

St Herbert's CE Primary and Nursery School



Annual Governance Statement 2023 - 2024

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| School name | St Herbert's CE Primary & Nursery School |
| School address | Trinity Way, Keswick, CA12 4HZ |
| Telephone number | 017687 73017 |
| Contact email address | admin@stherberts.cumbria.sch.uk |
| School website | www.stherberts.cumbria.sch.uk |

The core functions of the Governing Body

The core functions of a Governing Body are defined by the Department for Education (DfE):

- 1. Ensuring clarity of vision, ethos and strategic direction*
- 2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff;*
- 3. Overseeing the financial performance of the organisation and making sure its money is well spent'*

The conduct of the Governing Body

In carrying out these core functions, Governors must be mindful of the need to:

- Act with integrity, objectivity and honesty and in the best interests of the school*
- Be open about the decisions we make and the actions we take, and prepared to explain these decisions and actions to interested parties*
- Accept the 'Seven Principles of Public Life'; selflessness, integrity, objectivity, accountability, openness, honesty and leadership'*

Our Governing Body has a Code of Conduct which is reviewed and agreed annually. All Governors are required to abide by this Code of Conduct. Governors also operate within our clear, Christian vision and values. In all of their work they endeavour to make wise decisions to ensure that everyone in the school community is treated with dignity. Through this, they create a strong, positive team that strives with hope to ensure the best outcomes for all of the pupils, families and staff in the school. By working closely with staff all governors know the school well and are an integral part of its day to day operation.

The legal constitution of the Governing Body

The Governing Body was legally constituted on 28 September, 2015 (*source - Instrument of Government document*).

| Category of Governor | Ex-officio, appointed or elected on to the Governing Body |
|----------------------------------|---|
| Headteacher | x1 ex-officio |
| Staff Governor | x1 elected |
| Parent Governors | x2 elected |
| Local Authority Governor | x1 appointed |
| Foundation Governors | x5 appointed and x2 ex-officio |
| <i>Total number of Governors</i> | <i>12</i> |

Current membership of the Governing Body of St Herbert's CE Primary & Nursery School

| Category of Governor | Full Name | Term of Office ends |
|--------------------------|-----------------|---------------------|
| Headteacher | Michael Craig | Ex-officio |
| Staff Governor | Helen Danby | 31/08/26 |
| Parent Governors | Martin Sluce | 04/07/25 |
| | Vacancy | |
| Local Authority Governor | Karen Harwood | 04/07/26 |
| Foundation Governors | Charles Hope | Ex-officio |
| | Andy Murphie | Ex-officio |
| | Diane Pratt | 10/10/23 |
| | Linda Tee | 07/06/24 |
| | Christine White | 23/05/25 |
| | Angus Wightman | 19/11/25 |
| | Claire Williams | 10/05/26 |
| Co-opted Governor | Richard Procter | 02/07/27 |

How we organise to carry out our duties

The Clerk to our Governing Body is Annabel Scott. The Clerk is responsible for arranging meetings, taking minutes and following up on all actions. The Clerk also advises on procedural matters and plays a key role in the work of the Governing Body. Governors are volunteers who apply for and are appointed to their roles (except for the Headteacher). Governors are independent and have equal status to each other. A Chair and Vice Chair are elected by the Governing Body and they work closely together with the Headteacher and the Clerk. At the start of the academic year 2023/24, the following Chairs and Vice Chairs were elected:

- Chair of the Full Governing Body – Andy Murphie
- Vice Chair of the Full Governing Body – Claire Williams
- Chair of the Curriculum and Standards Committee – Angus Wightman
- Chair of the Resources Committee - Richard Procter

The Full Governing Body meets at least five times across an academic year. Every Governor is also a member of at least one of our two Committees which meet at least termly. These Committees are:

- (i) The **Resources Committee** which has a focus on:
 - Financial policy and planning
 - Financial monitoring
 - Premises
 - Staffing
- (ii) The **Curriculum and Standards Committee** which has a focus on:
 - curriculum planning and delivery
 - standards, assessment and improvement
 - engagement

Specific sub-committees and panels of the Governing Body are convened, as required, as per the school's procedures for addressing:

- Formal Complaints
- Staff Grievance and Discipline issues
- Pupil Discipline (Exclusions) issues
- Appeals
- Headteacher's performance management

Link Governors

The Governing Body appoints individual Governors, known as Link Governors, to monitor key aspects of school life. Our current Link Governors are:

| Name of Governor | Link Governor area of responsibility |
|------------------|---|
| Helen Danby | Creative Arts and Music |
| Karen Harwood | Science |
| Charles Hope | Safeguarding, Pupil Premium, SEND & Early Years |
| Andy Murphie | Literacy & PHSE |
| Diane Pratt | SEND |
| Richard Procter | Humanities |
| Martin Sluce | Health & Safety and Computing |
| Linda Tee | PE & Sports Premium |
| Christine White | RE & Collective Worship |
| Angus Wightman | RE & Collective Worship |
| Claire Williams | Numeracy & MFL |

