

Essex County Council

# Stebbing Primary School

Stebbing Dunmow Essex CM6 3SH

Headteacher Miss Lucy Mawson

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## Annual Governance Statement for the Governing Body of Stebbing Primary School for 2017/18

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of the Stebbing Primary 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 Governing Body of Stebbing Primary School is made up of 2 staff governors (including the Headteacher), 2 elected Parent Governors, 1 Local Authority Governor and 7 Co-opted governors. Co-opted governors 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. We currently have no vacancies and have the advantage of Associate Governors.

The Full Governing Body meets at least 4 times a year (twice in the autumn term and once in spring & summer terms). The governing body hears reports from the Headteacher and committees to assist in making decisions.

There are 3 committees:

- Finance & Premises
- Pupil & Community
- Human Resources

	<p>The committees look in detail at their different areas of responsibility; probing and questioning the school as well as facilitating solutions, drawing on our wide experience outside Stebbing School.</p> <p>We are a member of an affiliation of Primary Schools in the Great Dunmow area known as DEEP. Schools in the DEEP partnership support each other in school improvement through peer review, shared training and co-operation.</p> <p><i>See p7 for a list of Governors</i></p>
<p><b>Attendance record of governors</b></p>	<p>Governors have good 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). Governors with poor attendance are noted and contacted by the chair to encourage improved commitment to the school.</p> <p><i>See p9 for details of individual governors’ attendance at meetings.</i></p>
<p><b>The work we have done in committees and in the governing body</b></p>	<p>At the beginning of the academic year we had a couple of changes to the Governing body. Lucy Mawson transitioned from the head of the school to the school Headteacher and we also welcomed a new Chair of Governors, Nikki Munson. We were lucky to be able to still have Kate Atherton on the governing body as an associate member. This was invaluable as Kate’s experience was well utilised during our Ofsted inspection at the beginning of October.</p> <p>In October we had our long awaited short Ofsted Inspection. The inspector deemed the school to continue to be GOOD with many strengths highlighted, such as the leadership team (including governors), who make sure that Stebbing is an ‘exciting and safe place to learn’ and that safeguarding is effective. In particular, the report noted that Governance was strong at Stebbing Primary, with a great range of expertise which ‘challenges and commends’ the school. It was recognised that governors visit the school regularly to identify strengths of the school and areas for development.</p> <p>In December 2017 we interviewed applicants for the upcoming maternity cover for Miss Langley. The successful applicant was able to work alongside Miss Langley before she left to ensure that there was a smooth transition for the children without major disruptions. Mrs Lonnen-Smith is expected to continue covering maternity leave until Miss Langley’s return.</p> <p>Governors have continued to closely monitor the school through visits and reviewing data. The governing body receives regular updates on usual cohorts (high performing and under) and monitors the impact of strategies to move these children forward. Richard Foot, as SEND Governor, had regular meetings with Miss Mawson and Mrs Chamberlain, our SENCO, and our Special Needs children continue to enjoy education and make progress at Stebbing.</p> <p>Over the year the committees have looked in detail at their areas of responsibility.</p>

The Human Resources committee closely supported the school during the Autumn term to recruit and retain staff to support children in the classroom. In July the governing body reviewed GDPR requirements to ensure all were compliant. The committee continues to review the Single Central Record regularly to ensure compliance on safeguarding.

The Pupil and Community committee monitored the trial of intervention strategies and other areas of school improvement detailed in the School Development Plan including Maths. The governors continue to recognise the impact poor attendance has on children's learning. The committee regularly monitors unauthorised absences and lateness, particularly those below 95%, and notes the steps the Headteacher has taken to encourage punctuality and attendance in those families below the threshold.

The Finance & Premises committee monitors all aspects of the school budget, benchmarking expenditure against costs at similar sized schools. In particular we had to deal with budget cuts, but the school was still able to function effectively with the funds available. This year we saw that Woodpeckers class had a much needed 'makeover' with minimal disruption as well as welcoming a brand new purpose-built Early Years classroom. We will continue to work closely with Essex County Council for further developments that include extending the school kitchen and the build of another classroom to replace the demountable building. The Governing Body continues to balance our commitment to be a family school for local children and ensuring the best educational experience of the children currently on roll.

One of the important roles for governors is reviewing and agreeing school policies, and this year we have considered a number of key policies:

- Maths
- English
- EYFS
- Educational Visits
- Administering Medicines
- Homework

In addition to the above policies the governing body reviewed the following GDPR policies to ensure compliance:

- Capability Procedure
- Code of Conduct Policy
- Discipline & Dismissal policy
- Equality & Diversity Policy
- Grievance Procedure

- Leave of Absence Policy
- Pay Policy
- Performance Management Procedure
- Probation Procedure
- Recruitment Procedure
- Redundancy Procedure
- Sickness Absence Procedure
- Whistleblowing procedure

The governors also had insightful GDPR training along with staff in the Summer Term.

