



## **Annual governance statement including a register of interests**

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### **Background**

From September 2015, all maintained school governing bodies must publish certain details online. This statutory requirement is set out in the 'Constitution of governing bodies of maintained schools', DfE Statutory Guidance March 2015.

### **Publication of governors' and associate members' details**

As holders of public office, governing bodies are required to publish online the identity of all their members. This information should include:

- full name and title
- which category of governor
- which body appoints/elect them to office
- term of office
- which committees governors serve on
- which committees associate members serve on (inc any voting rights afforded to them)
- details of any positions of responsibility held, such as chair, vice chair and chair of any committee or panel

### **Register of business interests**

From September 2015 all maintained schools are under a duty to publish online their register of interests. The register should:

- state the name and category of each governor
- set out any relevant business interests
- set out details of any other educational establishments that they govern
- set out any relationship details between governors and members of staff, including spouses, partners and relatives

### **Other information**

The DfE Governors' Handbook 2015 highlights that governing bodies should also publish other key information online. Please see extract below.

*In the interests of transparency, all schools and academies should publish, including on their website, up to date details of the structure of the governing body and any committees, together with the names of their governors and their particular roles and responsibilities within that structure. They should also publish an annual statement setting out the key issues that have been faced and addressed by the governing body over the last year, including an assessment of the impact of the governing body on the school. For academies, these details of their governance arrangements must also be provided within the governance statement of their published annual accounts.*

The use of the word 'should' in the above text strongly implies that it is good practice for governing bodies to publish an **annual governance statement** (as academy trusts are required to do through the Accounts Direction) to explain how it has fulfilled its responsibilities, particularly in relation to its core functions.



## **Governor Support Service Advice and Guidance Document**

The statement should include

- the governance arrangements that are in place, including the remit of any committees;
- the attendance record of individual governors at governing body and committee meetings;
- an assessment of the effectiveness and impact of the governing body and any committees with details of any particular challenges that have arisen.

This is also reflected in the Ofsted Inspection Handbook, January 2015, section 165, where it says 'Inspectors should consider whether governors are transparent and accountable, including in terms of governance structures, attendance at meetings, and contact with parents and carers'.

### **Template**

A model is given overleaf which schools should adapt to their own needs.

This model draws together the governing body's duties to publish all their statutory information together in one statement online. It can also be easily printed out for those who request a hard copy from the school.

# Annual Governance Statement

<b>School Name</b>	Springwater
<b>School Address</b>	High Street, Starbeck, Harrogate, HG2 7LW
<b>Telephone number</b>	01423 883214
<b>Contact email address</b>	<a href="mailto:admin@springwater.n-yorks.sch.uk">admin@springwater.n-yorks.sch.uk</a>
<b>Website</b>	<a href="http://www.springwater.n-yorks.sch.uk">www.springwater.n-yorks.sch.uk</a>

*The governing body must be only contacted via the school details given above, which is the legal business address for the whole governing body.*

<b>Category of school</b>	Special needs
<b>DfE number</b>	URN: 121776
<b>Ofsted grading and date of last inspection</b>	Outstanding 2015

<b>Name of Headteacher</b>	Sarah Edwards
<b>Name of Deputy Headteacher</b>	Andrew Sudron

<b>Date of Annual Governance Statement</b>	10/09/2019
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## **The core functions of the governing body**

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As defined by the Department for Education (DfE) in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the core functions of the governing body include:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Ensuring the sound, proper and effective use of the school's financial resources.

In exercising their functions the governing body shall

- Act with integrity, objectivity and honesty and in the best interests of the school; and
- Be open about the decisions they make and the actions they take and in particular shall be prepared to explain their decisions and actions to interested parties.

***Our governing body has a code of conduct which is reviewed and agreed annually. All governors and associate members are obliged to abide by this code.***

## Legal constitution of the governing body

The governing body was formally constituted on

5<sup>th</sup> November 2018

Category of Governor	Appointed or elected onto the governing body?
5 x Co-opted Governors	Appointed by the Governing Board
2 x Parent Governors	Elected on to the governing body by parents of pupils at the school
1 x Headteacher	Governor by virtue of employment by the school
1 x Staff Governor	Elected on to the governing body by all staff employed by the school
1 x Local Authority Governor	Nominated by the Local Authority (North Yorkshire County Council), and appointed by the governing body
<b>Total number of governors = 10</b>	

## Who volunteers on the school's governing body?

Governors are appointed for 4 years the offices of Chair and Vice Chair for 2 years

