

Governors' Annual Statement 2016-17

The Governing Body of Ludlow Church of England School consists of twelve governors, and they represent the following categories:

Co-opted Governors (4)
Parent Governors (3)
Foundation Governors (3)
Staff Governor (1)
The Headteacher

The Governing Body has four main functions, and its four sub-committees have an obligation to perform the following duties:

1. To set the vision and strategic direction of the school
2. Hold the Headteacher to account for the school's educational performance
3. To ensure financial resources are well spent
4. To ensure statutory duties are met and priorities approved

Twelve months ago, the Governing Body restructured and slimmed down to twelve members, from twenty, as had been the case previously. The impact of this has been much more focused Governance, with expertise and commitment to improving the life chances of our young people evident. The Governing Body decided to outsource the clerking of its Full Governing Body meetings, and the information service available, to a new provider. This was due to an improved service level agreement being available, offering a greater degree of training and information for the Governors. This will, it is envisaged, continue to improve, as we are now a partner academy of the Bishop Anthony Educational Trust (BAET).

The Governing Body has supplied representatives at staffing appointments this year, offering expertise, guidance and opinion, as well as ensuring safer recruitment. The Governors have been trained in Safer Recruitment, and lead by example, as all have been checked (either CRB or DBS). Governors were also key in ensuring that staff were fully conversant with the "Prevent" agenda, to guard against radicalisation.

The Governing Body provides Link Governors for subjects and strategic aspects, such as the performance of students who generate Pupil Premium funding, SEND students, More Able students, as well as Literacy and Numeracy.

The work of the Governing Body has been validated by Ofsted, who stated that the governance of the school:

- is committed to the school's vision of success for each student

- plays an important and very effective part in helping leaders to drive the school forward
- is forensic in its analysis of school data and rigorous in its challenge to school leaders
- is meticulous in its monitoring of how the school uses its funding.

Undoubtedly, the impact of the Governing Body was a significant factor in the school being judged to be *Good, with outstanding features*, as well as receiving a judgement of *Good*, in the SIAMS inspection of May 2017.

The Full Governing Body's main work this year, assisted by task and finish projects by the Strategy and Resources Committee, was to investigate, provide options analysis and, subsequently, select the appropriate Academy Trust. This process resulted in the school becoming a partner academy of The Bishop Anthony Educational Trust, from 1st April 2017. This was a very time-consuming, but, ultimately, successful process, and the consultation process led to no objections to academisation from staff or parents.

The Governing body also responded with professionalism and diligence when asked to consider the proposal to release the current Headteacher to work across both secondary schools within BAET (Ludlow CE School and The Hereford Academy), as Executive Headteacher. The Governing Body analysed the potential benefits and implications, and agreed to the proposal. Therefore, Ludlow CE School has now been able to restructure, and this has resulted in a more sustainable Senior and Extended Leadership Team. Mrs Paula Hearle will be the new Headteacher, from 1st September 2017, with Mrs Lyn Hughes becoming Assistant Headteacher from the same date. The Executive Headteacher, Mr Phil Poulton, will still be working at Ludlow CE School for 40% of his time. It is envisaged that, aside from the cost benefits of the restructuring, there will be continued improvements across both academies, with best practice being shared, wherever possible.

The Governing Body's three sub-committees are:

1. School Performance

The terms of reference for this committee are as follows:

- To keep under review the secular curriculum for the school and the statement of policy and to make recommendations to the Governing Body where necessary to ensure that the requirements of the National Curriculum and relevant legislation are met.
- To ensure that sufficient lesson time is provided for pupils to cover the National Curriculum and to recommend to the Governing Body any changes required.
- To consider and recommend the draft School Improvement Plan to the Full Governing Body for approval.
- To keep under review the school's self-evaluation process, and detail of the completed Self Evaluation Form (SEF).
- To consider and make recommendations to the Governing Body on the adoption of policies on specific subjects or aspects of the curriculum.
- To determine such targets as the school is required to set (where the Governing Body has chosen to delegate this responsibility).
- To receive reports on the monitoring of the performance of pupils and departments, and to submit reports and recommendations to the governing body as necessary.