Governing Body effectiveness and impact in 2022/2023

Governors supported and encourage our new Headteacher, Michael Craig (MC) and his staff, in this first year of new leadership. They continued their work in the three core functions of vision, accountability and financial oversight. Five full meetings took place during the year, along with three meetings each of the Resources Committee and the Curriculum and Standards Committee. Governors undertook a number of recorded monitoring visits in their Link Governor areas, in addition to numerous other visits undertaken in support of the school's ethos and activities. A whole school Governor Day was held and various modules of Governor training were completed throughout the year. Governors actively supported the school's continuing programme of residential visits and trips and the importance of opportunities for all children. Outlined below are some of the main areas of discussion and questioning from the five Full Governing Board (FGB) meetings of 2022-2023.

Each FGB meeting began with a 'Big Picture' question, for open reflection and general strategic discussion. In 2022-23 these questions were:

- Reviewing the effectiveness and impact of the FGB in the previous academic year (1st Meeting)
- How effective is our communication as a FGB with parents and the wider stakeholders? (2nd Meeting)
- A briefing and discussion on a new template and guide for Governor Monitoring Visits (3rd Meeting)

- How can we as Governors support the best working environment? (4th Meeting) [in conjunction with analysis of the completed Staff Wellbeing Survey]
- How strong is the FGB's knowledge of curriculum strengths and weaknesses? (5th Meeting)

First Meeting held on 26th September 2022 (selected notes)

Governors received a curriculum update on the new RE scheme of work and asked questions on the impact of the scheme for staff and pupils, and on multi-faith connections. There were Headteacher handover questions and Governors also asked questions about the KS2 SATs results, the background to results and the next steps to be taken by the school. Michael Craig wished to make attendance an area of improvement and Governors again asked questions. The Child Protection Policy was approved. In response to the annual refresh of Keeping Children Safe in Education (KCSIE) questions were asked about how school maintains its files, about emergency numbers for children and about staff training. The new Head's appraisal and target setting were discussed, and the skills audit was noted for completion.

Second Meeting held on 28th November 2022 (selected notes)

Analysis of the skills audit was presented, indicating a strong mix of experience and skills on the FGB. Questions asked at this meeting included: the possibility of spreading costs for trips where parents have children in different year groups; rising fuel costs and their impact on the school budget; the strength of writing, responses and next steps; Year 3/4 data showing good post-pandemic recovery; provision for SEND children after Year 6; ongoing flooding on the footpath near the school field. The Fire Safety Management Plan was discussed and the FGB confirmed that annual servicing of fire extinguishers and training had been completed. Questions were asked about attendance and admissions. A Governor plan for monitoring visits to be developed. Appreciation was expressed for the work of FOSH (Friends of St. Herbert's).

Third Meeting held on 6th March 2023 (selected notes)

The FGB asked MC about the school's attendance strategy and approach, and for an update on behaviour and safeguarding. They also asked about staff training and the school's approach to challenging teaching situations. The following areas were discussed: Read, Write, Inc; Building Learning Power; Collective Worship; Curriculum Teaching and Learning Review (CTLR); Maths CTLR; children's wellbeing and mental health. A number of questions were asked about target tracking and assessment data and Governors confirmed that they found the data and explanation helpful. Questions were also asked about unitary status and how this affected the school, with St. Herbert's being part of the new Cumberland Council area. Discussion of library provision was accompanied by questions about books reflecting the range of cultures within school.

Fourth Meeting held on 15th May 2023 (selected notes)

Extensive discussion took place as a result of the recently completed staff wellbeing survey, with further steps to be looked at in detail by the Senior Leadership Team. Library provision for each Key Stage was discussed, using space from potentially redundant staff toilet space. The FGB asked questions about the legal ratios for toilet provision, value for money and asbestos checks. The skills audit was reviewed, with good skills seen to be present across the FGB. Governor Diversity Indicators were noted for inclusion in the next declaration of interests at the start of the new academic year. An update was received on the maths curriculum and Governors noted the steps taken following the previous year's SATs. The FGB agreed a financially realistic budget at this meeting, recognising that a reduction in pupil numbers had reduced income and would be a continued issue going forward. A number of policies were reviewed and approved.

Fifth Meeting held on 3rd July 2023 (selected notes)

The FGB discussed how pupil numbers going forward would affect the budget, including class sizes and how staff were supported. Reports were received from the Headteacher on school performance and assessments. The availability of opportunities for all children who wished to be part of residential trips was discussed. Policies were reviewed and Governor visits noted. Following a news article about autoclave concrete, a Governor question was asked about any such areas within the school. The Business Manager was to be asked to investigate. A parent governor raised the question of consolidating information in the ParentMail and Newsletter information streams to ensure the most effective parent/carer engagement with school communications. Thanks were offered by the FGB to MC and his staff for their hard work and efforts on behalf of the school. Thanks were also offered to Governors for their work and support of the school.

