

**Walford Nursery and Primary School Board of Governors - Governance,
Strategic Leadership and Planning - 2024/25 - Paul Deneen OBE JP DL.**

1. The Role of the Governor, Time Commitments and Governor Induction.

- a) The duties of the Governors include setting the school's vision, aims and objectives, approving the school budget, and appointing the headteacher and staff. Governors also 'hold the headteacher to account' for the educational performance of the school and its pupils, and the performance management of staff. Governors therefore provide strategic oversight and accountability.
- b) Full Governor meetings are held each half term, and are held in the evenings commencing at 6pm. Dates are agreed on an annual basis which mirrors the school calendar.
- c) At the outset, it is very important to remember that the Headteacher is the professional adviser to the Governors, and has day to day management/responsibilities of the school.
- d) The time commitment for meetings normally involve full governors meetings (2 hrs per half term), a committee meeting (2 hrs per half term), and possibly a panel meeting if required. There are also visits to the school which include special events such as concerts and fundraising which are held during the school day to which all Governors are invited.
- e) An induction programme for new governors has been agreed. This will include briefings/information from the Chair, the Headteacher, the Clerk and Chairs of Committees, together with an arranged visit/tour of the school.
- f) Training/development will be discussed as part of the overall programme. Safeguarding training together with On-line Safety training for Governors are compulsory elements. Both courses are organised as on-line courses by the National College, and Certificates are provided once completed.

2. Strategic Leadership and Accountability and 'Team Walford'

- a) The Governors, together with the Headteacher (and after consulting staff, parents/carers and the pupils) set the strategic direction of travel as far as the school is concerned, with the Head Teacher (HT) having the operational responsibility for the leading and managing the school on a day to day basis. The Governors have also supported the introduction of a new school nursery on the school site. Regular reports to governors are also provided on this area of activity, together with updates on its budget and finance..
- b) The mission statement of **"Learning and Enjoyment.... Every Child, Every Opportunity, Every Day"** reflects what the Walford learning community is all about.
- c) There is also an excellent and professional relationship between the Governors and the HT and with staff and parents/carers and pupils.
- d) The culture, values and ethos forms an important part of the success of the school.
- e) Decision making is clear and there is excellent collaborative working with stakeholders and the local community.
- f) Risk management is fully understood as far as all of the Governors are concerned.

- g) The Clerk to the Governors clerks both the governors and committee meetings.
- h) The Governors have 'gold membership' of the National Governors Association (NGA). This membership provides Governors with an updated knowledge and understanding of governance via the magazine and weekly updates. A handbook on governance and a Chair's Handbook, is also produced. There are a variety of on-line courses also available to governors as well.
- i) The Governors have membership of the Herefordshire Governors Association (HGA).
- j) The Chair of Governors provides a summary Chair's Impact Statement for the school website each half term. The aim is to update parents/carers/community on key issues related to the governance of the school.

3. The Strategic Group and Governor Input

- a) The Chair of Governors, the Vice Chair of Governors, the Headteacher and the Deputy Headteacher, together with the Chairs and Vice Chairs of Committees meets periodically as a **Strategic Group**.
- b) This group meets to discuss key strategic issues involved with overall planning for the 3 main committees. This includes agreeing and recommending work plans, discussion about policies and governance issues and review. This is also discussed and agreed with all governors.
- c) The Chair of Governors ensures there is always involvement from all Governors, as each input is valued and appreciated.
- d) The Chair of Governors arranges for the Vice Chair, who chairs the Standards, Teaching and Learning Committee to meet with the School Improvement Adviser in relation to Headteacher performance management issues. A report is completed and is reported upon and discussed with Governors.
- e) Herefordshire Council Policies are also discussed at the Strategic Group Meeting.
- f) The School Development Plan is reviewed and reported upon regularly by the Vice Chair of Governors.
- g) Each of the 3 Governor Committees meets termly, and the Headteacher provides a detailed report of key activities/issues. Delegated powers have been agreed, and there is full reporting to the Governing Board.
- h) The Chair of Governors also provides a report on visits to the school, and completes an Interim Report on key activities/work of Governors. This is also referred to in the Chair of Governor's Impact Statement, which is made available via the school website.
- i) There is also a discussion about Governor input, Governor Skills Audit and Governor Self-Review and Governor Performance, and this is undertaken on an annual basis, normally in the summer term.
- j) Governors ensure that there is careful thought given to the 3 to 5 year funding and finance for the school, and also pupil numbers and potential funding opportunities.

