

**Annual Governance Statement for the Governing Body of West Oxford Community  
Primary School  
July 2017**

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.**

**Governance arrangements**

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 two of the Co-opted governors are parents and the remaining three are members of the local community.

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 a Data Working Group.

See p3 for a list of Governors.

**Attendance record of governors**

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.

**The work that we have done on our committees and in the governing body**

The Governing Body had a busy year focusing on a new 3-5 year school vision, the school's budget, updating the statutory policies, recruiting a new co-opted governor and a new associate governor and a new parent governor.

The Effectiveness, Standards & Welfare Committee has spent time considering the key Data giving the results of pupil achievement and progress, so that we can be sure that the school is on track to fulfil its ambitious targets for all pupils, in particular the data in relation to Writing in our school. 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.

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. The Governors are involved in discussions with Friends and Parent Forum in relation to future capital projects and how these will be funded.

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 (Helen Kaufmann) who has undertaken numerous school visits focussing on safeguarding issues as safeguarding standards are higher than they used to be.

Early in the summer term, the Human & Physical Resources Committee approved the 2016/2017 budget plan for the school.

One of the roles for the governors is reviewing and agreeing school policies, and this year the Governing Body is up to date on all statutory policies. This has been made possible by the hard work from Helen Kaufmann.

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>Governors undertook Governor Learning Walks which are linked to the School Development and Improvement Plan. All these walks are up to date and formed part of the discussions in relation to the new School Development and Improvement Plan.</p>
<p><b>Future plans for the governors</b></p>	<p>The Governing Body is looking forward to:</p> <ul style="list-style-type: none"> <li>• reporting to parents on the findings from the parent survey,</li> <li>• continuing to work hard in relation to the school budget and the future capital projects,</li> <li>• finding a suitable format for Data that everyone in the school can use,</li> <li>• publishing the new school 3-5 year vision and strategic aims and</li> <li>• continuing to consider the various academy trusts.</li> </ul>
<p><b>How you can contact the governing body</b></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

<b>Governor</b>	<b>Category</b>	<b>Term of office expiry date</b>
Joey Potgieter (Chair)	Co-Opted Governor	31/08/19
Rebecca Huxley (Vice Chair)	LA Governor	31/12/18
Rachel Goode (Chair of ESW)	Co-Opted Governor	31/08/19
Ben Selby (Chair of HPR)	Parent Governor	10/12/19
Jenny Crewe (Vice Chair of HPR) (resigned on 16 October 2016)	Co-Opted Governor	06/09/17
Clare Bladen (Head Teacher)	Headteacher	Ex officio
Kelly Faye (resigned on 14 March 2017)	Parent Governor	01/03/19
Claudi Thomas (Vice Chair of ESW)	Associate Member	31/08/19
Helen Kaufmann	Parent Governor	31/09/20
Johnny James (Year 5 Class Teacher)	Staff Governor	25/09/20
Colin Cook	Co-Opted Governor	28/02/19
Susanna Pressel	Co-Opted Governor	28/02/19
Clare Sykes	Associate Member	01/03/17

## West Oxford Community Primary School Governors' Attendance Record for 2016/17

<b>Governor</b>	<b>Full Governing Body</b>	<b>Human &amp; Physical Resources</b>	<b>Effectiveness, Standards and Welfare</b>	<b>Pay &amp; Performance</b>
Joey Potgieter	4/4	2/3 (Member)	3/3	1/1
Rebecca Huxley	4/4	n/a	2/3 (Member)	n/a
Rachel Goode	3/4	n/a	3/3 (Member)	n/a
Ben Selby	3/4	3/3 (Member)	n/a	1/1
Jenny Crewe (resigned on 16 October 2016)	1/4	0/4 (Member)	0/4	n/a
Clare Bladen	4/4	3/3 (Member)	3/3 (Member)	1/1
Kelly Faye (resigned on 14 March 2017)	1/4	n/a	1/3 (Member)	n/a
Claudi Thomas	4/4	n/a	3/3	n/a
Helen Kaufmann	4/4	3/3 (Member)	n/a	1/1
Johnny James	3/4	n/a	3/3 (Member)	n/a
Colin Cook	4/4	3/3 (Member)	n/a	n/a
Susanna Pressel	3/4	n/a	3/3 (Member)	n/a
Clare Sykes	n/a	n/a	n/a	n/a