

Annual Governance Statement for the Governing Body of West Oxford Community Primary School
July 2016

In accordance with the Government’s requirement for all governing bodies, the 3 core strategic functions of the West Oxford Community Primary School Governing Body are:

- 1. Setting the vision, ethos and strategic direction;**
- 2. Holding the headteacher to account for the educational performance of the school and its pupils and the performance management of staff;**
- 3. Overseeing the financial performance of the school and making sure its money is well spent.**

<p>Governance arrangements</p>	<p>The Governing Body of West Oxford Community Primary School is made up of 1 staff governor, the Headteacher, 3 elected Parent Governors, 1 Local Authority Governor and 5 Co-opted governors and 2 associate members. Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school: on our Governing Body three of the Co-opted governors are parents and the remaining two are members of the local community.</p> <p>The full Governing Body meets once each term, and we also have a number of committees to consider different aspects of the school in detail. At West Oxford Community Primary School we have a Human & Physical Resources Committee, which focuses on finance, premises and some personnel matters; an Effectiveness, Standards & Welfare Committee, a Pay and Performance Committee and an Assessment Information Working Group. See p3 for a list of Governors.</p>
<p>Attendance record of governors</p>	<p>Governors have excellent attendance at meetings and we have never cancelled a meeting because it was not “quorate” (the number of governors needed to ensure that legal decisions can be made). See p4 for details of individual governors’ attendance at meetings.</p>
<p>The work that we have done on our committees and in the governing body</p>	<p>The Governing Body had a busy year focusing on a new 3-5 year school vision, a new staff wellbeing survey and policy.</p> <p>The Effectiveness, Standards & Welfare Committee has spent time considering the introduction of the new assessment information criteria and governors also discuss key data giving the results of</p>

	<p>pupil achievement and progress, so that we can be sure that the school is on track to fulfil its ambitious targets for all pupils. We are also concerned about our “vulnerable groups” of children and focus on how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes.</p> <p>The Human & Physical Resources Committee looks at the maintenance and development of the school premises, and makes decisions about how the school should use the budget. Colin Cook is our Health and Safety Governor and he carries out termly checks of the premises with Lisa Penton, the school’s office manager. Governors are also particularly concerned about safeguarding and we have a Nominated Governor for Safeguarding (Kelly Faye) who has undertaken a school visit focussed on safeguarding issues. Early in the summer term, the Human & Physical Resources Committee approved the 2015/16 budget plan for the school.</p> <p>One of the roles for the governors is reviewing and agreeing school policies, and this year we have considered a number of key policies, including Behaviour Management, Safeguarding, Complaints, Early Years and Admissions and Staff Wellbeing.</p> <p>Minutes of Governing Body and Committee meetings are public documents – you can either find them on the Governors’ page of our website or you can ask at the school office if you would like to see any of the minutes of our meetings.</p>
<p>Future plans for the governors</p>	<p>The Governing Body is looking forward to reporting to parents on the findings from the parent survey and publishing the new school 3-5 year vision and strategic aims.</p> <p>The policy matrix is being reviewed by our new parent governor, Helen Kaufmann. Helen and the Chair of Governors, Joey will update policies over the summer to ensure they are ready for approval at FBG1 in early October 2016.</p>
<p>How you can contact the governing body</p>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Joey Potgieter, via the school office. You can see the full list of governors; minutes of governing body meetings and more information about what we do, on the Governors’ page of the school website.</p>

West Oxford Community Primary School Governing Body

Governor	Category	Term of office expiry date
Joey Potgieter (Chair)	Co-Opted Governor	06/09/17
Rebecca Huxley (Vice Chair)	LA Governor	31/12/17
Rachel Goode (Chair of ESW)	Co-Opted Governor	06/09/17
Ben Selby (Chair of HPR)	Parent Governor	10/12/19
Jenny Crewe (Vice Chair of HPR)	Co-Opted Governor	06/09/17
Clare Bladen (Head Teacher)	Headteacher	Ex officio
Kelly Faye	Parent Governor	01/03/19
Claudi Thomas (Vice Chair of ESW)	Associate Member	23/09/17
Andrew Roland	Parent Governor	09/10/17
Peter Smith (Deputy Head Teacher)	Staff Governor	23/09/19
Colin Cook	Co-Opted Governor	01/03/17
Susanna Pressel	Co-Opted Governor	01/03/17
Clare Sykes	Associate Member	01/03/17

West Oxford Community Primary School Governors' Attendance Record for 2015/16

Governor	Full Governing Body	Human & Physical Resources	Effectiveness, Standards and Welfare	Pay & Performance
Joey Potgieter	100%	100% (Member)	2/3	100%
Rebecca Huxley	100%	n/a	2/3 (Member)	n/a
Rachel Goode	75%	100% (Member)	n/a	100%
Ben Selby	100%	100% (Member)	1/3	n/a
Jenny Crewe	100%	n/a	100% (Member)	n/a
Clare Bladen	100%	100% (Member)	100% (Member)	100%
Kelly Faye	50%	1/3	100% (Member)	n/a
Claudi Thomas	100%	n/a	100%	n/a
Andrew Roland	100%	100% (Member)	2/3	100%
Peter Smith	75%	n/a	2/3 (Member)	n/a
Colin Cook	75%	100% (Member)	n/a	n/a
Susanna Pressel	75%	n/a	100% (Member)	n/a
Clare Sykes	n/a	n/a	n/a	n/a