Full Governing Body and Committee meeting attendance

Our Governors have excellent attendance at meetings and we have never cancelled a meeting because it was not 'quorate' (the number of Governors needed to be present to ensure that legal decisions can be made). The table below highlights Governor attendance at meetings in the last academic year, 2022/2023:

| Governor | Number of Full Governing Body Meetings attended in 2022 – 2023 | Number of Resources Committee Meetings attended in 2022 - 2023 | Number of Curriculum & Standards Meetings attended in 2023 – 2023 |
|-----------------|---|---|--|
| Michael Craig | 5 out of 5 | 3 out of 3 | 3 out of 3 |
| Helen Danby | 5 out of 5 | N/A | 3 out of 3 |
| Karen Harwood | 5 out of 5 | N/A | 2 out of 3 |
| Charles Hope | 3 out of 5 | 3 out of 3 | N/A |
| Andy Murphie | 5 out of 5 | 3 out of 3 | 3 out of 3 |
| Diane Pratt | 2 out of 5 | N/A | 3 out of 3 |
| Richard Procter | 5 out of 5 | 3 out of 3 | N/A |
| Martin Sluce | 5 out of 5 | 3 out of 3 | N/A |
| Linda Tee | 4 out of 5 | 3 out of 3 | N/A |
| Christine White | 5 out of 5 | N/A | 3 out of 3 |
| Angus Wightman | 4 out of 5 | N/A | 2 out of 3 |
| Claire Williams | 5 out of 5 | 3 out of 3 | N/A |

Governing Body Register of Interests **2023 – 2024** (will be updated in Sept)

| Governor | Declaration of personal or business interest 2023-2024 |
|-----------------|--|
| Michael Craig | Headteacher of St Herbert's VA CE Primary & Nursery School Member of NAHT Co-opted Governor of West Lakes Academy, Flimby Primary School Previous Director of Cumbria Teacher Training |
| Helen Danby | Nil |
| Karen Harwood | Public Health Practitioner in Children and Families Public Health 5-19 service at North Integrated Care, role funded by LA Registered dietitian Member of British Dietetic Association Spouse Councillor of Allerdale Borough Council and Cumberland Unitary Authority Council |
| Charles Hope | Trustee at Battersby Hall Charity; Borrowdale Institute; Abraham Fisher Charitable Trust; Borrowdale Charitable Trust; Friends of Keswick St John's; also Keswick St John PCC; Borrowdale PCC; Threlkeld PCC; St John in the Vale PCC Member of Society for the Study of Theology; Ecclesiastical Law Society; Fellow of Royal Geographical Society Ex-officio Governor at Borrowdale C of E School since 2016 Co-opted Governor and Chair of Keswick School Local Governing Board since 2016 Trustee of Keswick School Charitable Trust |
| Andy Murphie | Wife employed at the school, trustee with Keswick Community Emergency Recovery Partnership (KCERP), Jessie Agnes Pearson Trust (JAP) and Crosthwaite PCC, possible school hire of church premises |
| Diane Pratt | Nil |
| Richard Procter | Nil |
| Martin Sluce | Member of NASUWT union |
| Linda Tee | Trustee of Crosthwaite Church |
| Christine White | St John's PC committee member, Thornthwaite-cum-Braithwaite WI committee member, daughter-in-law's sister works at the school. |
| Angus Wightman | Trustee of King's Church, Keswick |
| Claire Williams | Trustee of Friends of St Herbert's Member of Crosthwaite PCC |

Find out more about our school

- Link to Ofsted report:
<https://reports.ofsted.gov.uk/provider/21/134789>
- Our school's performance data can be found here:
[https://www.compare-school-performance.service.gov.uk/school/134789/st-herbert's-cofe-\(va\)-primary-and-nursery-school/primary](https://www.compare-school-performance.service.gov.uk/school/134789/st-herbert's-cofe-(va)-primary-and-nursery-school/primary)
- Link to the school's website:

<https://www.stherberts.cumbria.sch.uk/>

- Link to the school's pupil premium statement:
<https://www.stherberts.cumbria.sch.uk/information/policies.html>
- Link to the school's PE and sport premium information:
<https://www.stherberts.cumbria.sch.uk/information/policies.html>
- Link to Parent View 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/parent-view-results/survey/result/22424/10>

How to contact the Governing Body

As a Governing Body, we always welcome suggestions, feedback and ideas. You can contact our Chair of Governors, Andy Murphie, via the school office or he can be emailed at admin@stherberts.cumbria.sch.uk

Please ensure you mark your email to the attention of Andy Murphie.

Or via the Clerk Annabel Scott on clerk@stherberts.cumbria.sch.uk.