

Annual Governance Statement

Annual Governance Statement for the Local Governing Body of
Fakenham Primary Federation
October 2023

School Vision/Mission Statement/Aims

Our Vision

Together we can... Be the best we can be.

Our Aims and Ethos

Fakenham Infant and Nursery School and Fakenham Junior School will have an ethos and culture where children feel included, respected, safe and secure. Our staff will work within all Safeguarding expectations.

Achievements and contributions of pupils and staff will be valued and celebrated and we will support, challenge, encourage and inspire each other to improved. Everyone will be valued.

Good relationships within, between and outside of the schools are essential to this ethos. This includes all stakeholders; pupil, parents, staff, the Local Governing Body, the Trust and the wider community, to ensure the development of the Federation and the Schools.

Aims

For pupils:

- To ensure each child's learning journey is rich and fulfilling enabling them to achieve as highly as possible.
- To enable active learners who have high self-esteem, are not afraid to take risks and can learn from their mistakes.
- To develop confident, secure, independent and reflective learners.
- To be cooperative learners who communicate well with adults and children.
- That they are happy and excited to learn with positive attitudes towards all learning opportunities.
- To be kind, honest and considerate members of our communities.

For the Schools and Federation:

- Fakenham Primary Federation will be a vital part of the Fakenham community; working with parents/carers, governors, organisations and businesses.
- To ensure a good curriculum is delivered ensuring the highest possible standards.
- To recognise and develop the individual talents of our pupils; social, academic, artistic, creative and physical.
- To endeavour to maximise equity and equality for every child and adult irrespective of any differences; such as disability, race, culture, gender, sexuality or ability.
- To 'close the gaps' for those deemed disadvantaged to allow all future opportunities to remain attainable.
- To give our children the tools to forge ahead in the wider community; the desire to learn, the ability to question and the capacity to solve problems and make a difference.

The Joint Local Governing Body of Fakenham Infant and Fakenham Junior School has a strong focus on its three core strategic functions:

1. Support the delivery of the vision and strategic direction of the Trust at a school level.
2. Ensure that the quality of education at a school level is of the highest quality, so that pupils achieve well.
3. To work with the Trust to hold the local Headteacher and Senior Leadership Team to account.

**Governance
arrangements**

MEMBERSHIP AND LINK GOVERNOR ROLES 2022-2023

- Adam Mason – Executive Head Fakenham Primary Federation
- Claire Howard (Chair) – Parent governor (Safeguarding, LAC, Attendance)
- Yvonne Langley Co-opted governor (Governor Induction and Monitoring)
- Sophie Birkenhead – Staff governor (Stakeholder)
- Emma Cobb – Staff governor (Curriculum and SEND)
- Katy Osborn – Parent governor (Pupil Premium)
- Emma Mace – Co-opted governor (Wellbeing)
- Ed Brooks – Co-opted governor
- Trudie Martin – Parent Governor
- Martin Gooderson – Co-opted governor (Health and Safety)
- Martin Taylor – Co-opted governor (Maths) (Resigned)
- Ian Randall – Co-opted governor (Reading) (Resigned)
- Peter Howard – Co-opted (Writing) (Resigned)
- Laura Marshall-Smith – Parent governor (SEND) (Resigned)
- Nina Shirinian – Co-opted governor
- Debbie Watts – Governance Professional

MEETING STRUCTURE

Each Joint LGB meeting has a set agenda covering the following areas:
 Headteachers' Reports covering attendance, school performance data, pupil behaviour and welfare, staffing, leadership and professional development,
 Health and safety,
 SEF and FIDP,
 Safeguarding,
 SEND
 Finance
 Governor Monitoring and development
 Wellbeing
 Policy ratification
 Trust input and feedback
 GDPR and SARs

We hold 2 Full Governor meetings every term. We also visit the school on a regular basis so that we know and understand what is happening within the school. We report back to the Local Governing body via Governor Hub. Our chair meets with the Executive Head fortnightly.

