

Annual Governance Statement for the Governing Board of Primrose Lane Primary School To July 2021

In accordance with the Government's requirement for all governing boards, the three core strategic functions of Primrose Lane Primary School Governing Board are:

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

Governance arrangements

The composition of the Governing Board of Primrose Lane Primary School is laid down in the Instrument of Government effective from 15 January 2015. The total number of governors is 14 and consists of:

- The Headteacher
- 1 Local Authority governor
- 1 elected Staff governor
- 4 elected Parent governors
- 5 Co-opted governors
- 2 Foundation governors

All governors are appointed based on skills which contribute to the effective governance and success of the school. The list of current governors is held by the school, governor support and is listed on the school website.

The full Governing Board is scheduled to meet 6 times a year (twice in each term) and each meeting is clerked by a trained, professional clerk. There are also 2 committees with delegated authority which have met 5 times this year (once in the Spring term and twice in the Autumn & Summer terms). In light of Covid, Governor meetings have been conducted via Zoom, in accordance with the methods of participation in meetings which Governors agree each year. The committees of the Governing Board are:

- Resources Committee – finance, premises and staffing
- Teaching & Learning Committee – curriculum, pupil progress and pupil welfare

Attendance record of governors

A record is kept by the clerk to the Governing Board of governors' attendance at meetings, details of attendance can be found on page 5.

Meetings need to be 'quorate' to ensure that decisions can be made.

Effectiveness & impact of the Governing Board through its meetings and its work

The School Development Plan (SDP) has been agreed with Governors and is aimed at providing all pupils with a happy and healthy place to learn whilst at Primrose Lane. Each of the 4 priorities is monitored by a named governor who visits the school on a regular basis with the aim of evidencing the progress being made on that specific area and that the priorities are being actively progressed. Governors then report back to the full Governing Board on their visits and the impact that their respective priority has had. The 7 priorities and 2 addendums for 2020/21 have been:

Priority 1: Professional development and training - to provide high quality, effective professional development which results in the best outcomes for pupils

Priority 2: Curriculum development - to review and further develop our **Primrose Lane Curriculum** ensuring it is well-sequenced and well-constructed, with a focus on 'sticky knowledge', the development of Mandarin Chinese and how best to assess a knowledge rich curriculum

Priority 3: Phonics and early reading - to further develop our teaching of phonics and early reading thus ensuring the best possible pupil outcomes

Priority 4: Handwriting and presentation - to introduce and embed a whole school approach to the teaching of handwriting

Priority 5: Leadership - to improve the effectiveness of leadership, particularly governance

Priority 6: Early Years - to improve early years provision

Priority 7: SEND – to improve the learning plans for pupils with SEND

Addendum 1: tiered planning model for development

Tier 1: High quality teaching for all

Tier 2: Targeted academic support

Tier 3: Wider, evidence-based wellbeing strategies

Addendum 2: Relationships and Health Education curriculum

Other areas where governors have made an impact in 2020/21:

- Safeguarding is every governor's responsibility; training is arranged every year and governors must ensure that their knowledge remains up to date. Governors have also ensured the completion of the annual Safeguarding return to Leeds City Council;
- Governors have overseen the completion of a Self-Evaluation Form for Primrose Lane which provides an appraisal of current school performance and ensures that the school's leadership and governors are aligned on areas for future development;
- 3 members of the Primrose Lane Governing Board are board members of the Wharfe Valley Learning Partnership. They attend a termly board meeting and Primrose Lane governors are represented on the Governor Forum which has been introduced in this academic year. These meetings all ensure that Primrose Lane's interests are represented in the Partnership;

