

**Great Chart Primary School  
Annual Governance Statement  
June 2018**

<b>Annual Governance Statement for the Governing Body of Great Chart Primary School</b> June 2018	
In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of Great Chart Primary School's Governing Body are:	
<ol style="list-style-type: none"> <li><b>1. Ensuring clarity of vision, ethos and strategic direction;</b></li> <li><b>2. Holding the headteacher to account for the educational performance of the school and its pupils;</b></li> <li><b>3. Overseeing the financial performance of the school and making sure its money is well spent.</b></li> </ol>	
<b>Governance arrangements</b>	<p>The Governing Body of Great Chart Primary School was re-constituted in January 2015 and is made up of 2 staff governors (including the Headteacher), 2 elected Parent Governors, 1 Local Authority Governor and 7 Co-opted governors. Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school. On our Governing Body two of the Co-opted governors are parents, one of them is also a staff member and the remaining four are members of the local community.</p> <p>The full Governing Body meets 3 times a year, and we also have a number of committees to consider different aspects of the school in detail. At Great Chart Primary School we have a Resources Committee, which focuses on finance, premises and health &amp; safety; a Learning and Development Committee, and a Personnel &amp; Pay Committee. We also have committees that meet if required to consider pupil discipline and staffing matters.</p>
<b>Attendance record of governors</b>	Governors have good attendance at meetings and we have never cancelled a meeting because it was not "quorate" (the number of governors needed to ensure that legal decisions can be made). See p5 for details of individual governors' attendance at meetings.
<b>The work that we have done on our committees and in the governing body</b>	<p>The Governing Body has had a busy year recruiting new Governors to ensure we remain effective and continue to focus on school improvement. This has meant that we have considered and reviewed roles and responsibilities throughout the year.</p> <p>The Learning and Development Committee has spent time considering the developments of subjects, such as English and Maths. Governors also discussed key data giving the results of pupil achievement and progress, so that we can be sure that the school is on track to fulfil its ambitious targets for all pupils. We are also concerned about our "vulnerable groups" of children and focus on how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes.</p> <p>The Resources Committee looks at the maintenance and development of the school premises, and makes decisions about how the school should use the budget. Mrs Thomas is our Health and Safety Leader and she carries out termly checks of the premises with Mr Roberts, the school's site manager.</p> <p>Governors are also particularly concerned about safeguarding and we have a</p>

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	<p>Nominated Governor for Safeguarding (Dr Wong) who reports to the governors about any safeguarding matters. In the summer term, the Resources Committee approved the 2018/19 budget plan for the school. For the next few years the budget is extremely tight. The Governors have also considered how the Pupil Premium and Sports Grant has been spent and the impact this has had on learning.</p> <p>One of the roles for the governors is reviewing and agreeing school policies, and this year we have considered a number of key policies, including Health &amp; Safety, Antbullying, Behaviour Management and Safeguarding.</p> <p>Minutes of Governing Body and Committee meetings are public documents – you can either find them on the Governors’ page of our website or you can ask at the school office if you would like to see any of the minutes of our meetings- <a href="http://www.great-chart.kent.sch.uk">www.great-chart.kent.sch.uk</a></p> <p>Members of the Governing Body continue to visit the school to ensure everyone is aware of the school’s strengths and areas of development. Since September 2017 we have been involved in 39 visits, these included Mathematics, ICT, English, EYFS, Pupil Premium Review, Sport Premium, Science, Safeguarding, Finance Monitoring, SEN Review, to name a few.</p>
<b>Future plans for the governors</b>	<p>The Governing Body is looking forward to the year ahead ensuring the school continues to raise standards. We continue seeking ways to actively engage with the school in a variety of ways and to provide effective strategic direction. We will continue to ensure the premises are safe and secure. Please also see the school priorities on the website. These will be updated in September 2018 for the forthcoming year.</p>
<b>How you can contact the governing body</b>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mr Fitch, via the school office. You can see the full list of governors; minutes of governing body meetings and more information about what we do, on the Governors’ page of the school website.</p>
<b>Priorities</b>	<p>The governors held a planning day with the school Senior Leaders to agree the strategic priorities for the school for the next year.</p> <p><u>Leadership and Management</u></p> <ul style="list-style-type: none"> <li>• Develop the partnership with the Wyvern School</li> <li>• Senior leaders to increase the impact that Middle Leaders have on improving the quality of Teaching and Learning</li> <li>• Ensure that the Governing Body is robust in monitoring the school strategic plan and is able to evidence their impact on school improvement</li> </ul> <p><u>Teaching &amp; Learning</u></p> <ul style="list-style-type: none"> <li>• Ensure that all children have access to a whole school curriculum which challenges the most able whilst enabling pupils of all abilities to succeed and have positive learning outcomes</li> <li>• Further develop a cohesive approach to communication and language across the school with specific focus on the progress made by EAL, SEN and disadvantaged children</li> <li>• Improve children’s access to quality IT provision to aid independent learning</li> </ul> <p><u>Personal development, welfare and behaviour</u></p> <ul style="list-style-type: none"> <li>• Support the emotional wellbeing of pupils and staff, meeting their social, mental health and emotional needs</li> <li>• Further engender positive values-based behaviour within the school</li> <li>• Raise the punctuality and attendance percentages for Pupil Premium children</li> </ul>