- To carry out the Governing Body's responsibilities for the provision of assessment and other curriculum related statistics and information.
- To ensure that the school's curriculum is compatible with the principles of equal opportunity.
- To have due regard to issues relating to the curriculum, religious education or collective worship.
- To ensure provision of religious education in line with the agreed syllabus (community and controlled schools).
- To hear appeals against the Headteacher's decision to disapply the National Curriculum for a particular pupil.
- To ensure that all pupils take part in a daily act of collective worship/reflection, unless withdrawn.
- To consider, where appropriate, how the school might collaborate with other providers to ensure that all pupils in the area have access to the full range of curriculum opportunities.
- To consider what range of extended school activities should be offered beyond the school day.
- To deal with any other curriculum matters as may be referred by the Governing Body.
- To make recommendations regarding the fostering the spiritual, moral, social and cultural elements of the curriculum.
- To ensure appropriate provision for CLA, and to monitor the progress of disadvantaged, vulnerable or minority groups of pupils.

The committee has reviewed and developed the Self-Evaluation Form, and has regularly received Link Governor Reports and Departmental Review Reports. The challenge and support of this committee has led to curricular change, key staffing amendments and, most importantly, an increase in the progress of our students in many subjects. The committee receives reports related to national datasets (ASP, Inspection Dashboard & FFT), and discusses the outcomes and resultant priorities. Where Governors have outlined strategic change, they have directed, supported or approved modifications to the programme for our students, and the subsequent practices have seen significant improvement. The focus upon the effective planning for the spending of the Pupil Premium Grant, as well as the Year 7 Catch-Up Funding, has led to a significant closing of the gaps, increase achievement and faster rates of progress. They developed and approved the 2016-17 School Improvement Plan, and this is monitored specifically by the Governors' Monitoring Group.

2. Monitoring Group

The Monitoring Group is an additional, non-statutory committee, formulated in the spring of 2014. This group meets once per term, and has the specific duties of monitoring and “Rag-rating” progress against the School Improvement Plan, monitoring quality assurance process and outcomes, and ensuring that the Headteacher has evidence of improvement and compliance related to the School Improvement Plan. During 2016-17, this committee, which consists of the Chair or Governors, the Vice Chair of Governors, a senior Co-opted Governor and the Local Authority Governor, met on three occasions (once per term). This group challenges the Headteacher, as well as requesting information regarding, or demanding changes to, the School Improvement Plan. The impact has been that 94% of the plan has been implemented and achieved, 4% partially met, and 1% not achieved (246 objectives). This committee’s work has played a key role in the Ofsted judgement of Good with Outstanding features. This was supported by the Local Authority deeming that the school is Good, that it has good leadership with outstanding features, and that it can look forward to 2016-17 with confidence.

3. Strategy and Resources Committee

The terms of reference for this committee are:

- To receive reports from the Headteacher on the management of the school’s budget.
- To submit to the Governing Body at the autumn term meeting each year a report on the management of the school’s budget in the previous financial year.
- To prepare and submit to the Governing Body recommendations for the annual budget plan.
- To monitor expenditure against the budget plan, to take any action which might be necessary to avoid an unplanned deficit and to report any such action to the next meeting of the Governing Body.
- To consider and approve proposals for single items of expenditure in excess of £25,000 which form part of the budget plan.
- To consider and make recommendations to the Governing Body on proposals to vire a sum exceeding £5000.
- To recommend to the Governing Body proposals for the use of any budget surplus, including investment.
- To undertake an annual review of the staffing establishment of the school and to recommend to the Governing Body an establishment for the following year so that proposals can be incorporated in the school’s budget plan. Where it is proposed that there will be a reduction or restructuring of the staffing establishment, to ensure that the appropriate staff consultation process is followed.
- To recommend to the Governing Body and keep under review procedures for the appointment of staff (except for the head and deputy which are prescribed in Section 2 of

the School Staffing (England) Regulations 2003) which are compatible with regulations and DfES guidance and to maintain a list of Governors available to sit on interviewing panels when required.

