

Annual Governance Statement for the Governing Body Terling C of E [Voluntary Aided] Primary School July 2017

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

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Head Teacher to account for the educational performance of the school and its pupils;
- Overseeing the financial performance of the school and making sure that money is well spent.

Constitution of the Governing Body

1 Staff Governor - Andrew Sime

2 elected Parent Governors - Sarah Meares Brett O'Donoghue

1 Local Authority Governor - Annabel Rayleigh

6 Foundation Governors - Sarah Day, Sarah McNamara and Jeanne MacWillson appointed by the Parochial Church Council

Claire Franklin, Janice Ovenden and Richard Sargeant by the Diocesan Education Committee
Ex officio Members - Pamela Smart, Head Teacher, and All Saints Vicar (Vacancy since April 2017)

Clerk - Sue de-Rozarieux

Meet the Governors – July 2017

Rev Rob Kean resigned as a Governor in April 2017. We would like to thank him for all that he contributed to the school and wish him well for his ministry in Portugal.

Head Teacher

The Head Teacher is an ex-officio member of the Governing body.

Staff Representative:

Andrew Sime

Whilst working at the school, Andy is studying towards attaining a degree in Childhood and Youth Studies which will help him in his goal to become a Primary School Teacher. He lives in Terling and has two daughters who attend the school. He has a good insight into life at Terling School as he has previously volunteered as a parent helper and he is proud that the village has such a friendly and inclusive school. He put himself forward to be a Governor to be part of a team that continues the good work achieved so far and to help maintain an environment which is both perfect for learning and safe and enjoyable for the children.

Parent Governors - Elected by the Parents:

Sarah Meares – Vice Chair

Sarah grew up in Terling and returned to the village a few years ago. She has two daughters one of whom who attends the school and the other who is about to complete Year 7 at secondary school. Sarah has worked previously as a teacher and Deputy Headteacher at a Primary School in East London and is currently running 'Owl's Hill Tearoom' in Terling.

Brett O'Donoghue

Brett has lived in Terling for the past five years and has two sons at the school. He was elected to the governing body as a Parent Governor during 2016. Whilst never having had any experience in this field, he is very keen to learn and help the staff and pupils as much as possible in whatever area he can. He has worked in finance in the City of London and away from work takes a keen interest in many sports.

Foundation Governors – appointed by the Diocesan Education Committee:

Claire Franklin – Chair of Governors

Appointed in April 2011 Claire has two children, one of which is currently in Year 4 at Terling. Prior to having children Claire worked as a Programme Manager in Retail Property Development. Claire now works at Lord Rayleigh's Farms office assisting with the management of the property estate. Claire is also a member of the Children's Liturgy team at the Catholic Church in Witham.

Janice Ovenden

Has lived in Terling for 16 years and has two daughters at University. She has been a teacher of geography for 30 years and has held a number of management positions in schools. She has also taught at primary level and has worked as an A level examiner. She currently works from home as a private tutor.

Richard Sargeant

Richard has lived in Terling for 15 years and his daughters attended the school before moving onto secondary school. He has been a Governor for five years. He has worked in Information Technology for over 25 years and is the Technical Director of a small, local IT Consultancy firm. He is keen to help the school wherever he can to uphold the already high teaching standards and wonderful school ethos.

Foundation Governors – appointed by the Parochial Church Council:

Sarah Day

Sarah lives in Terling and has two children, one of which is currently in year 1. Sarah has previously worked as the HR Manager for a large insurance company in London as well as having roles in operational management and financial reporting. Sarah is a co-founder of the Ark Centre for autistic children.

Sarah McNamara

Has lived in Terling all her life, apart from a spell in Germany when she taught in British Forces' schools. She is a Churchwarden and is fully involved in the life of the village including helping at the after school Explorers Club. Until last September, Sarah chaired the Governing Body for many years.

Jeanne MacWillson

Jeanne has been associated with the village for almost 30 years and a resident since 2000. During her working career, she specialised in talent management and development for large global organisations and actively supports several village organisations.

Local Authority Governor – appointed by Essex County Council:

Lady Annabel Rayleigh

Lady Rayleigh has been a governor for over twenty years. She lives in Terling and is the mother of four sons She is a patron of Mid Essex Riding for the Disabled, and the Children's Society.

