expanding knowledge of the Governors about the locality and Governor priorities.
- Monitoring of the school budget, with appropriate challenge and support to the Head and Bursar in what has been another challenging year for the School's finances. This has included the ongoing review of the budget, setting of budget for the next financial year and attendance at various additional meetings, including those with the Local Authority.
- Increased interaction between governors and parents/carers and staff, including launching of a new parent survey.
- Supported various staffing initiatives through the year, which has included recruiting new staff and working on the staff strategy with the school's leadership team, for 2025-2026.
- 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).
- Ongoing review of school data to understand trends / themes across the school and to address any learns which may come from this.

Assessment of Impact

The impact of the work undertaken by the Governing Body:

- The outcome of the School Improvement County Council visits has indicated that good progress has been made with the School Improvement Plan – building on the continued GOOD Ofsted rating of the school
- Governors are in control of the decision making process regarding the possibility of joining a MAT and are confident that they can choose the most appropriate MAT to join for the benefit of the children and the best point at which to join a MAT.
- 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, including reviewing staff feedback surveys and supporting County and School staff Wellbeing actions
- Governors have been able to approve expenditure to ensure the continued safety and progress of children at Trafalgar – for example the school perimeter has been updated to improve child safety whilst at school
- 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 put in plans 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.
- 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 2025 – 2026 Academic Year



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

- Support and strategic oversight of the School Improvement Plan – ensuring progress is seen throughout the year.
- 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 Governor.
- 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 share governor training and best practice, as well as CPD needs.
- 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.
- 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.