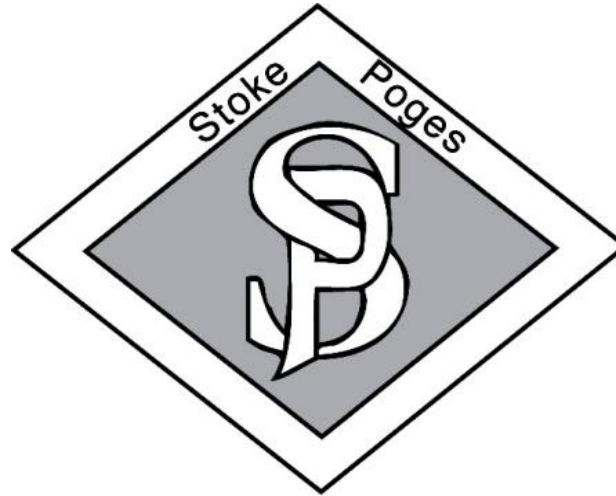


The Stoke Poges School



Annual Governance Statement for the Governing Board 2018-2019

Building on High Expectations

<p>In accordance with the Government's requirements for all governing bodies, the core strategic functions for The Stoke Poges School Governing Board are:</p> <ol style="list-style-type: none"> 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff; and 3. Overseeing the financial performance of the organisation and making sure its money is well spent <p>In addition, the governors undertake to:</p> <ol style="list-style-type: none"> 4. Ensure the safety of all members of the school community in accordance with the 'Keeping Children Safe in Education' Act (2015) 	
<p>Governance Arrangements</p>	<p>The governing board of The Stoke Poges School is made up of 12 Governors, all serving a four year term of office. This breaks down to:</p> <ul style="list-style-type: none"> • 2 staff governors (including the Headteacher) • 3 elected parent governors • 1 Local Authority governor • 6 co-opted governors <p>Co-opted governors are appointed by the governing board and are people who, in the opinion of the governing board have the skills required to contribute to the effective governance and success of the school. All governors complete an annual skills audit so we can identify membership gaps and skills training.</p> <p>In 2018/19 two co-opted governors, one parent governor and a staff governor resigned their positions, two governors were co-opted for a further term. This leaves the board with one co-opted governor vacancy.</p> <p>The full governing board meets at least once a term and the minutes are displayed in the staff room. There are two committees which also meet at least termly.</p> <ul style="list-style-type: none"> • Finance, Personnel and Resources Committee – which considers the current and three-year financial outlook; premises matters; health and safety requirements; and future income generation strategies. Personnel matters discussed include safe recruitment, employment and performance management of people as well as safety/pastoral well-being of the pupils. • Teaching and Learning Committee – which focuses on the progress and attainment made by each pupil. It also reviews the national curriculum; marking, assessment and reporting; and ensures pupils are prepared for life in modern Britain. <p>The Pay Review Committee meets annually to consider the recommendations from the annual performance management reviews. Other additional committees / panels relating to pupil and staff discipline, parental complaints etc are convened when required. None of these committees met in 2018/19.</p> <p>All governors are expected to sit on at least one committee and take on additional responsibility.</p>
<p>Attendance record of governors</p>	<p>Governors have a strong attendance at termly meetings and none have been cancelled because they are not quorate (minimum required to make legal decisions). See Appendix 1 for the detailed 2018/19 attendance record.</p>

<p>How do we ensure clarity of vision, ethos and strategic direction?</p>	<p>The Governors work with the Headteacher and school leadership in the development of the annual School Plan – this uses the School Evaluation Summary, attainment data from RAISE and other sources, and an evaluation of the school curriculum to identify a small number of key priorities and action to be taken. This plan is presented to the Governing Board for discussion and challenge to ensure it is consistent with the ambitious vision for the school.</p>
<p>How do we hold the Headteacher to account for the educational performance of the school and its pupils?</p>	<p>A sub-committee of the Governing Board sets the Headteacher’s annual objectives, linked to the priorities in the School Plan and the educational outcomes for pupils in the school. This is done in conjunction with external professional advice. Progress against these objectives is reviewed termly with an annual review carried out at the end of the academic year, with recommendations for future pay reflecting the Headteacher’s performance against targets.</p>
<p>How do we oversee the financial performance of the school and make sure money is well spent?</p>	<p>The Finance, Personnel and Resources Committee is responsible for the current and three-year financial outlook and all aspects of financial planning. The school Finance Manager advises this committee and prepares monthly variance analysis of costs against budget. A comprehensive Financial Procedure Manual sets out the policies of the school in relation to things like financial controls, accounting systems and processes, expenditure authority levels and procurement best practises. A Schools Financial Value Statement is prepared annually and submitted to County to report on our financial situation.</p>
<p>How do we ensure the safety of all members of the school community?</p>	<p>The Safety of all members of the school community is the number one priority of the Governing Board and we have a number of measures in place to safeguard this. The Health and Safety Committee ensured the buildings and infrastructure are safe. Governors also ensure that safeguarding and child protection procedures are in place, all governors and staff members are DBS checked and have undertaken appropriate training.</p>
<p>Future plans for the governing board</p>	<p>The Governors have an ambitious vision for the school, to move the school from “Good” at our last Ofsted inspection to “Outstanding”. We have a clear idea of the steps that we will need to take in order to achieve this, focussing on improvements in the core areas of Leadership and Management, Teaching, Learning & Assessment, Personal Development, Behaviour and Welfare, Early Years Provision, and Outcomes for Pupils. Our Committee structure, programme of meetings and school visits are all geared towards meeting this objective.</p>
<p>How you can contact the governing board</p>	<p>We always welcome suggestions, feedback and ideas from parents or the local village community. The chair of governors, Ed Bramley-Harker, can be contacted via the school office (office@stokepoges.bucks.sch.uk) 01753 643319.</p> <p>You can see the full list of governors on the Governing Board section of the school website. You will usually see at least one governor at school events throughout the year.</p> <p>In addition there is more information on what we do; how to become a governor and the key school policies on the school website (www.stokepoges.bucks.sch.uk).</p>

