

## **Annual Statement of Governance 2016-2017**

Dear Parents, Carers and Friends

In accordance with the government's requirement from our governing board of Tor Bridge Federation, the three core strategic functions of our governing board are:

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

School governing boards are responsible for working with the school to ensure that it delivers a good quality education. Together with the headteacher, who is responsible for day-to-day management, they set the school's aims and policies.

### **We also carry out a number of other important duties, which include:**

- Determining how the school's budget is spent
- The appointing and dismissing of staff
- Hearing appeals and grievances
- Forming policy on the school's curriculum
- Setting standards for pupils' behaviour and discipline
- Making sure school buildings are welcoming and safe
- Setting and monitoring the school's aims and policies

### **Who can be a school governor?**

You don't have to have children at the school to be a governor. However, you do have to be over 18, and pass a formal check for your suitability to be within a school.

What's really important is that you have the skills, time and commitment to help drive school improvement and the passion and ambition to achieve the best possible education for children and young people.

In our role as governors we have worked hard to ensure these criteria's have been met and that the schools are moving forward positively.

The Tor Bridge Federation Governing Board included:

- 1 Staff Governor
- 2 Parent Governors
- 1 Local Authority Governor
- 2 Headteachers
- 6 Co-opted governors
- 2 Co-opted Vacancies

The governing board was made up of 14 members all bringing a wide range of skills and expertise. These members were:

2 Parent Governors - Sam Tompkins (Chair) and Louise Viney  
1 La Governor - Katie Bohannan (Vice Chair CBS)  
1 Staff Governor - Yvonne Doyle  
2 Headteachers - Cathryn Tompkins and Michael Loveman  
8 Co-opted Governors - Hilary Knight, Edyta Piekarska (Vice Chair TBP), Philippa Brown, Nicola Burrage, Jon Anderson and David Kendall. There were two vacancies.

Governors fulfil their roles and responsibilities through attendance at meetings, link roles, training, attending events and implementing the Annual management plan.

Meetings throughout the year were organised as:

- 1 Business meeting
- 4 Full Governors' meetings
- 1 Full Finance (Budget Setting) Meeting
- 3 CB focused meetings
- 3 TBP focused meetings
- 3 Finance committee meetings
- 1 Half Day strategic planning meetings
- 1 Half Day training session
- 3 extraordinary meetings were held to discuss MATs and the Defederation process

During the year the work of the governing board has included:

- The appointment of two new governors following the retirement of two longstanding board members.
- Assisting with the appointment of new staff.
- Reviewing the school's website.
- Monitoring assessment procedures – including book scrutines, learning walks, external moderation of work with other Plymouth Special Schools.
- Receiving an update on the Rochford report including future curriculum development and assessment.
- Participating in a Health & Safety Walk prior to both schools receiving an external audit
- The introduction of Peer to Peer review meetings where they reflected on their practice and set targets for their forthcoming year.
- The introduction of a Team Messaging app called Slack which is used for communicating between governors, uploading shared resources and documents.
- Continuing to regularly attend training and CPD opportunities. Four governors attended this year's 2-day residential South West Association of Leaders of Special Schools (SWALSS) Governors Conference. One governor representative from our board was part of the SWALSS planning committee and also presented at the start of the conference
- Involvement in shaping the Schools Development Plan.
- Introducing a finance committee to ensure our statutory requirements of overseeing the financial performance of the school and making sure that its money is well spent. The

finance audit for Tor Bridge Primary which took place following the introduction of the committee resulted in a high standard judgement overall.

- A high volume of Governor visits during the year focusing on our statutory responsibilities, many of which focused on pupil progress.

### **Moving Forward**

In July, following consultation with all stakeholders, the decision was made to defederate the Tor Bridge Federation Governing Board, with each school having its own board. Cann Bridge School Governing Board has now been established and the membership is as follows:

- 1 Staff Governor
- 2 Parent Governors
- 1 Local Authority Governor
- 1 Headteacher
- 5 Co-opted governors (2 of these are currently vacant)

Meetings throughout the year will be organised as follows:

- 1 Business meeting
- 6 Full Governors' meetings
- 1 Full Finance (Budget Setting) Meeting
- 1 Half Day strategic planning meeting
- 1 Half Day training session

Areas to develop:

- Establishment and bedding down of the new Cann Bridge Governing Board
- Active recruitment of new governors to fill the current vacancies
- Review of governor competency framework to demonstrate our current skills but also identify any skill gaps and areas for development.
- Mentoring and support for our two new governors
- To encourage staff presentations at FGB meetings to inform governors

We are looking forward to continuing our development during the forthcoming academic year as the new Cann Bridge Governing Board and will provide you with regular updates of our progress and achievements.

Yours sincerely

Cann Bridge School Governing Board