

# Annual Governance Statement

## Cedars Primary School

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<b>School Name</b>	Cedars Primary School
<b>School Address</b>	Bury St, Newport Pagnell MK16 0DT
<b>Telephone number</b>	01908 610561
<b>Contact email address</b>	office@cedars.milton-keynes.sch.uk
<b>Website</b>	cedars.milton-keynes.sch.uk/contact/

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

<b>Category of school</b>	Community
<b>DfE number</b>	
<b>Ofsted grading and date of last inspection</b>	Good

<b>Name of Headteacher</b>	Mrs Lisa Munday
<b>Name of Deputy Headteacher</b>	Mrs Jane Mackie

<b>Date of Annual Governance Statement</b>	November 2017
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### **The core functions of the governing body**

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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 performance management of staff
- To oversee the financial performance of the school and ensure money is well spent.

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

11 January 2016

Category of Governor	Appointed or elected onto the governing body?
4 x Co-opted Governors	Appointed by governors
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 (Milton Keynes Council), and appointed by the governing body
<i>Total number of governors = 9</i>	

## Who volunteers on the school's governing body?

Category of Governor	Full Name	Term of Office
Parent	Mr D Griffin	15 January 2021
Parent	Vacancy	
Headteacher	Mrs Lisa Munday	31 December 2020
Staff	Ms Sarah Mazzone	25 September 2020
Local Authority	Mr Mark Lombardo	10 January 2020
Co-opted	Ms Sue Laird	7 September 2018
Co-opted	Mrs Jane Mackie	11 January 2019
Co-opted	Mrs P Herring	16 July 2021
Co-opted	Ms J Warbey	15 January 2021

<b>The Clerk to Governors is</b>	Mrs Fiona Vines
<b>The Chair of Governors is</b>	Ms Sue Laird
<b>The Vice Chair of Governors is</b>	Mr M Lombardo

*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?

## How the governing body delegates and distributes its duties

The governing body agreed to form the following committees on 25 September 2017. This is reviewed annually.

Committee 1 Resources Committee	Committee 2 Teaching and Learning Committee	
<p>Mr M Lombardo – Chair Ms S Laird Mrs M Munday Mrs J Mackie Ms J Warbey -Vice Chair</p> <p>Membership – Headteacher, Chair, plus three Governors and one Associate Member Quorum – The quorum shall be three. The committee shall meet at least once a term and otherwise as required.</p> <p><b>FINANCIAL FUNCTIONS</b></p> <ol style="list-style-type: none"> <li>1. To draw up, taking account of the school improvement plan priorities, and present the annual budget plan for the school to the governing body for approval and to approve any subsequent revisions.</li> <li>2. To establish and maintain an up to date three-year financial plan, taking account of projected pupil numbers.</li> <li>3. To monitor the school's income and expenditure throughout the year and report the financial situation to the governing body each term.</li> <li>4. To contribute towards</li> </ol>	<p>Mrs P Herring – Chair Mr D Griffin – Vice Chair Mrs J Mackie Ms S Mazzone Mrs L Munday</p> <p>Headteacher plus four governors</p> <p>Quorum – The quorum shall be three. The committee shall meet at least once a term and otherwise as required.</p> <ol style="list-style-type: none"> <li>1 To consider and advise the governing body on educational standards and other matters relating to the school's curriculum</li> <li>2 To advise the governing body on the school's curriculum policy and their statutory obligations regarding the National Curriculum and to oversee the curriculum complaints procedure.</li> <li>3 To review and approve the school's policies on curriculum, accessibility, collective worship and religious education, sex education and special educational needs.</li> <li>4 To review curriculum policy documents regularly and approve any amended policies.</li> </ol>	<ul style="list-style-type: none"> <li>• Committee membership details</li> <li>• Remit of committee</li> <li>• Key delegates duties</li> </ul>

	<p>the preparation of the school improvement plan and monitor progress on the implementation of the plan.</p>	
<p>5. To make recommendations to the governing body on the level of financial delegation to the Resources Committee in relation to the maximum value of a single transaction, awarding of contracts and the maximum value of virement.</p>	<p>5 To contribute towards the preparation of the school development/improvement plan and monitor progress on the implementation of the plan.</p>	
<p>6. To make recommendations on the level of financial delegation to the headteacher in respect of expenditure and virement, in accordance with the Council's Financial Regulations.</p>	<p>6 To monitor and evaluate the school's SATs and/or examination results on an annual basis and report any conclusions to the governing body.</p>	
<p>7. To ensure that agreed levels of delegation are recorded in writing and incorporated within the schools financial management procedures.</p>	<p>7 With the assistance of staff, to provide information to the governing body about how the curriculum is taught, evaluated and resourced.</p>	
<p>8. To ensure that the school operates within the Council's Financial Regulations for schools.</p>	<p>8 To monitor school improvement with the help of information contained in such documents as Local Authority school profiles, Raise-online and Ofsted Data Dashboard.</p>	
<p>9. To ensure that an audit of voluntary funds is undertaken for presentation to the governing body.</p>	<p>9 In conjunction with other committees, to ensure that the governing body's statutory duties with regard to children with special needs and the Equality Act 2010 are met.</p>	
<p>10. To receive and,</p>	<p>10 To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. English, Maths, SEND.</p>	
	<p>11 To receive regular</p>	

