



Annual governance statement including a register of interests

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.



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 (Template for Maintained Schools)

School Name	Springwater
School Address	High Street, Starbeck, Harrogate, HG2 7LW
Telephone number	01423 883214
Contact email address	admin@springwater.n-yorks.sch.uk
Website	www.springwater.n-yorks.sch.uk

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

Category of school	Special needs
DfE number	URN: 121776
Ofsted grading and date of last inspection	Outstanding 10/12/2019

Name of Headteacher	Sarah Edwards
Name of Deputy Headteacher	Andrew Sudron

Date of Annual Governance Statement	24/09/2020
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The core functions of the governing body

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

5th 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
Total number of governors = 10	

Who volunteers on the school's governing body?

Category of Governor	Full Name	Term of Office
Parent	Sarah Daggett	March 2019
Parent	Gemma Cardwell	February 2020
Headteacher	Sarah Edwards	Ex officio
Staff	Caitlin Hughes	November 2019
Local Authority	TBC	
Co-opted Governor	Paul Addison	June 2019
Co-opted Governor	Shelagh Morris	October 2019
Co-opted Governor	Sean Pond	March 2018

The Clerk to Governors is	Sandra Searle
The Chair of Governors is	Sean Pond
The Vice Chair of Governors is	Paul Addison

This governing body also has Associate Members. Associate Members are not governors but they are public volunteers. They are appointed by the governing body to support the ongoing work and duties of the governing body. The number of Associate Members is determined by the governing body.

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 2019/20
Paul Addison	Finance	3
Gemma Cardwell	tbc	
Sarah Daggett	Safeguarding, Pupil Outcomes, Pupil Premium, EYFS	3
Shelagh Morris	Leadership and management	3
Sean Pond	Finance, Quality of Teaching and Learning	4

Governing body and committee meeting attendance 2019-20

Governor	09/09/19	03/10/19	07/11/19	23/01/20	13/02/20	12/03/20	23/04/20	30/04/20	21/05/20	18/06/20	16/07/20
Paul Addison	Y	Y	Y	N	Y	Y	N	Y	Y	Y	Y
Sarah Daggett	Y	N	N	Y	N	N	N	Y	N	N	Y
Gemma Cardwell	-	-	-	-	-	Y	N	N	N	Y	N
Shelagh Morris	-	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Sean Pond	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Sarah Edwards	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Caitlin Hughes	-	-	-	Y	Y	Y	Y	N/A	Y	Y	Y
Andrew Sudron	Y	Y	N	Y	Y	Y	Y	N/A	Y	Y	Y

- Denotes not a governor at this time.

N/A Denotes not required for this meeting

Governing body effectiveness and impact

What were the significant challenges for the governing body in 2019/20?

- Dealing with an increasing financial deficit
- Responding to the Ofsted review of 2019 and changes to the curriculum

How were the challenges met?

- Governors, the Senior Leadership Team and a Finance officer from North Yorks conducted a detailed review of the classroom structure and the associated staffing. Increased pupil numbers have been accommodated within modified staffing structures
- Continued dialogue with North Yorks has resulted in funding for increased classroom space, allowing pupil numbers for September 2020 to increase from 85 to 97 with a headline capacity of 108 pupils
- A full-scale curriculum review of all subjects commenced in January based on the Ofsted framework of intent, implementation, and impact. Subject leads practiced presentation of their curriculum planning at Governor meetings.

What were the achievements of the governing body for 2019/20?

- Setting a clear Strategic direction for the school in partnership with the senior leadership team
 - Provide an excellent educational experience and outcomes for each pupil
 - Invest in the career development, skills, and wellbeing of our staff
 - Engage closely with the Local Authority
 - Strive to achieve financial sustainability without compromising the quality of education
- Setting financial plans to move the school from a deficit to surplus position by 2021/22

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

- Sixth form are now located in a separate building, and the relocation of Admin will free up more space in school allowing us to meet increased demand for pupil places
- A staff well-being survey has been carried out and results acted on

Find out more about our school ...

- 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 <http://www.springwater.n-yorks.sch.uk/>
- Link to school's pupil premium statement on the school's website <http://www.springwater.n-yorks.sch.uk/about-us/pupil-premium>
- Link to school's PE and sport premium information on the school's website <http://www.springwater.n-yorks.sch.uk/about-us/sports-premium>
- 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 (2019-2020)

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
Philip Sean Pond	Co-opted Governor	• None declared
Paul Addison	Co-opted Governor	• None declared
Shelagh Morris	Co-opted Governor	• None declared
Sarah Daggett	Parent Governor	• None declared
Gemma Cardwell	Parent Governor	• None declared
Caitlin Hughes	Staff Governor	• None declared
Sarah Edwards	Headteacher	• Related to a member of the support staff (daughter)
TBC	LA Governor	•

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

Chair of Governor's signature _____

Date _____

Planned review date _____