

# Annual Governance Statement for the Governing Board of 'Great Massingham and Harpley C of E Primary Schools Federation'

September 2023

In accordance with the Government's requirement for all governing boards, the 3 core strategic functions of 'Great Massingham and Harpley C of E Primary Schools Federation' Governing Board are:

- 1. Ensuring clarity of vision, ethos and strategic direction.**
- 2. Holding the Headteacher and Co-headteacher to account for the educational performance of the two schools and their pupils.**
- 3. Overseeing the financial performance of the two schools and making sure their funding used effectively.**

## **Governance arrangements**

The 'Great Massingham and Harpley C of E Primary Schools Federation' was formed in September 2015, after a partnership from 2013. A maximum of sixteen governors can be members of the Governing Board. The makeup of the Board comprises two parent governors, one staff governor, one Head Teacher governor, one Local Authority governor, one Bishop's appointed governor, two DBE/PCC governors (one for each village) and eight co-opted/associate governors. Co-opted governors are appointed by the Governing Board and are people from the local community who, in the opinion of the governors, have the skills required to contribute to the effective governance and success of the two schools. There are five co-opted and three associate governors, at present. (Associate governors are people from the community, with specific areas of expertise useful to the school, who offer advice, as and when required.)

It is important that the Governing Board consists of governors with a good range of skills and this is regularly reviewed at our meetings to ensure we have the best possible team for the two schools.

The full Governing Board meets five times throughout the school year – twice in the autumn and spring terms and once in the summer term. There are four sub committees, each with their own specific terms of reference, to cover all the management aspects of the two schools.

Both schools have their own 'Finance & Premises Committee' because the schools have separate budgets. All other committees are joint, Federation committees. The joint committees are:

- 'Steering and Ethos' committee
- 'Pay, Performance and Personnel' committee
- 'Policies, Curriculum & Standards' committee

All committees, in normal circumstances, meet at least once a term. *(See end of report for a list of Governors.)*

September 2023

**Attendance record of governors**

Governors have an excellent attendance record at meetings and have never cancelled a meeting because it was not 'quorate'.

**The work that we have done on our committees and in the governing body**

Last year (September 2022 to July 2023) was another very busy and successful year as the two schools continued to recover from pressures associated with COVID 19 and return to two schools that valued involvement of parents in the daily life of the schools.

*About the different committees.....*

The '**Finance and Premises Committees**', as well as monitoring and managing the finances of the individual schools, also oversee the general maintenance of the sites and buildings. The committees make important decisions about how the budgets are used. The Head Teacher is a member of both as are the two Co-Chairs. This is important as far as having a consistent system of monitoring is concerned. We always aim to put a high priority on ensuring we have good, highly skilled staff with a good pupil/teacher ratio and we are always looking for ways of further improving the facilities we offer.

It is essential that regular checks of the premises are made to make sure there are no serious maintenance issues. Our two Health and Safety governors carry out regular checks of the premises with the site manager of the two schools. Both schools buy-in to the Norfolk Property Services Buildings Maintenance Partnership (BMP) and we liaise regularly with our designated surveyor to cover all aspects of repair and maintenance. We also have access to a Help Desk for minor repairs.

The main improvement to the school buildings and grounds at Harpley in 2022/23 was to decorate the foyée. Improvements to the drainage of the site, following excessive rain and flood damage, was also high on the list. The KS1 classroom has been refurbished and the hall floor re-laid, following the flood. We continued to improve the school grounds by adding additional, interesting play equipment for the children and have also looked at ways of improving our energy consumption.

At Great Massingham, improvements are being made to make the school field more accessible all year and a new access gate has been installed. Electronic whiteboards have been upgraded in some classrooms and more added. Particular attention has been given to energy consumption and, as part of the monitoring of use, a new electricity meter has been fitted that is accessible. The previous one was in the roof/loft! Following an audit, more reading resources were added to the school library.

The '**Steering and Ethos Committee**' spends considerable time evaluating the progress of the two schools and decides on actions for future improvement. The Committee also looks at the vision and ethos for the two schools, the Head Teachers' well-being and helps formulate and monitor the School Self Evaluation Form (SEF) & School Improvement and Development Plan (SIDP) and the SIAMs SEF.

The '**Pay, Performance and Personnel**' committee is responsible for Head Teachers' Performance Management (HTPM) and for considering other personnel matters linked to management of staff.

The '**Policies/Curriculum and Standards**' committee monitors, evaluates and reviews the implementation of the curriculum and other school policies and the teaching/learning & standards achieved by pupils. The committee also monitors the work of the Special Educational Needs Coordinator (SENCO) and the SEND policy.

Governor visits are organised to collect evidence and agree judgements for school self-evaluation, to establish processes for tracking pupils and their performance data and to measure the impact of pupil premium funding and support for children with

special educational needs. When collecting this evidence, members of the committee look closely at school data and interview children about their work (pupil voice).

All Governors report back to the Full Governing Board when they have carried out an individual monitoring visit. Monitoring covers all aspects of school life including attendance and behaviour, collective worship, lunchtime, playtime and school clubs. Governors discuss key data giving the results of pupil achievement and progress, so that they can be sure that the schools are on track to fulfil their ambitious targets for all pupils. They also focus on the attainment and progress of 'vulnerable groups' of children and their progress. Governors take safeguarding and safeguarding procedures very seriously. We have three nominated safeguarding governors who are kept informed of any safeguarding matters and who give regular reports to the Governing Body.

Early in the summer term, the 'Finance and Premises' Committees approved the 2023/24 budget plans for the two schools: we can report that each school has a 3 - year, balanced budget plan in place.