Attendance at Meetings – September 2017 – July 2017

There are three Committees that meet as a minimum of once per term (or more as required), namely the Pupil & Curriculum Committee, the Personnel Committee and the Finance and Premises Committee. We also convene a Pay Committee in accordance with the school's Performance Management process. Each of these Committees then feeds into the main Full Governing Body meeting that also meets on a termly basis.

Minutes of the meetings are available in the School Office.

Committee & Membership:	Attendance of meetings out of total possible number of meetings:
Full Governing Body Pamela Smart (Head) 3/3 Claire Franklin (Chair) 3/3 Sarah Meares (Vice Chair) 2/3 Sarah Day 3/3 Rev Rob Kean 2/2 Jeanne MacWillson 2/3 Sarah McNamara 3/3 Brett O'Donoghue 3/3 Janice Ovenden 3/3 Lady Annabel Rayleigh 3/3 Richard Sargeant 3/3 Andrew Sime 3/3	
Pupil & Curriculum Pamela Smart 6/6 Sarah Meares (Committee Chair) 6/6 Claire Franklin 6/6 Andy Sime 6/6 Janice Ovenden 5/6	
Personnel Pamela Smart 4/4 Rob Kean (Committee Chair) 3/3 Sarah McNamara (Interim Committee Chair) 4/4 Claire Franklin 4/4 Sarah Meares 4/4 Richard Sargeant 3/4	
Finance and Premises Sarah Day (Committee Chair) 4/4 Brett O'Donoghue 4/4 Jeanne MacWillson 3/4 Sarah McNamara 4/4 Lady Annabel Rayleigh 3/4 Claire Franklin 1/1	
Pay Committee Pamela Smart 4/4 Sarah Day (Committee Chair) 4/4	

Sarah Meares	2/2
Jeanne MacWillson	2/3
Claire Franklin	2/2

2016/2017 Academic Year

It is our duty to work with the Head Teacher and the Staff to provide the best possible educational opportunities for the pupils. It was agreed that Governor monitoring for the 2016/17 Academic Year would be aligned with the School's priorities as defined on the School Development Plan.

A schedule of visits was implemented which saw each Governor visit school once per term to monitor their areas of responsibility. The Governors completed 'Visit Feedback Reports' following each of their visits. The responsibilities are as follows:

Safeguarding
Child Protection
Single Central Records
Health and Safety
Maintenance of Premises
Attendance
Quality of Teaching
Computing
Science
Reading
Writing
Mathematics
EYFS Outside learning
Grammar, Punctuation and Spelling
SEN
Financial checks
British Values
Most Able
Data
Pupil Premium
Sport Premium
Religious Education
School Environment
Behavior
Exclusion

The key focus for the Governing Body is:

- Ensuring that all teaching is at least good and in most cases teachers are making rapid progress towards outstanding.
- Ensuring the delivery of a rich curriculum, containing meaningful, learning experiences with consistency in the approach to the teaching and learning of Reading, Writing and Mathematics
- To embed pastoral care systems across the school
- To ensure that high expectations of learning and behaviour are met through consistency in practice

The Governors have also undergone Safeguarding Training and participated in training courses/attended conferences specific to their individual needs in conjunction with the

committees on which they serve.

2017/2018 Academic Year

During the next Academic Year we plan to have one Full Governing Body Meeting each term. Prior to these meetings Committee Meetings will be held to discuss Finance and Premises, matters relating to Pupils and the Curriculum and Personnel matters.

Each Governor would like to continue monitoring their areas of responsibility (as listed above). This way we can ensure a consistent approach to monitoring progress.

Contacting the Governing Body

We always welcome suggestions, feedback and ideas from parents – please make contact via the school office.

Thanks

The Governing Body would sincerely like to thank Mrs Smart and all the Staff for their hard work and support during the past year. In particular, we would like to specifically recognise the additional work that Miss Pauline Davies has undertaken in the absence of a School Admin Assistant, and the work that our new caretaker – Gary - has undertaken to maintain and transform the appearance of our premises.