The school, together with the Governing Body, continues to work closely with the DEEP partnership to reflect and evaluate best practice and help the school develop and move forward. Along with DEEP we will begin to work closely with Balance Education Consultancy to help identify areas where training is required and to help give our lead governors the support network needed to be reflective.

### **Key Stage Results 2018**

Early Years Foundation Stage

	Stebbing	Essex	National
Good level of development (GLD)	79%	74%	72%

Phonics check

	Stebbing	Essex	National
Meeting the check	94%	82.1%	81.2%

	<p><b>Key Stage 1</b></p> <p>Key Stage 1 Eligible pupils 19</p> <p>Reading, Writing and Maths Combined (RWM)</p> <table border="0"> <tr> <td></td> <td>Stebbing</td> <td>Essex</td> <td>National</td> </tr> <tr> <td>% at least expected</td> <td>63%</td> <td>63.7%</td> <td>65.2%</td> </tr> <tr> <td>Reading</td> <td>79%</td> <td>77%</td> <td>75%</td> </tr> <tr> <td>Writing</td> <td>63%</td> <td>71%</td> <td>70%</td> </tr> <tr> <td>Maths</td> <td>84%</td> <td>77%</td> <td>76%</td> </tr> <tr> <td colspan="4">% at greater depth</td> </tr> <tr> <td>Reading</td> <td>21%</td> <td>28%</td> <td>26%</td> </tr> <tr> <td>Writing</td> <td>11%</td> <td>18%</td> <td>16%</td> </tr> <tr> <td>Maths</td> <td>26%</td> <td>23%</td> <td>22%</td> </tr> </table> <p><b>Key Stage 2</b></p> <p>Eligible pupils 21</p> <p>Key Stage 2 Stebbing Essex National</p> <p>Reading, writing and Maths Combined (RWM)</p> <table border="0"> <tr> <td>% at least expected</td> <td>67%</td> <td>65%</td> <td>64%</td> </tr> <tr> <td>Reading</td> <td>81%</td> <td>77%</td> <td>75%</td> </tr> <tr> <td>Writing</td> <td>81%</td> <td>79%</td> <td>78%</td> </tr> <tr> <td>Maths</td> <td>71%</td> <td>76%</td> <td>76%</td> </tr> <tr> <td>Grammar, Punctuation and Spelling (GPS)</td> <td>81%</td> <td>78%</td> <td>78%</td> </tr> <tr> <td>RMW % at greater depth</td> <td>29%</td> <td>11%</td> <td>10%</td> </tr> <tr> <td>Reading</td> <td>33%</td> <td>28%</td> <td>28%</td> </tr> <tr> <td>Writing</td> <td>29%</td> <td>22%</td> <td>20%</td> </tr> <tr> <td>Maths</td> <td>38%</td> <td>23%</td> <td>24%</td> </tr> <tr> <td>Grammar, Punctuation and Spelling</td> <td>48%</td> <td>34%</td> <td>34%</td> </tr> </table>		Stebbing	Essex	National	% at least expected	63%	63.7%	65.2%	Reading	79%	77%	75%	Writing	63%	71%	70%	Maths	84%	77%	76%	% at greater depth				Reading	21%	28%	26%	Writing	11%	18%	16%	Maths	26%	23%	22%	% at least expected	67%	65%	64%	Reading	81%	77%	75%	Writing	81%	79%	78%	Maths	71%	76%	76%	Grammar, Punctuation and Spelling (GPS)	81%	78%	78%	RMW % at greater depth	29%	11%	10%	Reading	33%	28%	28%	Writing	29%	22%	20%	Maths	38%	23%	24%	Grammar, Punctuation and Spelling	48%	34%	34%
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<p><b>Future plans for the governors</b></p>																																																																													

	<p>School organisation</p> <p>Buildings plans and work (PHASE 2)</p> <p>To continue to monitor and support the Headteacher and CPD.</p> <p>Continue to evaluate the progress and impact of maths provision across the school.</p> <p>Continue to evaluate the effectiveness of the governing body and identify more monitoring opportunities.</p> <p>To focus on improving attendance figures by implementing Attendance Ambassadors and having a further focus on strategies to improve.</p>
<p><b>How you can contact the governing body</b></p>	<p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, via the school office. You can see the full list of governors on the Governors’ page of the school website.</p>