Governors continue to give strong support and have been kept up to date by the Headteacher and Co- Headteacher.

Governors have been impressed with the calm, efficient, caring way the staff of the two schools continue to offer high quality education to the children. Parents, in turn, are kept up to date by the very detailed, regular newsletters.

We are fortunate to have excellent staff at both schools. Each member of staff takes a curriculum responsibility across the Federation. Staff from both schools combine, on a regular basis, for training, planning, assessment moderation, data analysis, staff meetings and more. Teachers in smaller schools can often feel isolated and working together across the Federation makes a huge difference.

Numbers of children on roll are stable in both schools.

We are so fortunate to have strong support from parents. The governors appreciate what parents achieve with fundraising and that so many are prepared to give their time and energy to support their children's schools. Thank you.

We are also grateful to all our other volunteers. People volunteer for many tasks such as Gardening Club, hearing children read and accompanying both classes to swimming and gym and on educational visits. We just couldn't achieve all we do without this strong support.

The Governing Board appreciates the commitment shown by our Head Teacher (Mrs Kirsten Stibbon) and Co-Head Teacher (Mrs Sophie Stephens) over the past academic year. This system has been very successful. However, Mrs Stephens leaves us to take up a more senior post in another school, in September 2023. We thank her for her excellent contribution. We are pleased to say that Mrs Stibbon will resume the role of full-time Executive Head in September 2023.

Our SENDCO works across the two schools for a day and a half at each school, as another important aspect of our Senior Management.

Governors are always reviewing the Federation to ensure the structure is beneficial to all.

We are proud of our Church of England status as two Voluntary Controlled, Church of England schools. It enables both schools to come together for special occasions such as the Cathedral Days at Norwich Cathedral. We celebrate all Christian festivals, usually at the village Churches of St Mary's and St Lawrence and these occasions are always well attended by parents and friends. Rev'd Judith Pollard, our local vicar, is also a school governor and takes Collective Worship regularly at both schools.

This is very much appreciated and considered very important by the whole school community. Rev'd Judith also plays a large part in our special collective worship during the year - Harvest, Christmas, Lent, Easter and end of term/year services. Sadly, for us, Rev'd Judith retired this August. We wish her a very happy retirement and thank her for her huge contribution. The Governing Board has a total of three foundation governors to ensure that the links with our three local churches and communities are sound.

Pupils, parents/carers and staff at school are all important 'stakeholders' and we want everyone to have their say, to express their ideas and to keep on making our learning communities great places to be. Governors wish to thank parents for your feedback via our newsletters. Your comments have been very helpful and assist us in our aim to continue to further improve our schools and take account of everyone's needs. We listen and respond to what our pupils tell us – they play a big part in the decision-making process. Pupils express themselves informally via, for example, 'circle time' sessions and general conversations with staff and, more formally, via the School Council, the annual governor questionnaire and other governor monitoring (pupil voice).

If parents have any further questions about the work of the Governing Board, then please contact us.

The Governing Board is pleased with the way the Federation, now in its eighth year, is progressing and bringing benefit to all the children. Both schools are graded GOOD by Ofsted. Harpley Primary School had its latest inspection on the 15<sup>th</sup> July 2021 and we can report that Ofsted judged that the school continues to be GOOD. Great Massingham had its SIAMS inspection in June 2022 and also continues to be GOOD.

More inspections (Ofsted for Great Massingham and SIAMS for Harpley) are possible during the next year. Both schools have regular 'Getting Ready for Inspection' training to ensure we are on track for when the time comes.

**Future plans  
for the  
governors**

2023/24 looks like being yet another busy year. We plan, as always, to offer a good variety of After School Clubs across the Federation and other special events and activities including educational visits. Many of these educational visits are joint visits. Most important of all, we will ensure that the two schools offer a broad and balanced curriculum and that the good standards are maintained and built upon.

**How you can  
contact the  
governing  
body**

We always welcome suggestions, feedback and ideas from parents – please contact the Chairs of Governors, via the school office. A list of governors, included below, is also displayed in each school office and on the Federation Website ([www.gmhfed.norfolk.sch.uk](http://www.gmhfed.norfolk.sch.uk)).

# GREAT MASSINGHAM and HARPLEY C of E PRIMARY SCHOOLS FEDERATION GOVERNING BOARD 2023 to 2024

Chair of Governors: Alan Frazer

## Membership of The Governing Board

Head Teacher	Kirsten Stibbon
Parent Governor	Suzie Allen
Parent Governor	To be advised
Staff Governor	Alex Steel
Local Authority Governor	Archie Reid
DBE/PCC Governor representing Great Massingham St Mary & Little Massingham St. Andrew	Alan Frazer
Bishop's Appointed Governor	Vacancy due to Interregnum
DBE/PCC Governor representing Harpley St. Lawrence	Rosemary Mehers
Co-opted Governors	Ann Beardall (Community) Carly Molyneux (Community) Lucy Price (Community) Will Ridgwell (Community) David Sparshott (Community) Bev Randall (Associate Member) Jane Taylor (Associate Member) Susan Wood (Associate Member)

**Please Note:**

*Our Head Teacher, Mrs Stibbon, will be absent from the 4<sup>th</sup> October 2023 undergoing surgery.*

*The post will be covered 0.5 by our previous Head Teacher, Mrs Ann Beardall and 0.5 by a locum Head Teacher.*

*We wish Mrs Stibbon a good recovery and look forward to seeing her back in post, fully recovered, in the near future.*