

Annual Governance Statement for 2018 – 2019 for

Melsonby Methodist Primary School

In accordance with the Government requirement for all governing bodies, the three core strategic functions of the Governing Body at Melsonby Methodist Primary School 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 Structure

The Governing Body was made up of the governor roles as follows:

2 Parent Governors appointed by ballot of the parents at the school (Philip Martin and Katharine Millar)

2 Foundation Governors appointed by the Methodist Church (Malcolm Cundick and Sue Sleightholme)

1 Local Authority Governor appointed by the Local Authority (Stuart Priestley)

1 Staff Governor appointed by ballot of school staff (Katie Smith-Burrows)

2 Co-opted Governors appointed by the Governing Body (Heather Harland and one vacancy)

1 Headteacher (Trevor Watson)

To see who your current school governors are please look at the school website www.melsonby.n.yorks.sch.uk. If you wish to contact any of them please ask for details at the school office.

The Governing Body employed the services of a NYCC Clerk who is responsible for arranging meetings, taking minutes and following up on all actions. The Clerk also advised on procedural matters and played a key role in the work of the Governing Body.

A Chair and Vice Chair were elected by the Governing Body. The Chair was Parent Governor, Katharine Millar. The Chair worked closely with the Headteacher and the Clerk.

The Governing Body worked without Finance or School Improvement Committees – following an initial Business meeting in September, Full GB meetings had either a Resources

or a School Improvement focus. This enabled the whole Governing Body to take a broad and fully informed holistic view of the school. A Headteacher's Appraisal and Pay Committee was formed and a joint Committee comprising members of Melsonby's GB and North and South Cowton's GB was convened to monitor collaboration between the schools and take forward federation. Following public consultation federation was agreed and on 20th May the Melsonby Governing Body dissolved and governance of the two schools became the responsibility of the newly formed Federation Governing Body.

Governing Body Meetings 2018 -2019

From September 2018 to May 2019 Melsonby governors met five times as a full body. Meetings need to be quorate for decisions to be made. The Governing body was quorate on all occasions and governor attendance was 80% over this period, with all absences being approved.

Minutes of Full Governing Body Meetings may be requested from the school office.

Governor Skills, Training and Knowledge Development

Governor skills were reviewed regularly to ensure the Governing Body remains up to date on relevant developments in the education sector and changing needs within the school. In addition to attendance at Local Authority School Improvement Network meetings and Swaledale Alliance Chair of Governor Network meetings selected governors received training relevant to federation and leadership of more than one school. Training was also undertaken in data analysis and school monitoring.

New governors attended appropriate training and were offered mentorship by an existing governor.

Governor Focus in Academic Year 2018 -2019

Each governor was linked to one or more specific subjects and aspect of school management and also had responsibility relating to specific areas of The School Development Plan (SDP). This annual planning document is used to identify the key areas on which the school and the Governing Body wish to focus during the academic year and includes scheduled milestones and measures to assist with ongoing monitoring as well as impact indicators so that the Governing Body could assure itself that the actions taken within the plan will improve teaching and learning outcomes for all children. At the

beginning of the academic year the Governing Body agreed a School Development Plan with the Headteacher.

In relation to their specific links and the SDP governors undertook, having agreed a focus with the Headteacher and staff, Learning Walks, individually or in pairs, during which they observed and talked to the children and teachers. Learning Walks were conducted in Writing, Maths, Spiritual Moral Social and Cultural Development, Science and the reward system used in school. Reports were presented to the governing body, teachers, subject leaders and the Headteacher and their feedback noted. In addition to these school monitoring visits, the Governing Body used external data including government and local authority data and regular internal school assessment data in order to carry out their monitoring of the school.

Governors conducted their Annual Financial Control Audit and, working with the bursar, completed the Schools' Financial Value Standard.

Governors were regular visitors to school including attending assemblies and school productions as well as helping in school and at fundraising and social events. This means that governors know the school well.

Strategic Planning

We collaborated with local schools and our close relationship with North and South Cowton Primary was sealed with federation in May. We will continue to look for opportunities to collaborate with schools with similar values and ethos.

Promotion of our school remains a high priority and we will continue to use social media and local and educational publications to market the school and to keep the community informed with regard to school activities and events. We will also maintain links to local nurseries and other educational establishments, including secondary schools.

A detailed strategic plan for Melsonby Methodist Primary School can be found in the Governance section of the school website at www.melsonby.n-yorks.sch.uk