- To receive reports from the head on the management of the school's staffing establishment and on general personnel issues.
- To consider and make recommendations on the introduction of or amendments to personnel policies and procedures.
- To determine requests for discretionary leave of absence outside those provided for in the HR Handbook where this responsibility has not been delegated to the head.
- To deal with any other personnel matters which the governing body may refer from time to time except those which are the specific responsibility of a separate committee.
- To prepare any other statements of school accounts as may be required.
- To deal with any other financial matters which the Governing Body may refer from time to time.
- To monitor the state of repair of the school buildings.
- Through the head, to liaise with the school's building inspector, or other adviser, over repairs and maintenance work to be undertaken each year.
- Through the Headteacher, to take any action required to carry out repairs in an emergency.
- To consider and recommend to the Governing Body any proposed improvement projects for which resources might be sought from the LA or from private school funds (in aided schools: and from the Diocese).
- To be responsible for the co-ordination, progress and successful completion of any self-help projects approved by the Governing Body.
- To recommend to the Governing Body a lettings policy for the school, including lettings charges and any proposals or requirements for insurance cover.
- To keep under review the lettings policy and charges and to recommend any changes to the Governing Body.
- Any commitment of between £5,000 and £15,000 must be discussed at a meeting where the non-staff member of the committee (or deputy) is present. Any commitment above £15,000 must go through the agreed formal tendering process
- To prepare a health and safety policy, to recommend such a policy to the Governing Body, to keep it under review and to recommend to the governing body such amendments as may be necessary.
- To recommend to the governing body procedures for implementing the health and safety policy and thereafter to ensure those procedures are followed.
- To monitor the application of the health and safety policy adopted by the Governing Body.

- To arrange for security measures to be reviewed regularly and to report to the Governing Body with recommendations where appropriate.
- With the Headteacher, to undertake the annual health and safety audit and to report to the Governing Body.
- To develop direction, review and improve Governance
- To receive reports regarding school performance and to support and challenge the Senior Leadership Team.
- To receive reports from the Headteacher and/or School Business Manager on the management of the school's delegated budget – this is to include monitoring expenditure against the budget plan, to take any action which might be necessary to avoid an unplanned deficit and to report any such action to the next meeting of the Governing Body.
- To deal with any other financial matters which the Governing Body may refer from time to time.
- To ensure that safeguarding procedures are exemplary.
- To ensure that the school site is fit for purpose, and to develop sustainable premises.
- To develop the school's marketing strategy.
- To quality assure the staffing establishment and appointments procedures.

This committee takes an overview of the school's performance on a range of aspects - vision Governance, results, progress, finances, site and community. It comprises of the most experienced Governors, and has ensured that all statutory policies have been formulated and reviewed.

Importantly, this committee has led discussion, debate, presentations and decision –making regarding academisation. It has ensured that all options have been considered, and made a decision as to whether academisation should be undertaken, and, if so, who should be our partner.

Members of this committee oversee the Headteacher's appraisal, as well as ensuring that pay progression for staff is only approved when appropriate. This committee has also ensured that the school has fulfilled its statutory obligations in terms of information to parents (via the website, which was viewed as best practice by the Local Authority).

This committee has helped ensure that the School Business Manager and Headteacher developed a balanced the budget for 2016-17, as well as ensure that the school kept to its financial plans, under challenging circumstances. The committee has approved the budget for 2017-18, and will ensure that the issues present by demographic shift are accounted for, and that our obligations are met. The financial pressures are well-rehearsed nationally, and unless there is, indeed, a significant increase in per-pupil funding as part of the New National Funding Formula, the school will face significant issues.

The committee has ensured that our site and procedures enable us to maintain outstanding safeguarding practices, and the security of site is paramount. The Local Authority Section 11 Audit supports the impact that this group has had. The committee also prioritised the refurbishment of the reception area, to strengthen safeguarding protocols still further. The Safeguarding Lead sits on

this committee, and he meets with the School's Designated Safeguarding and Child Protection Lead, as well as with the Administrator in charge of the Single Central Register (SCR). This has ensured that the SCR is fully compliant, and is an example of best practice.

Full Governing Body (3 Meetings)

Miss Jane Allsop
Mrs B Ball
Mrs H Blyth
Mr R Franks
Mr D Hedgley
Mr R Jeary
Mr I Jones
Mr P Poulton
Mr K Price
Mrs A Thomas

Strategy & Resources Committee (5 Meetings)

Mrs B Ball
Mr D Hedgley
Mr I Jones
Mr P Poulton
Mrs A Thomas

School Performance Committee (6 Meetings)

Miss Jane Allsop
Mrs B Ball
Mrs H Blyth
Mr R Franks
Mr D Hedgley
Mrs C Hughes
Mr R Jeary
Mr I Jones
Mr P Poulton
Mrs A Thomas

Monitoring Group (3 Meetings)

Mrs B Ball
Mr D Hedgley
Mr I Jones
Mr P Poulton

Mr Ian Jones - Chair of Governors

Mrs Barbara Ball - Vice Chair of Governors