

## **Annual Governance Statement for the Governing Body of Richmond Methodist School July 2016**

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Richmond Methodist School Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding the headteacher to account for the educational performance of the school and its pupils
3. Overseeing the financial performance of the school and making sure its money is well spent

### **Governance arrangements**

The Full Governing Body of Richmond Methodist School was reconstituted in Richmond Methodist School on 1<sup>st</sup> June 2015 and is now made up of 16 governors as follows –

- (a) 6 parent governors\*
- (b) 1 Authority governor
- (c) 1 staff governor\*
- (d) 1 Headteacher (ex-officio)
- (d) 4 foundation governors\*
- (e) 3 co-opted governors

The Full Governing Body has met on 6 occasions during the school year. The Full Governing Body delegated some responsibilities to three committees (Curriculum & Pastoral; Buildings & School Environment and; Finance and Resources) each of which met 3 times during the year. Individual governors have taken on responsibilities for certain areas of the school's work including health & safety, safeguarding, pupil premium and SEND.

The names of the members of the Governing Body are provided later in this document, as well as their attendance at meetings of the Full Governing Body during the academic year 2014-2015. Their terms of office expiry dates are also provided later in the document.

We currently have some governor vacancies (marked with an asterisk \*) which we will be seeking to fill in early Autumn. We are particularly keen to recruit volunteers with a knowledge of the local community. If you would be interested in volunteering for this role and playing a part in supporting the school please email [cofg@richmondmethodist.n-yorks.sch.uk](mailto:cofg@richmondmethodist.n-yorks.sch.uk) for further details.

**Attendance record of governors**

A record is kept by the Clerk to the Governing Body, of governors' attendance at all meetings. Details of attendance can be found at the end of this Annual Governance Statement.

## **A review of 2015-2016**

Members of the Governing Body have worked hard to understand all aspects of their role this year and contribute fully to the work of the school. In our annual review in July we agreed that over the course of the year we had -

- Successfully recruited a deputy headteacher
- Supported the headteacher and deputy headteacher who commenced their appointments in January 2016.
- Successfully recruited a number of new Governors who are already making strong contributions to the FGB.
- Used skills audits to identified gaps in the skill-set to inform future governor appointments/elections.
- Worked very hard to ensure that pupil data was clearly reported to, and understood by, governors.
- Introduced the governor 'Learning Walk' process.
- Assisted with the validation of the SATs administrative process.
- Supported the development of the 'School Vision'.
- Agreed to the refurbishment of the Foundation Stage outdoor learning area.
- Approved the budget for the year ahead.
- Some Governors participated and supported an all-school visit –a first for the school.

During the academic year 2015-2016, the Governing Body has ensured clarity of vision, ethos and strategic direction at Richmond Methodist School by reconstitution according to *The School Governance (Constitution) (England) Regulations 2012 (the "2012 Constitution Regulations")* and *the School Governance (Federations) (England) Regulations 2012 (the "2012 Federation Regulations")* as amended by *the School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014*. The successful appointment of Mrs. Susan Gardner, as the new deputy headteacher, was a further opportunity to ensure clarity of vision, ethos and strategic direction at Richmond Methodist School. Mrs. Gardner worked with a number of governors to review the school's vision and ethos. This will remain a focus for 2016-2017.

During the academic year 2015-2016, the Governing Body has held the headteacher to account for the educational performance of the school and the pupils through regular and detailed analysis of pupil data. The governors now understand more about the progress of vulnerable groups of children and what is being done to help these children make further progress.

During the academic year 2015-2016, the Governing Body has overseen the financial performance of the school and made sure its money is well spent. This has not been without some considerable challenge, but the school remains in a robust financial position, helped to some extent by an increasing school roll. The school has been able to refurbish the Foundation Stage outdoor learning area. We continue to be ably supported by Chris Wallis from the NYCC Bursar Service.

Some of the Governing Body's work is to review the ways of working of the school. We follow North Yorkshire County Council's advice on this and in many cases choose to adopt the County's policies. This year we have reviewed a number of policies all of which are referenced in the minutes of the Full Governing Body meetings and published on the school website.

*Approved minutes of the Full Governing Body meetings are available on the school's website*  
<http://www.richmondmethodist.n-yorks.sch.uk/>

## **Strategic Planning for the future - Priorities for 2016-2017**

During the academic year 2016-2017, the Governing Body will continue to

1. Ensure clarity of vision, ethos and strategic direction through re-visiting the school's vision with stakeholders and reviewing school policies. We will also continue to discuss how governors can support the school in moving towards excellence.
2. Hold the headteacher to account for the educational performance of the school and its pupils through regular and detailed analysis of pupil data; monitoring the progress of the School Development Plan; making visits to the school and; training on assessment without levels to ensure that we are able to offer appropriate challenge and support so that all pupils achieve to the best of their abilities.
3. Oversee the financial performance of the school and making sure its money is well spent through *the expertise of* new governor membership; further training and; regular in-year financial monitoring.

In order to achieve these objectives, the Governing Body has decided to work with fewer committees this year and to increase the number of Full Governing Body meetings to 9. The agenda for these meetings will address procedural issues as required, but will focus on the three core strategic functions as outlined above. These changes will be reviewed in July 2017 *to ensure they are fit for purpose.*

### **How to contact your governing body**

Information about the school's governing body is available on the governors' page of the school's website.

To contact the Chair of Governors please email [cofg@richmondmethodist.n-yorks.sch.uk](mailto:cofg@richmondmethodist.n-yorks.sch.uk)

## Attendance Records for Richmond Methodist Primary School: 2014-15

The full Governing Body met on the 05/10/2015                      30/11/2015    25/01/2016  
 14/03/2016                      23/05/2016                      04/07/2016

Name of Governor	Category	Responsibility	Attendance at FGB	Term of Office ends	Comments
Jan Linsley	Co-opted	Chair of FGB	83.3%	31-05-2019	
Eithne Longstaff	Parent	Vice Chair of FGB	100%	01-10-2016	
Rebecca Simpson	Parent		100%	16-03-2020	From 17/03/2016
Paul Bell	Parent	Chair of BaSE Committee	66.6%	24-11-2017	Resigned on 04/07/2016
Nicola Scrafton	Parent	Chair of Finance & Personnel Committee	100%	25-11-2016	
Marie Mann	Parent	Chair of Curriculum and Pastoral Committee	100%	26-01-2016	
Lucinda Kirk	Parent		100%	03-07-2020	From 04-07-2016
Tom Lascelles	Foundation		100%	31-08-2016	
Revd. Les Nevin	<i>Ex-officio</i> Foundation		66.6%	21-11-2017	Absence due to sabbatical leave.
Jenny Hargreaves	Foundation		50%	11-09-2016	Resigned on 04/07/2016
Brian Park	Foundation		83.3%	29-11-2019	From 30-11- 2015

Peter Cooke	Co-opted		100%	24-01-2020	From 25/01/2016
Alistair Deavin	Co-opted		75%	24-01-2020	From 25/01/2016
Linda Sims	Staff		16.7%	31-08-2017	Resigned 04/07/2016
Helen Ring	<i>ex-officio</i> Headteacher		100%	Not Applicable	
Stephen Rawson	Local Authority		25%	18-01-2020	From 19/01/2016
Tim Arundell	Parent	Vice Chair of FGB	100%	20-11-2015	Resigned 20/11/2015