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	<ul style="list-style-type: none"><li>• Achieve whole school attendance Target of 97.5 (July 2019)</li></ul> <p><u>Outcomes</u></p> <ul style="list-style-type: none"><li>• Ensure that all pupils meet their targeted outcomes</li><li>• Raise the attainment and improve the progress of Pupil Premium children</li><li>• Ensure that HAP children are challenged and meet their targeted outcomes</li></ul> <p><u>Premises</u></p> <ul style="list-style-type: none"><li>• To improve the energy use throughout the school in order to reduce the energy rating</li><li>• To resurface all playing areas and also to meet DDA requirements in terms of exits from door areas</li></ul>
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**Great Chart Primary School Governing Body**

<b>Governor</b>	<b>Category</b>	<b>Responsibilities</b>	<b>Term of office expiry date</b>
Mrs C Dottin-John	Authority Governor	Vice Chairman of the Learning & Development Committee, Chair of Personnel & Pay Committee	21/11/2020
Mr B Ervine	Parent Governor	Member of Resources Committee	31/10/2021
Mr S Fitch	Co-opted Governor	Chair of Governors, Pupil Progress & Attainment Governor, member of Learning & Development, Resources Committee and also Personnel & Pay Committee	31/12/2018
Mrs S Gathern	Parent Governor	English Governor, Member of Learning & Development Committee	30/06/2021
Mrs P High	Staff Governor	Inclusion and Pupil Premium, Member of Resources and Learning & Development Committee	30/04/2021
Mr M Hughes	Co-opted Governor	Premises, Assets and Sport Premium Governor, Member of Resources Committee	30/11/2020
Mr S Ive	Co-opted Governor	Vice Chair of Governing Body, Mathematics and Inclusion Governor, Member of the Learning & Development & Resources Committee	30/04/2020
Mrs W Pang	Headteacher	Member of Resources and Learning & Development Committee	
Mr A Parish	Co-opted Governor	Vice Chair of Resources Committee, Health & Safety and Security Governor and also member of Personnel and Pay Committee	31/12/2018
Mr P Shevlin	Co-opted Governor	GDPR Governor, Member of Learning & Development Committee	30/11/2021
Mrs K Watson	Co-opted Governor	Early Years Foundation Stage Governor, member of Learning & Development Committee	31/12/2018
Dr J Wong	Co-opted Governor	Safeguarding Governor, Chair of Resources Committee	31/12/2018

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**Great Chart Primary School Governors' Attendance Record for 2017-2018**

<b>Governor</b>	<b>Full Governing Body 3 meetings</b>	<b>Resources Committee 3 Meetings</b>	<b>Learning &amp; Dev. Committee 3 Meetings</b>	<b>Personnel &amp; Pay Committee 2 Meetings</b>	<b>Governor Visits</b>
Mrs C Dottin-John	100%	N/A	66%	100%	4
Mr B Ervine	17%	50%	N/A	N/A	
Mr S Fitch	100%	100%	100%	100%	11 + monthly meetings with the HT
Mrs S Gathern	66%	100%	100%	N/A	3
Mrs P High	100%	100%	66%	N/A	1
Mr M Hughes	50%	100%	N/A	N/A	4
Mr S Ive	66%	66%	100%	N/A	7
Mrs W Pang	100%	100%	100%	N/A	N/A
Mr A Parish	66%	100%	N/A	100%	3
Mr P Shevlin	100%	N/A	100%	N/A	2
Mrs K Watson	82%	N/A	100%	N/A	3
Dr J Wong	100%	66%	N/A	N/A	5