The Stoke Poges School Governing Board

Governors' details and the Register of Interests – September 2019

Name of Governor or Associate Member	Category of governor & term of office	Appointing board e.g. governing board, LA	Date of appointment	Term of office ends	Members of Committees Teaching and Learning (T & L); Finance, Personnel and Resources (F,P and R); Pay Committee (Pay)	Positions of responsibility	Relevant business interests that could present a conflict of interest including whether a governor at another school	Personal relationship (if any) with members of school staff e.g. spouse, partner, relative
Richard Lawrence	Co-opted	Governing Board	Jun-11	May-23	T & L FPR Pay	Vice Chair of T&L, Pupil Premium, EAL, Wellbeing	None	None
Edward Bramley-Harker	Parent	Governing Board	Sep-19	Sep-23	All Committees	Chair of Governors, PE, Safeguarding	None	None
Simon Worland	Co-opted	Governing Board	Oct-18	Jul-19	T & L FPR	Health and Safety, Science	None	None
Chetan Parmar	Parent	Governing Board	May-17	May-21	T & L FPR	Chair of FPR, History, Maths, Geography, Early Years	None	None
Monique Nowers	Associate Member	Governing Board	Sep-19	Sep-20	T & L	Literacy	None	None
Liz Astley	Staff governor	Governing Board	Sep-14	N/A	All Committees	Headteacher	None	None
Natasha Brady	LA	BCC	Oct-18	Oct-22	T & L F, P and R	Vice Chair, Community, SEN	None	None
Victoria Donnelly	Co-opted	Governing Board	Oct-18	Oct-22	T & L, F, P and R	Development, Data Protection	None	None
Hazel Sharpe	Clerk to Governors	Local Authority	Mar-15	N/A	N/A		N/A	N/A

Name of Governor or Associate Member	Category of governor & term of office	Appointing board e.g. governing board, LA	Date of appointment	Term of office ends	Members of Committees Teaching and Learning (T & L); Finance, Personnel and Resources (F,P and R); Pay Committee (Pay)	Positions of responsibility	Relevant business interests that could present a conflict of interest including whether a governor at another school	Personal relationship (if any) with members of school staff e.g. spouse, partner, relative
Joshua England	Co-opted	Governing Board	Sep-19	Sep-23	F, P and R	IT	None	None
Joanne Perry	Co-opted	Governing Board	Sep-19	Sep-23	T & L	Literacy, PHSE	None	None
Vacancy	Co-opted							
Amy Turner	Parent	Governing Board	Sep-19	Sep-23	T & L	Equalities	None	None
Ameena Gamiet	Staff	Governing Board	Sep-19	Sep-23	T & L	PHSE	None	None

Term of office – 4 years
Headteacher – ex-officio

Name of Governor or Associate Member who has served in the last 12 months but has now stepped down	Category of governor & term of office	Appointing board e.g. governing board, LA	Date stepped down	Members of Committees	Positions of responsibility	Relevant business interests that could present a conflict of interest including whether a governor at another school	Personal relationship (if any) with members of school staff e.g. spouse, partner, relative
Ram Raghavan	Co-opted	Governing Board	27/11/18	T & L	Maths / Numeracy Governor	None	None
Kulsoom Kiani	Parent	Governing Board	17/07/19	T & L	Personal, Social and Health Education	None	None
Andrew Martin	Staff Governor	Governing Board	24/07/19	T & L	Development Governor	None	None
Louisa Harris	Co-opted	Governing Board	31/08/19	T & L Pay FPR	Chair of T&L, Equalities, Early Years, IT, Vice Chair of Pay.	None	None

The Stoke Poges School

Governing Board Membership and Attendance Record 2018/19

Name	Category of governor	Attendance at meetings 2018/19 school year			
		Governing Board (4 meetings)	Learning and Teaching Committee (4 meetings)	Finance, Personnel and Resources Committee (4 meetings)	Pay and Performance Committee (4 meetings)
Richard Lawrence	Co-opted	3	2	3	4
Edward Bramley-Harker	Parent	4	2	4	4
Simon Worland	Co-opted	3	4	4	n/a
Chetan Parmar	Parent	3	3	4	n/a
Monique Nowers	Associate Member	1 out of a possible 3	0	n/a	n/a
Liz Astley	Headteacher	4	4	4	n/a
Andrew Martin	Staff governor	4	1	n/a	n/a
Ram Raghavan	Co-opted	1 out of a possible 2	n/a	n/a	n/a
Louisa Harris	Co-opted	4	4	1 out of a possible 2	3
Natasha Brady	LA	3 out of a possible 3	3	2 out of a possible 2	n/a
Victoria Donnelly	Co-opted	2 out of a possible 2	1 out of a possible 3	2 out of a possible 2	n/a
Kulsoom Kiani	Parent	1 out of a possible 2	2 out of a possible 3	n/a	n/a