## Stebbing Primary School Governing Body

Governor	Category	Appointed	Term of Office expiry	Business Interests	External Governor positions	DBS Enhanced certificate
Kate Atherton JP	LA Governor (Associate from 25/05/2018)	25/05/2014	24/05/2018	Magistrate Essex North Bench	None	✓
Christina Cant  (Chair Finance & Premises Committee)	Co-Opted Governor	22/06/2015	21/06/2019	Stebbing Parish Councillor Dunmow Day Centre Charity Friends Meeting House, Stebbing – village amenity Uttlesford Community Travel Advisory Committee member Trustee of Stebbing Charities	None	✓
Liana Corbett (Chair HR Committee)	Co-Opted Governor	27/04/2015	26/04/2019	Art Data, London	None	✓
Richard Foot (Vice Chair)	Co-Opted Governor	07/03/2015	06/03/2019	Stebbing Village Stores Ltd., Community Benefit Society - Director	None	✓
Kate James	Co-Opted Governor	01/07/2014	30/06/2018	Stebbing Primary School Office Manager Mains Home Electrical Centres (spouse of joint owner)	None	✓
Andy Kiberd	Co-Opted Governor	01/07/2014	30/06/2018	Electrical Consultancy West Essex Judo Club	None	✓
Caesonia Merritt	Co-Opted Governor	01/07/2014	30/06/2018	None declared	None	✓
Nikki Munson <b>(Chair)</b>	Parent Governor	23/11/2014	22/11/2019	Trustee of Maynard Montessori Ltd Trustee of Stebbing Charities Custom Modular Construction (Spouse of joint owner)	None	✓
Victoria Roberts	Co-opted Governor	23/11/2014	22/11/2019	None declared	None	✓
Catherine Smith	Parent Governor	23/11/2015	22/11/2019	None declared	None	✓

Stephanie Taylor	Authority from 25/05/2018	25/05/2018	16/04/2022	None declared	The Edith Borthwick School	✓
<b>Governor</b>	<b>Category</b>	<b>Appointed</b>	<b>Term of Office expiry</b>	<b>Business Interests</b>	<b>External Governor positions</b>	<b>DBS Enhance d certificat e</b>
Lucy Mawson (Headteacher)	Headteacher ex-officio	01/09/2017	N/A	Staff Maynard Montessori Trust Ltd, Trustee	None	✓
Jo Clayden	Staff	19/09/2017	18/09/2021	Staff KC Plastering (spouse of owner) Maynard Montessori Trust Ltd, Trustee	None	✓
Rona Cox (stood down March 2018)	Associate	24/03/2014	23/03/2018	Staff	None	✓



### Stebbing Primary School Governors' Attendance Record for 2017-2018

Governor	Full Governing Body (4 meetings)	Finance & Premises (3)	Pupil & Community (3)	Human Resources (3)	Governor Visits*
Kate Atherton JP (Associate from March 2018)	100%	100%	---	---	2
Christina Cant	75%	100%	---	100%	3
Joanne Clayden	100%	66%	100%	---	N/A
Liana Corbett	100%	---	0	100%	1
Richard Foot	75%	---	100%	66%	1
Kate James	100%	100%	---	66%	N/A
Andy Kiberd	100%	66%	---	---	2
Caesonia Merritt	100%	100%	---	100%	10
Nikki Munson (Chair)	75%	33%	100%	33%	1
Victoria Roberts	50%	---	66%	---	3
Lucy Mawson	100%	100%	100%	100%	N/A
Catherine Smith	75%	---	66%	66%	3
Stephanie Taylor (associate until March 2018)	100% from appointment	33%	---	---	
<b>ASSOCIATES</b>					

Rona Cox (stood down March 2018)	100%	---	---	---	N/A
Tom Le Masurier	100%		33%		N/A

*\* Governors have a statutory duty to make one visit each year, although our expectation is for termly visits. Usually three non-staff governors visit the school every week.*

### Stebbing Primary School Governors' Training Record for 2017-2018

Governor	Induction	Certificate of Governance	Safeguarding online Andrew Hall course	PREVENT October 2016	GDPR training July 2018	Other training
Kate Atherton JP	✓	✓		✓		
Christina Cant	✓	✓		✓	✓	Finance & Holding schools to account
Jo Clayden	n/a	n/a	Yes	✓	✓	Staff training
Liana Corbett	✓			✓		Safer recruitment
Richard Foot	✓			✓	✓	
Kate James	✓			✓	✓	Staff training
Andy Kiberd	✓	✓	Yes	✓	✓	Health & Safety
Lucy Mawson	n/a	n/a	Yes	✓	✓	Staff training
Caesonia Merritt	✓	✓				
Nikki Munson	✓		Yes	✓	✓	Introduction to Chair of governors role
Victoria Roberts	✓					
Catherine Smith	✓	✓		✓		
Stephanie Taylor	✓	✓		✓		
<b>ASSOCIATES</b>						
Rona Cox	n/a	n/a		✓	Staff training	