# *Introduction*

This document summarises Governance at Manor Park School and Nursery, as of Summer 2023. The document is stored on the School website, alongside additional information such as the minutes of recent meetings.

# *Purpose of Governance*

In accordance with the Government’s requirements for all Governing Bodies, the core strategic functions of the Manor Park Primary School and Nursery Governing Board are:

* Ensuring clarity of vision, ethos and strategic direction
* Holding the head teacher to account for the educational performance of the school
* Overseeing the financial performance of the school and ensuring value for money
* Promoting the highest possible standards for Safeguarding

# *Governance Arrangements*

The Governing Body is currently made up of:

* 2 elected Parent Governors (Catherine Williams and Ann Hollingsbee)
* 5 Co-opted Governors (Pamela Larner, Revd. Paul Deakin, Lesley Dalzell, Andrew Tully and Bridget Wall)
* 1 Head Teacher (Simon Cotterill)
* 2 Staff Governors (Sarah Jeffery and Lauren Smith)

The full Governing Board meets every half term, 10 meetings in total. Our Chair is now Bridget Wall who took over from Lee Williams the former chair when he stood down in April 2023. Vice chair is Ann Hollingsbee and the Clerk is Sue Pomeroy from Cheshire East Local Authority.

Since 2020-2021 we have operated governance annually with ten meetings of the Full Governing Board that are scheduled approximately every month and through regular half termly visits to school by each link governor. Visit reports are then fed back to the governing body for further scrutiny. We believe that this improved our ability to effectively deliver on our statutory objectives.

# *Attendance of Governors*

We continue to have an excellent record of attendance at meetings, the dates for which are agreed at the beginning of each school year. For 2022-2023 the dates were as shown in the table below. Each meeting runs from 17:00 to 19:00.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Meeting #1 | Meeting #2 | Meeting #3 | Meeting #4 |
| Autumn Term | September | November | December |  |
| Spring Term | January | February | March |  |
| Summer Term | May | June | July |  |

# *Link Governors*

In addition to being members of the Full Governing Body, each Governor takes on specific areas of responsibility as “Link Governors”, where they focus on supporting and monitoring certain aspects of school operation. The governors undertake regular training courses linked to their area of responsibility via the National Governance Association. We also required to undertake statutory Safeguarding training annually.

The current Link Governors are:

* **Curriculum**: Ann Hollingsbee
* **English**: Ann Hollingsbee
* **Foundation Stage**: Pamela Larner
* **Governor Training**: Lauren Smith
* **Health and Safety**: Andy Tully
* **Maths**: Ann Hollingsbee
* **Pastoral**: Revd. Paul Deakin
* **PE and Sport Development**: Lesley Dalzell
* **Pupil Premium**: Bridget Wall
* **Safeguarding**: Bridget Wall
* **Special Educational Needs**: Catherine Williams
* **GDPR:** Catherine Williams
* **Finance:** Andy Tully

# *The Focus of our Governance*

We want the school to continue to be a happy place where the children receive a high-quality and individually challenging education that promotes their excitement, enjoyment and enthusiasm for learning. At the core of the school is a set of values that the children understand and exhibit throughout their school life:

* Respect
* Pride
* Responsibility
* Resilience
* Reflection

Building on the above governance activities challenge and monitor improvements that the school is making, in five key areas:

* Safeguarding
* Outcomes for pupils and quality of teaching, learning and assessment
* Personal development, behaviour and welfare
* Effectiveness of leadership and management
* Early Years

***Support and Challenge -***

As always it has been a pleasure to be able to visit the school over the past 12 months as the school continues to move on from and deal with the impact of the COVID 19 pandemic. The school experienced a very successful OFSTED inspection in July 2023 and as part of this several governors met with the inspection team. Consequently governance was judged to be effective and rigorous. This year all governors have attended school regularly and met with children and staff to further their understanding of their linked areas and to monitor progress within them.

We have offered support and challenge in many areas - Governors have-

* Had a clear overview of finances, including years ahead and have approved the budgets and all substantial outlays.
* Scrutinised the auditors’ report and are satisfied that finances are sound within the school and the MAT and offer value for money.
* Discussed Health and Safety at every meeting and any issues raised have been dealt with in a timely manner including external audits examined and ensuring that Risk Assessments are in place and fit for purpose.
* Discussed safeguarding at every meeting to ensure that children in our school are kept safe and that there are practices, policies and procedures in place to support this. The link governor meets with the head and other members of the pastoral team on a half termly basis to further scrutinise practices, policies and procedures.
* Developed knowledge of the School Development Plan. It is based on previous data collated for pupil attainment and actions are developed from this. We know what the children achieve in this school and hold the school accountable for this. This includes pupil progress based on prior attainment and to target specific interventions for particular pupils.
* Spent time in school with the Early Years team, the phonics and early reading leaders and staff, learning abut the provision and how it supports the specific needs of our children.
* Spent time with curriculum leaders to understand how the new curriculum for the foundation subjects is being developed through the Learning Without Limits strategy.
* Met with middle leaders to ensure that they are being supported in their roles in school.
* Reviewed the provision for disadvantaged children via the PPG report and PPG lead.
* Ensured that the PE/Sports grant premium Is used wisely and directly supports and Improves PE provision for our children.
* Spent time with our pastoral team to understand the provision that we provide for our children and families to support with wellbeing and mental health.
* Reviewed policies and procedures to ensure the wellbeing of all members of the school community.
* Reviewed staff and parent questionnaires. These highlighted the high level of satisfaction of how well Manor Park meets children’s needs and how to maintain and develop the school further.
* Ensured that there is adequate support and provisions in place to support pupils with SEN and disabilities. This involved termly Link Governor meetings with the SENCO and headteacher to ensure that resource allocation is used effectively.
* Approved educational visits to receive assurance of the safeguarding of pupils on schools visits.
* Scrutinised how behaviour and bullying is reported and managed in our school.
* Discussed staff wellbeing on a regular basis and examined changes implemented to help with workload and work life balance.
* Taken part in a workshop with staff to establish an understanding of the schools recently introduced vision for the school- Limitless Dreams and Endless Opportunities.

# *How you can contact the Governing Body*

We welcome all questions, suggestions and feedback from parents. You can contact the Chair of Governors (Bridget Wall) via the school office, or by email at [chair@manorpark.cheshire.sch.uk](mailto:chair@manorpark.cheshire.sch.uk)

You can see more information about Governors and Governance on the school website, together with the minutes of all recent meetings.

Bridget Wall

Chair of Governors

Sept 2023