Attendance record of governors	Individual governor attendance	
	Governor	Percentage of meetings attended
	Claire Howard	100%
	Katy Osborn	100%
	Yvonne Langley	50%
	Martin Gooderson	83%
	Emma Cobb	100%
	Emma Mace	83%
	Sophie Birkenhead	50%
	Nina Shirinian	100%
	Trudie Martin	100%
	Ed Brooks	100%
	Percentage of governors attending LGBs	
	Date	Attendance
	13/09/2023	100%
	24/11/2023	80%
	24/01/2023	90%
	21/03/2023	62.5%
	23/05/2023	70%
	11/07/2023	100%
	Attendance at meetings has been good throughout the year. The option for governors to attend meetings via Teams has remained in place throughout the year. We alternate our meetings between Fakenham infant and Nursery School and Fakenham Junior School so that all governors can see both schools and a variety of locations within each school.	
The work that we have done	<u>Strategic development</u>	
	One of the key pieces of strategic development that has taken place this year is in relation to the establishment of the Fakenham Primary Federation. The LGB has been a source of support for the SLT during this time of change and a critical friend in having an overview of the transition.	
	<u>School performance, quality of education and curriculum</u>	
	The Quality of Education has been discussed and challenged during each Governors' meeting throughout the year. Governors have seen examples of the children's work and have also visited lessons where children have been keen to share their experience of learning. Governors have also seen the floor books that the FINS teachers and children have worked on. The Maths and Reading leads from both schools have come to governors' meetings to present the strengths and challenges of their subject area and how they are moving those areas forwards, this has been appreciated by the LGB as it has given us opportunity to ask some pertinent questions and ensure that the information presented in the Exec Head's governor reports is accurate. Governors believed that some excellent work has been put into place and the children have benefited from this.	

The LGB has also had access to the reports from the visits from the English Hub and VNET. They have also seen how the recommendations from those reports have been implemented.

Throughout the year, Governors have also developed their understanding of the school's approach to the curriculum and how this has developed throughout the year to reflect expectations linked to the Education Inspection framework. The LGB have also monitored how the Cornerstones curriculum has been introduced sympathetically and how previous knowledge has been embedded in to that adaptation.

Safeguarding

A safeguarding audit took place with the named safeguarding governor and it was felt that the school were compliant in all areas. Safeguarding remained on the agenda and continued to feature in the Executive Head Teacher's report and safeguarding was monitored once a term. The SCR was looked at as well as the attendance of pupils and the arrangements that were in place when children did not attend. Governors also attended School Council meetings to hear the Pupils' voice and also met with groups of children from a range of classes to ensure that safeguarding measures were being carried out across the schools.

Wellbeing

One of the actions that the Governors have taken over the last year has been to support the Head Teacher and staff in a wellbeing role. The school's well established pastoral work has continued and governor monitoring of the pupil's voice has led to an additional attendance officer thereby ensuring more time for the pastoral leads to devote to the children. The LGB has also supported the Trust wellbeing policy and adopted their approach to communication with staff. Our wellbeing governor has been in contact with the Wellbeing leads and every contact with school staff has had their best interests at the core.

Monitoring

Monitoring has been undertaken by all governors this year, including Wellbeing, Health and Safety, Safeguarding, LAC and Attendance. Governors have also spoken with staff about the PSHRE curriculum, met with the subject leads for Maths and monitored Pupil Premium, Pupil Voice and SEND. We have also taken part in a variety of school events including Sports Day, school trips, Parents' Evenings, new parent meetings, and the Nativity performances. Regular contact was maintained between the Chair and the Executive Head Teacher as well as the Head of Infant Phase and Junior Phase. A number of monitoring activities were carried out and the progress of these was fed back during meetings.

Training

As an LGB we have taken part in a variety of training opportunities including those provided by the Trust. We have all completed our safeguarding training, attended training on Ofsted preparation and the

	<p>effectiveness of a governing board. Our Chair has attended Chairs meetings at the Trust to ensure a harmonious relationship and effectiveness on supporting the vision and strategic direction of the Trust. The Chair also attends regular Strategic Information briefings as part of the Herts for Learning offering.</p>
<p>Future plans for the Local Governing Body</p>	<ul style="list-style-type: none"> • Monitor changes in Subject Leadership and how staff are identifying key information being taught and learned in their subject. • Monitor the adaptations made by staff for their SEND pupils • Review the governors' skills matrix to highlight any areas of development for the Local Governing Body • Governors ensure pupil premium and sport premium funding is used effectively to support children in making rapid progress • To ensure that the schools offer a progressive, broad and balanced curriculum adapted to all pupils • Governors check that the school's priorities and the Federation Improvement and Development Plan are being focused on and the development and monitoring of the school SEFs
<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 via the school office. You can see the full list of governors; their attendance at meetings; minutes of Local Governing Body meetings and more information about what we do, on the Governors' page of the school website.</p>