- Governors have undertaken work to support and review the school SEND policy and implementation, in conjunction with the SENDCo;
- Governors reviewed, amended and approved the Recovery Curriculum in September 2020 in recognition of the impact on pupils, learning and progress after the first lockdown. 100% pupils returned to school in September 2020;
- To support pupil catch-up, governors reviewed and monitored new strategies and use of technology, including Century and Assessing Primary Writing comparative assessment, and approved allocation of staffing (HLTAs and TAs) to provide targeted support and catch-up;
- Following feedback from the parent survey after the first lockdown, governors reviewed, amended and approved additional contingency planning to ensure remote teaching and learning could be delivered effectively. This was implemented in January 2021;
- Governors scrutinised and approved the new Workplace and Wellbeing Charter;
- Governors have reviewed and approved the Primrose Lane Curriculum Statement, laying out plans for implementation in 2021-22;
- Approval of the annual delegated budget to ensure that the school's priorities are appropriately resourced. Governors also performed a mid-year budget review and conducted a self-assessment of financial processes through the submission of the Schools Financial Valuation Standard;
- Governors ensure that the school's buildings are maintained and in good working order through Health & Safety inspections and through regular review of the asset development plan;
- Review, amendment and approval of all school policies which were due for renewal between September 2020 and July 2021. These included policies on Online Safety, ICT and Acceptable Use (significant in the year given the amount of remote teaching), Remote Learning, Relationships & Sex Education, Admissions, Behaviour, Child Protection, Equality and Pay;
- Through the Performance Management committee of the Governing Board, governors ensure that all teaching staff and the Head Teacher have received a robust annual appraisal and any recommendations on pay are approved;
- Governors ensure that they maintain an interest in the day to day workings of the school. They do this through meeting with staff and visiting school, where appropriate and respecting the Covid protocols in place;
- To ensure that Governors possess the necessary skills they have attended training this year including induction training for all new governors, safeguarding, Early Years foundation stage, finance and the curriculum;
- Governors have ensured that a process exists to capture feedback on the school from its main stakeholder groups through a survey for pupils, parents and staff. The survey results have been reviewed by the Governing Board which inform an action plan so that the school continuously improves.

All decisions agreed in Governing Board meetings are captured in approved minutes of the Governing Board.

Strategic Planning for the future

Education continues to go through a period of significant change. Governors spend time twice a year reviewing the financial plans for the next 3 years and ensure that an appropriate amount of time is spent discussing the implication of budgetary constraints and actions that the school is required to take.

How to contact your Governing Board

Information about the School's Governing Board is available on the governors' page of the school's website.

The Primrose Lane Primary School Governing Board – membership

Governor (Specific responsibilities shown below)	Category	Term of office expiry date
Fiona Meeson Co-Chair, Chair of Resources Cttee, Pay, Complaints, Appraisal & WVLP Board	Co-opted	26/09/2022
Shelagh O'Leary Co-Chair, Pay Appeal & Equalities	Co-opted	21/10/2024
Beverley Lynn Pay Appeal, Complaints & RSE	Foundation	21/9/2023
Bryony Boyle Chair of T&L Cttee & Pay Appeal	Parent	26/9/2024
Catherine Holmes Family of Schools JCC & WVLP Board	Headteacher	
Dawn Daly Complaints, Pupil Premium, SEND & WVLP Board	Local Authority	24/09/2022
James Fasey Appraisal, Complaints & Pay	Foundation	26/09/2024
Jennifer Dalton	Parent	23/11/2024
Michael Simpson Health & Safety	Co-opted	10/05/2025
Paul Kurring Child Protection, PE & Sports Funding	Co-opted	23/09/2023
Sarah Lord Website compliance	Staff	20/01/2024

The Primrose Lane Primary School Governors' Attendance record for September 2020 to July 2021 (number of meetings attended)

Governor	FGB meetings – no. of meetings attended	Committee meetings – no. of meetings attended
Fiona Meeson	6 out of 7	5 out of 5
Shelagh O'Leary	6 out of 6	5 out of 5
Beverley Lynn	6 out of 7	4 out of 5
Bryony Boyle	7 out of 7	5 out of 5
Catherine Holmes	7 out of 7	10 out of 10
Dawn Daly	6 out of 7	4 out of 5
Helen Brough	5 out of 5	4 out of 4
James Fasey	7 out of 7	5 out of 5
Jennifer Dalton	5 out of 6	3 out of 3
Louise Stinson	4 out of 4	0 out of 2
Michael Simpson	7 out of 7	5 out of 5
Paul Kurring	5 out of 7	4 out of 5
Sally Wise	3 out of 3	2 out of 2
Sarah Lord	7 out of 7	5 out of 5