Annual Governance Statement for the Board of Governors of Tollesbury School

September 2023

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of the Tollesbury School Governing Body are:

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

Governance Arrangements	The Board of Governors of Tollesbury School is made up 2 staff governors (including the Headteacher), 2 elected Parent Governors, 1 Local Authority Governors and 7 Co-Opted governors who 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. To expand our skillset further, the Board of Governors has also appointed an associate member, an associate member may attend and contribute to meetings but has no voting rights. The full Governing Body meets once each month. We also have a Finance, Premises and Personnel Committee which focuses on overseeing the financial performance of the school and ensuring that its money is well spent. It also considers matters relating to the maintenance and development of the school premises, health and safety issues and matters relating to personnel. Committees to consider pupil discipline and salary review meet as required. See page 4 for a list of Governors.

Attendance record of governors	Governors have excellent attendance at meetings, and we have never cancelled a meeting because it was not “quorate” (the number of governors needed to ensure that legal decisions can be made).

The work that we have done on our committees and in the governing body	The Governing Body has had another busy year focusing on school improvement. Regular discussions and challenges ensure that we can be sure the school is on track to fulfil its ambitious targets for all pupils. Termly reports from teaching staff have enabled them to scrutinise different areas of the school, and key priorities outlined in the School Development Plan. This year Governors have drawn up an action plan to enable them to streamline their training to fit the criteria of the schools needs and to help to direct governor monitoring to underpin the schools' priorities. Governors have also undertaken training in Safeguarding and Prevent training. We carefully track the progress of our 'vulnerable groups' of children and focus on how the Pupil Premium grant is being spent by the school and what impact this has on their outcomes. The impact of the Sport premium is monitored through pupil conferencing and staff questionnaires and governor monitoring. Our School Development Plan is reviewed frequently and is a regular agenda item each month so that Governors are able to review a different area of the plan. A member of our Finance, Premises and Personnel committee carries out termly Health and Safety checks of the premises. An action plan is drawn up and progress towards the completion of actions needed is reviewed and monitored during meetings. Safeguarding is also a high priority, and we have a nominated governor for Safeguarding (Mrs Bickell). One of the roles for the governors is reviewing and agreeing school policies. This year we have considered a number of key policies, including Pay, Able, Gifted and Talented pupils, Early Years Foundation Stage, and SEND. The Governors have also undertaken GDPR training to ensure they are up to date with legislation and to enable them to review all relevant GDPR

	policies. All curriculum Policies continue to be a priority for Governors including, The Marking and Effective feedback Policy, Science, literature, and Maths. Governors are looking forward to carrying out a number of book scrutiny's to monitor the implementation of policies and ensure that they are uniformly applied across the school. We will also make 'pupil voice' a focus this year to really involve our children in the decision making process. Minutes of Governing Body and Committee meetings are public documents – you can ask at the school office if you would like to see any of the minutes of our meetings.

Future plans for the governors	This coming year governors will be looking for opportunities to increase parental involvement with the school, especially those parents with a particular gift or skill who would enjoy sharing with the children to create more enrichment activities at school. The impact of the Pupil Premium and Sports Premium funding will continue to be a key focus for Governors as they ensure that the funding is being used effectively to raise standards.
How you can contact the governing body	We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mr Andrew Gilbert, via the Governors' page of the school website.

Tollesbury School Board of Governors

Governor	**Category**	**Term of office expiry date.**
Mrs Susan Wootten	Local Authority	05/11/2027
Dr Alison Morrison	Co-Opted	21/09/2026
Mr Andrew Gilbert (Chair of Governors)	Co-Opted	17/10/2027
Mrs Helen Tovey	Co-Opted	04/10/2027
Mr Stephen Leatherdale	Co-Opted	10/10/2027
Mrs Katrina Bickell (Vice-Chair)	Co-Opted	19/10/2027
Mrs Kate Garnett (Headteacher)	Staff	n/a
Mrs Sally Masters	Staff	26/02/2024
Emma Howland	Parent	25/05/26
Tanya Waterhouse	Parent	25/05/26
Peter Buist	Parent	25/05/26
Miss Jolene Rogers	Clerk to Governors	n/a