



18th July, 2016

**Dear Parents & Carers,**

Please find attached our Annual Governors Report for 2016. The year has been a very successful school year; with the appointment of 4 new teachers, a new Chair of Governors, two new governors joining the governing body and the commencement of the new school building.

The Report below provides a brief snapshot of all the work that the Governing Body has carried out over the year. It does not however detail the level of commitment that individuals have given to the school. We would like to extend our gratitude to all the members of staff, parents and volunteers who have given their time so generously to the school. Also, we would like to thank the PFA for their wonderful efforts over the year, culminating with the Summer Garden Party, which was a resounding success, bringing together children, families, staff and the wider community. It is a period of change for the PFA with a new chair and new treasurer. The Governors would like to thank Jess Bonney and Sarah Meredith for their commitment to this association which provides vital funds for our school, particularly supporting the costs of the ever increasing transport for school enrichment activities.

This year the Governing Body and school have worked closely with the Kings Cliffe Endowed Trust. We are enormously grateful for their assistance and support they have given with ensuring our new school is exactly as planned. David Hellard, the Chair of the Trust, has joined us for every meeting with the builders to ensure that everything is exactly as agreed.

This year the Governing Body have had a strong emphasis on communication – improving and developing the means by which children, parents, staff and the wider community can contribute their views and learn about the activities carried out by the Governing Body and School. We know as governors that we have some way to go in ensuring that you are clear about our roles but for the school with the newsletter, TASC afternoons, the launch of our facebook page and our open door policy we are extremely pleased that from our parents' survey we can see that this has improved from last year.

We would like to wish all our children, their families and all members of staff a fantastic summer break and we look forward to working with you in the very exciting academic year, where fingers crossed, we will have moved into our new school.

Suzie Julien  
Chair of Governors

The report is written on behalf of the Governing Body of Kings Cliffe Endowed Primary School

**Annual Governance Statement for the Governing Body of  
Kings Cliffe Endowed Primary School  
July 2016**

In accordance with the Government’s requirement for all governing bodies, the 3 core strategic functions of Kings Cliffe Endowed School Governing Body are:

- 1. Ensuring clarity of vision, ethos, values 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.**

<b>Governance arrangements</b>	The Governing Body of Kings Cliffe Endowed School is made up of 12 members: the Head Teacher, 1 Staff Governor, 2 elected Parent Governors, 1 Local Authority Governor, 2 Foundation Governors and 5 Co-opted Members. Our co-opted Members 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. The Full Governing Body meets at least once each term; we also have 3 committees to consider different aspects of the school in detail. The School has a Resources & Personnel Committee, which focuses on finance, premises and personnel matters, a Standards & Curriculum Committee, and a Performance Management sub-Committee. A list of Governors and their roles can be found on the school website.
<b>Attendance record of governors</b>	Governors have excellent attendance at all meetings. We have never cancelled a meeting because it was not “quorate” (the number of governors needed to ensure that legal decisions can be made).
<b>The work that we have done on our committees and in the governing body</b>	<p>This year the Governing Body:</p> <ol style="list-style-type: none"> <li>1) On the Standards &amp; Curriculum Committee they have spent time getting to grips with the new assessment procedures so that we can be sure that the school is on track to fulfil its targets for all pupils. Mrs Bowyer presents us with an overview of data at the end of every term and Governors ask questions to ensure all pupils are making progress. We are very pleased with the achievements of all our pupils this year. We also focus on how the Pupil Premium Grant &amp; Sports Funding is being spent by the school and what impact this has on the pupil outcomes. The results of which are published on the school website.</li> <li>2) On the Resources &amp; Personnel Committee, they have looked at the maintenance and development of the school premises, and regularly review the school budget, taking recommendations from Mrs Bowyer and Mrs Cunningham to Full Governors about how the school budget should be set. Brenda Wright, our foundation governor, is responsible for Health and Safety, and carries out checks of the premises with Mrs Cunningham, the school Bursar.</li> <li>3) A new Appraisal Committee started in September and we work with an external adviser to carry out the Head teacher’s performance management and also to conduct an anonymised moderation of teachers and support staffs’ targets.</li> <li>4) We continue to work specifically on Safeguarding. Our “Nominated Governor” for Safeguarding, Mrs Katy Evans the Headteacher,</li> </ol>

	<p>Mrs Bowyer and the school Bursar, Mrs Cunningham ensure regular safeguarding reports are made to the governing body, produces an annual report to the governors about any safeguarding matters and what action has been taken, and complete the Local Authority Section 11 Audit.</p> <p>5) In the spring term, the Governors approved the 2015/16 budget plan for the school: we are pleased to confirm that the school has a contingency fund that is managed &amp; reviewed by each committee at every meeting. The priority of our budget is focused on the standards &amp; excellence of teaching.</p> <p>6) The School website continues to be updated regularly along with our Facebook page. I am extremely grateful to our Governor Pierre Tanner who spends a great deal of time keeping it up to date. We recommend you visit the site regularly for updates, or like our Facebook page to keep up to date with when things are put onto the website– <a href="http://www.kingscliffeschool.co.uk">www.kingscliffeschool.co.uk</a></p> <p>7) The Governing Body are responsible for the renewal of our policies &amp; procedures. We have updated in accordance with new legislation various polices and carried out a full audit of all school policies. A number of these can be seen on the school website, along with a number of other key documents.</p> <p>8) The Governing Body continues to work with the trust and in particular David Hellard who has supported us with the exciting new build. David, the Chair of Governors, and Mrs Bowyer, Headteacher, meet regularly with the builders and we are pleased to say that the building is still on track to be completed for the Spring term. We hope to have more definite information about timings as soon as we come back in September and as always we will keep you updated with any new information.</p>
<p><b>Future plans for the governors</b></p>	<p>The Governing Body is looking forward to some training on Target Tracker (the data collection system that the school uses). We are also looking forward to having a Year 6 Class and the implementation of SATs. Our School Development Plan will reflect these. We look forward to ‘Love Food’, the new provider of school meals starting in September and hope that this is reflected positively in our parent surveys when we send them out next. This was definitely an area that needed to be improved, so with the introduction of ‘Love Food’ we are confident that children will enjoy their home cooked hot meals. We plan to continue to work with the community and with our wider cluster of schools. We are looking at a range of ways of working with other schools and we will keep you updated with any decisions that are made. At the moment our focus is to move into our new school and then think about which schools we would like to work more closely with. We have joined the Inspire Teaching School Alliance which will give the school and Governors opportunities to widen our working partnerships on continuous professional development</p>
<p><b>2016/17 Governor Focus</b></p>	<p>Clearly defined governor roles so that parents and the wider community are clear about the work we do in our school.</p>
<p><b>How you can contact the governing body</b></p>	<p>We always welcome suggestions, feedback and ideas from parents – please contact our Chair of Governors, Mrs Suzie Julien, via the school office. A full list of governors and more information about the school can be found at <a href="http://www.kingscliffeschool.co.uk">www.kingscliffeschool.co.uk</a></p>