



The Annual Governance Statement For Queens Hill Primary School Academic Year September 2019 – August 2021

In accordance with the Government’s requirement for all governing bodies, the three core strategic functions of the Queen’s Hill Primary School Governing Body are:

- * **Ensuring clarity of vision, ethos and strategic direction.**
- * **Holding the Headteacher to account for the educational performance of the school and its pupils.**
- * **Overseeing the financial performance of the school and making sure its money is well spent.**

Governance arrangements

The Governing Board of Queen’s Hill Primary School is made up of 10 governors as follows:

- 5 Appointed Co-Opted Governors
- 1 Headteacher Governor (Ex Officio)
- 1 Appointed Local Authority Governor
- 2 Elected Parent Governors
- 1 Elected Staff Governor

There is currently one vacancy on the Governing Board: 1 co-opted governor.

The three Assistant Headteachers attend as associate governors.

Co-opted Governors are appointed by the Governing Board and are people who, in the opinion of the Governing Board, have the skills required to contribute to the effective governance and success of the school. On our Governing Board we have five co-opted Governors.

All maintained schools are required to have a **Local Authority Governor**. They are appointed by the Local Authority (LA) as the link between the LA and the school. On our Governing Board we have one Local Authority Governor.

The Full Governing Board (FGB) meets approximately 6 times per year. There are two committees which feed into the FGB: finance and premises (F&P) and school development (SD). Each committee also meets 6 times a year.

Attendance record of Governors

Governors have an excellent attendance record.

See Appendix for details of individual governors’ attendance at meetings.

<p>The work that we have done in the Governing Board during 2019-21</p>	<p>Our work before Covid was as follows:</p> <ul style="list-style-type: none"> • providing support and challenge where appropriate, to the Head Teacher and leadership team of the school • ensuring the safeguarding of all children • maintaining oversight of budgetary controls and spending • monitoring of all statutory areas and those areas unique to the school curriculum, its ethos and its culture • attending as many of the school events where possible, including assemblies, remembrance and celebration ceremonies • building on the community links by working closely with the local vicar, local Council, local businesses and other organisations. <p>Our work following the Covid lockdown from April 2020 was as follows:</p> <ul style="list-style-type: none"> • To change the way we work, so as to comply with social distancing measures. This necessitated moving to virtual meetings via 'Zoom' rather than face-to-face, so as to ensure we could safely meet and continue to support the strategic leadership of the school. • Mindful of the extra workload to staff, committee meetings were incorporated into the FGB meetings which moved to monthly sessions. • ensuring the leadership team continued its safeguarding of children whilst in the home educational setting and subsequently post-lockdown, when bringing the children back into the school environment. • supporting the leadership in their management and implementation of the required Covid-19 protocols in accordance with authority guidelines • ensuring the school maintained its safety and wellbeing of all stakeholders and considering wellbeing as a key priority for all • oversight of compliance of implementations via a detailed risk assessment • ensuring the continuance of our duties including the overview of finance and other strategically important activities • ensuring the adapting of our communications with local organisations and encouraging the sharing of their facilities where possible, so as to ensure the school could continue to deliver within the new socially distanced guidelines • Appointing 4 new governors using the skills audit to guide suitable candidates • Improving the induction of new governors • Supported the recruitment process for two new assistant headteachers

<p>Future priorities for the work of the Governing Board in 2021-22</p>	<p>The Governors are working ‘Towards Excellence’, an initiative driven by Norfolk County Council, the fundamentals of which are based upon six key features</p> <ul style="list-style-type: none"> • Strategic leadership – setting and championing the vision ethos and strategy as can be evidenced in the schools own vision and values • Accountability – driving up educational standards and financial performance – most recently evidenced in the latest SVRF • People – ensuring we have the right skills, experience, qualities and capacity - evidenced in the undertaking of a skills analysis relative to the needs of the school, and identifying the subsequent Local Authority and third-party training requirements • Structure – one that reinforces clearly defined roles and responsibilities – evidenced in our Minutes of Governing Boards as well as reports from our monitoring reports • Compliance – maintaining all statutory and contractual requirements • Evaluation – monitoring and improving the quality and impact of governance- evidenced in our RAG rated action plan. <p>The Governors are also supporting the school as it works closely with other schools and shares best practice from Queen’s Hill. Evidenced in local and national media and on our various social media platforms.</p>
<p>How you can contact the governing body</p>	<p>For full contact details please refer to the school website at https://www.queenshill.norfolk.sch.uk</p>

Appendices

Appendix – Governors Attendance at FGB Meetings 2019-21