Category of Governor	Full Name	Date of appointment
Parent	Sarah Daggett	March 2019
Parent	Paul Lewendon	November 2016
Headteacher	Sarah Edwards	Ex officio
Staff	tbc	
Local Authority	Glenis Redhead	September 2017
Co-opted Governor	Paul Addison	June 2019
Co-opted Governor	Sophie Hartley	October 2017
Co-opted Governor	Sean Pond	March 2018

<b>The Clerk to Governors is</b>	Sandra Searle
<b>The Chair of Governors is</b>	Sean Pond
<b>The Vice Chair of Governors is</b>	Sophie Hartley

Associate Members	Term of office	Voting rights at committee level?
Andrew Sudron	Ex officio	Yes

## How the governing body delegates and distributes its duties

The Governing Board meets monthly in term time, there are no sub committees. Terms of Reference for sub committees are adopted by the Board. These arrangements are reviewed annually.

Specific panels of the governing body are convened as required for

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline

The governing body delegates some specific functions to some governors covering specific areas of school life. These governors are known as Link Governors. Our school has the following link governors.

Named Governor	Area of responsibility	Area visits 2018/19
Glenis Redhead	Leadership & Management, Governor training	6
Sophie Hartley	Website, 16 – 19 Provision, Pupil & Parent view	3
Sean Pond	Quality of Teaching, Learning & assessment, Pupil Premium, Pupil Outcomes, Finance	10
Paul Lewendon	Safeguarding, Personal development Behaviour and welfare	4
Sarah Daggett	EYFS & Data Link Governor	New

## Governing body and committee meeting attendance 2018-19

Governor name	24/09/18	01/10/18	22/10/18	12/11/18	10/12/18	25/01/19	11/02/19	11/03/19	09/04/19	23/05/19	18/06/19	09/07/19
Glenis Redhead	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	N	Y
Sophie Hartley	Y	Y	N	Y	N	Y	N	Y	*	*	*	*
Sean Pond	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Sally Midgley	-	-	-	-	Y	N	Y	Y	-	-	-	-
Paul Addison	-	-	-	-	-	-	-	-	-	-	Y	Y
Paul Lewendon	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	N
Sarah Daggett	-	-	-	-	-	-	-	-	Y	N	Y	Y
Jill Shaw	N	Y	N	Y	N	N	-	-	-	-	-	-
Sarah Edwards	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Peter Manning	Y	Y	Y	N	Y	Y	N	N	Y	Y	N	N
Andrew Sudron	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Michelle Farr	-	-	-	-	Y	N	N	N	-	-	-	-

### KEY

- \* denotes on maternity leave
- ■ denotes not a governor at this time

## **Governing body effectiveness and impact**

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### ***What were the significant challenges for the governing body in 2018/19?***

- Changes to the Governing Board
- Finance
- Pupil Premium planning

### ***How were the challenges met?***

- The Board and its operations have been re-structured
- Detailed probing of income and costs
- A comprehensive review of pupil needs and funding

### ***What were the achievements of the governing body for 2018/19?***

- Improved Governance
- Strengthened the Governor Safeguarding role
- Broader Pupil Premium spend solutions to meet pupil needs and income doubled by identifying new claimants

### ***How have these achievements have improved areas of school life (impact)?***

- Improved ability of the Board to monitor and challenge pupil progress and outcomes
- Improved safeguarding reporting to the Board
- Expanded range of Pupil Premium solutions in place for the Autumn Term 2019

## **Find out more about our school**

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- Link to Ofsted report <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>
- Our school's Ofsted data dashboard can be found at <http://dashboard.ofsted.gov.uk/>
- Link to school's website <https://www.springwater.n-yorks.sch.uk>
- Link to Parent View Portal, which seeks parents' opinions on aspects of our school, from the quality of teaching, to dealing with bullying and poor behaviour.  
<https://parentview.ofsted.gov.uk/>

## Governing Body Register of Interests (2019/20)

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### This register must

- state the name and category of each governor
- set out any relevant business interests
- set out details of any other educational establishments that they govern
- set out any relationship details between governors and members of staff, including spouses, partners and relatives.

Full Name	Category of Governor	Declarations of Members' Interests: Business, Educational and Personal
Sarah Daggett	Parent	None
Paul Lewendon	Parent	None
Glenis Redhead	LA Governor	None
Paul Addison	Co-opted Governor	None
Sophie Hartley	Co-opted Governor	None
Sean Pond	Co-opted Governor	None
Sarah Edwards	Headteacher	None

*Each governor has declared their interests as given above in writing to the governing body.*

Chair of Governor's signature \_\_\_\_\_

Date \_\_\_\_\_

Planned review date

September 2020