The Full Governing Board and the 3 Committees of Governors Arrangements.

- a) For the Full Governing Board Meeting, the Chair will agree with the HT and the Clerk the Agenda and all papers for the meeting, which is held half termly.
- b) The Governors have agreed **3 main committees** to oversee key areas of activity as far as the school is concerned.
- c) For each meeting of the committee, there is an agreed templated agenda.
- d) The Headteacher will provide a detailed report covering each of the items on the agenda for the Committee.
- e) The Agenda and HT Report will be circulated to Governors at least 5 to 7 days before the meeting is due to take place.
- f) A summary of the discussion, and recommendations, support and challenge information will be provided as a record of each of the committee meetings.
- g) All Governors will have access to all of the papers and reports for all of the committees.
- h) The Chair of Governors will produce a 'Chair's Impact Statement' following each Governor's meeting, and these will also be attached to the Minutes of the meeting.

4. The 3 Committees which supports the school's nursery and primary school are as follows:-

(i) Pupils, Personnel and Community Committee

The Pupils, Personnel and Community Committee takes a strategic role in ensuring that the school has an effective and high quality team of staff, has effective safeguarding procedures and has a safe and secure environment for all pupils thus ensuring high levels of behaviour and regular attendance. The committee also ensures the the school communicates effectively with parents and carers and the local community, and also that there is a pupil input and pupil voice via the School Council. The Governors also receive feedback on the school via survey results from parent/carers and also from staff at the school.

(ii) Standards Teaching and Learning Committee

The Standards, Teaching and Learning Committee takes a strategic role in ensuring that the school provides a high quality teaching and learning environment which leads to the best possible levels of attainment and progress for all pupils. Governors receive annual training in relation to understanding key data and pupil performance issues. The committee also receives an annual independent report on the performance of pupils at the school from the School Improvement Adviser. Key issues linked to pupils and performance are discussed. Pupil premium and SEND information is discussed and reports are provided.

(iii) School Business Committee

The School Business Committee takes a strategic role in the financial management of the school, thus ensuring sound financial management is in place. The committee also considers issues such as 'future proofing,' which involves scenario planning and future budget provision. The School Financial

Value standards (SFVS) is completed annually. The committee also ensures key health, safety and wellbeing is a priority and that the buildings and premises of the school provide a safe, high quality and secure learning environment for all of the pupils.

5. People, Policies and Compliance

The Governors also ensure that structures are in place to evidence its role as a 'critical friend.' It evidences its support and challenge role and also regularly reviews its overall impact on the school. The Governors have built a successful and effective team of staff at Walford Primary School.

It greatly values and supports staff in relation to continual professional development opportunities.

The Governors regularly reviews all of its Herefordshire Council policies and procedures and ensures that it is compliant with all statutory requirements.

6. Evaluation and Self Review - Governance at Walford Primary School

a) The Governors and the school regularly evaluates its performance and activities.

b) The School Development Plan is also reviewed and reported upon on a regular basis.

c) The Governors reviews its terms of reference for all of its committees on an annual basis.

d) Training and development opportunities are discussed at each Governor's meeting.

e) The Governors has an annual discussion Self-Review/Audit of Skills - Summer term.

7. Principles and Personal Attributes and Skills of Governors

Governors bring a wealth of experience, skills, qualities and knowledge to the Board of Governors. A skills audit is undertaken so as to identify any areas of activity which might need strengthening. All Governors make an active and valuable contribution to Walford Primary School. Governors fulfil their duties in line with the Nolan Principles of Public Life.

All Governors are committed, confident, curious, challenging, collaborative, creative and act as 'critical friends' to the school.

8. Raising the Profile of Governors

* Information about Governors and governance issues is updated and is available on the school website. The Chair of Governors provides a twice termly summary impact statement of its work. on the school website and signposts this in the School Newsletter.

* Governors are actively encouraged to support events and activities at the school. A calendar of activities/events is available.

* Governors meet with staff and are involved in 'Learning Walks.' The Chair of Governors visits the school to meet with the Headteacher half-termly and updates the Governors on key issues.

* Committees meet termly, and the Headteacher provides a detailed report and update for each of the Governor committees.

* There is also regular reporting of key school events in the School Newsletter, and via the local newspaper.

* There is an excellent link with the local Parish Council, the local Church and with the Walford Community. The Governors values its links with all involved.

* Governors greatly value and appreciate the work undertaken by the parents/carers, teachers and friends association (PTFA). It does great work in its support of the school.

Paul Deneen - Chair of Governors.