

Annual Governance Statement for the Governing Body of  
Tottenham Infant School & Children's Centre

November 2017



In accordance with the Government's requirements for all governing bodies, the three core strategic functions of Tottenham Infant School & Children's Centre 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 Governing Body of Tottenham was reconstituted in September 2014 and consists of

- Parent Governors (4)
- LA Governor (1)
- Staff Governors(2)
- Co-opted Governors(9)

The governing body has a programme of meetings throughout the school year and the agenda for each meeting focuses on specific areas of governance

**Governing Body / Committee Meetings September 2017 - July 2018**

Autumn Term	Date / Time		Key focus
Resources Committee	10.10.17	6pm	Finance/Premises/Staffing
Standards & Achievement Committee	10.10.17	7.15pm	Standards / Data / Curriculum
Full Governors Meeting	21.11.17	7pm	
Resources Committee	6.2.18	6pm	Finance/Premises/Staffing
Standards & Achievement Committee	6.2.18	7.15pm	Standards / Data / Curriculum
Full Governors Meeting	6.3.18	7pm	
Resources Committee	5.6.18	6pm	Finance/Premises/Staffing
Standards & Achievement Committee	5.6.18	7.15pm	Standards / Data / Curriculum
Full Governors Meeting	19.6.18	7pm	

Agendas will be agreed in partnership with the Headteacher and Chair of Governors/Finance Chair and Chair of Standards and Achievement Committee with the support of the Clerk.

### **Attendance records of governors**

The clerk keeps a record on behalf of the governing body, of governors' attendance at meetings. Meetings need to be "quorate" to ensure decisions can be made.

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

#### **Governor visits**

The governors visit the school as part of their monitoring of the School Development Plan and to oversee the current actions linked to the school's work. These visits are considered a valuable opportunity for governors to work closely with staff members seeing strategies from meetings put into action. These visits ensure governors have an accurate picture about the performance of the school and can support and drive forward school improvement as well as evaluating current school policies and practice.

#### **Data analysis**

Data is made available to governors through regular meetings with verbal and written presentations followed by question and answer sessions to examine results and trends. The standards committee scrutinise data form all year groups to heighten their awareness of focus and vulnerable groups paying particular attention to Pupil Premium pupils.

#### **Policies**

Governors review all relevant policies on a scheduled basis to ensure that all guidance is current, relevant and up to date. Specific attention is paid to ensure that all the school complies with the DFE mandatory policy list.

#### **Staff recruitment**

The Headteacher and Deputy Headteacher are trained in "Safer Recruitment." Governors are involved in the recruitment and selection of key posts and use the appointment process to ensure that high quality staff are appointed. They have considered a wide range of strategies to ensure the right staff are appointed to drive forward the actions necessary to deliver high quality learning for our pupils.

#### **Financial management**

The governors work with the School to achieve "The Schools Financial Value Standard and Assurance (SFVS) on an annual basis. The impact of the Governor's role in the school ensures that the budget is well managed and improvements are effective and continuous. External audits confirm that finances are well managed.

#### **Safeguarding**

Governors take responsibility for ensuring the safeguarding arrangements meet current statutory requirements including the Single Central Register. They evaluate and review the annual safeguarding audit.

## **Strategic Planning for the future**

Governors work with the Senior Leaders to monitor the School Development Plan. This Plan details aims for the forthcoming year and is based on priorities identified from data, school self-evaluation and Ofsted priorities.

The main priorities from Ofsted 2013 were:

- More-able pupils are not always given demanding enough work to make sure they reach the higher levels of attainment.
- The quality of feedback to pupils through marking varies. Sometimes it is not detailed enough to help them to improve their work.
- Pupils do not always have the confidence to apply their knowledge of phonics (the sounds that letters make) to read unfamiliar words.
- The quality of pupils' handwriting varies. Letters are sometimes not correctly formed and the writing is not always joined up.

The main priorities for 2017- 18 are:

- To continue to develop challenge for all pupils, particularly the most able pupils to enable them to improve their thinking skills in all curriculum areas e.g. problem solving, Let's think Maths.
- To focus on Speaking & Listening skills across the school ensuring that there are opportunities for pupils to talk, discuss, question and reflect on their learning
- To organise interventions that support learners and enables them to make sustained progress and to continue to review and evaluate their impact.
- To embed systems for tracking pupils' achievements and progress in relation to Age Related Expectations across the school and use these effectively to promote high quality teaching and learning and ensure consistence
- To ensure effective strategies are used to engage boys in their reading and writing to improve outcomes for all learners.

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

Information about the school's governing body is available on the school website. The Chair of Governors can be contacted via the school admin team as follows:

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