	where appropriate, respond to periodic audit reports on the school budget and other public funds administered by school staff.	reports from specialist governors and report to the governing body.
11.	To review periodically and adopt the school's charging and lettings policies.	12 To undertake, with the headteacher, a termly review of the school's self-evaluation to ensure it is kept up to date.
12.	To review periodically and adopt the school's policy on governors' expenses.	13 To monitor the effect of the Pupil Premium on the progress and educational attainment of those pupils for whom the funding was allocated to and to publish the information on the school's website as required by the School Information Regulations 2008. To monitor the effectiveness of the Sports Premium. Also incorporated in Resources Terms of Reference
13.	To undertake, with the headteacher, a termly review of the school's financial management to enable the school's self-evaluation to be kept up to date.	
14	To comply with the requirements of the Schools Financial Value Standard (SFVS) and provide a detailed annual report to the governing body for signature by the Chair of Governors.	14 To undertake any other school improvement/curriculum tasks as required by the governing body.
15	To ensure the principles of Best Value are followed when making decisions.	
16	To monitor the effect of the Pupil Premium on the progress and educational attainment of those pupils for whom the funding was allocated to and to publish the information on the school's website as required by the School Information	

Regulations 2008.  
To monitor the effectiveness of the Sports Premium.  
**Also, incorporated in T and L Terms of Reference**

- 17 To undertake any other financial tasks as required by the governing body.

### **PERSONNEL FUNCTIONS**

1. To ensure that the governing body works within its adopted personnel policies, such as discipline, capability, grievance and redundancy.
2. To contribute towards the preparation of the school improvement plan and monitor progress on the implementation of the plan.
3. To review teachers' salaries and those of the headteacher and deputy headteacher annually, as required by the Teachers' Pay and Conditions Document, and to take decisions relating to changes in salary.
4. To review periodically the salaries of non-teaching staff and, where appropriate, approve alterations to salaries.
5. To adopt and review annually the Staff Appraisal and Capability Policy and Pay Policy.

6. To determine and review annually, or as required, the staffing structure for the school. This will be undertaken in consultation with the headteacher.
7. To establish procedures for the selection and recruitment of staff (except head and deputy head appointments) in accordance with the governing body's schedule of delegation.
8. To participate, as appropriate, in the selection and recruitment of staff and to decide upon the appropriate salary of the appointee.
9. To consider and adopt any new or revised personnel policies and procedures.
10. To undertake, with the headteacher, a termly review of the school's personnel management to enable the school's self-evaluation to be kept up to date.
11. To undertake any other personnel tasks as required by the governing body.

#### **PREMISES FUNCTIONS**

1. To inspect the buildings and grounds annually and prepare an annual

statement of priorities for maintenance and development.

2. To contribute towards the preparation of the school improvement plan and monitor progress on the implementation of the plan.
3. To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
4. To monitor the maintenance, repairs and redecoration programme.
5. To assist the governing body and the headteacher to discharge their responsibilities under the Health and Safety at Work Act 1974 in collaboration with the Local Authority.
6. To consider the Local Authority's policies on health and safety and adopt a health and safety policy for the school.
7. To monitor the effectiveness of the school's health and safety arrangements, make periodic inspections of the building's plant and equipment and report at least once a year to the governing body.
8. In conjunction with the Teaching and Learning Committee,

<p>to ensure that the governing body's statutory duties with regard to the children with special needs and the Disability Discrimination legislation are met.</p> <p>9. To undertake, with the headteacher, a termly review of the school's premises management to enable the school's self-evaluation to be kept up to date.</p> <p>10. To undertake any other tasks related to premises and health and safety, as required by the governing body.</p> <ul style="list-style-type: none"> <li>• Number of meetings held in academic year</li> <li>• Key decisions made and impact</li> </ul>	<ul style="list-style-type: none"> <li>• Number of meetings held in academic year</li> <li>• Key decisions made and impact</li> </ul>	<ul style="list-style-type: none"> <li>• Number of meetings held in academic year</li> <li>• Key decisions made and impact</li> </ul>
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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.

Area of responsibility	Named Governor	Number of visits to school in this role in academic year
Safeguarding Governor	Ms S Laird	
Maths Governor	Ms J Warbey	
English Governor	Ms S Laird	
Development Governor	Mr M Lombardo	
Health and Safety Governor	Resources Committee	
PE Governor	Mr D Griffin	
Technology Governor	Mr M Lombardo	
Equalities Governor	Ms S Laird	
Inclusion Governor	Mrs P Herring	

## Governing body meeting attendance 2016/17

Governor name				
	Autumn Term 26/09/16	Spring Term 16/01/17	Summer Term 08/05/17	Summer Term 17/07/17
Mr D Griffin	Attended as an observer	Attended – appointed on 16 January 2017	Attended	Attended
Mr I De-Klerk	Attended	Attended	Attended	Resigned on 26 May 2017
Mrs P Herring				Attended as an observer
Ms S Laird	Attended	Attended	Apologies given and accepted	Attended
Mr M Lombardo	Attended	Attended	Attended	Attended
Mrs J Mackie	Attended	Apologies given and accepted	Attended	Attended
Ms S Mazzone	Attended	Attended	Attended	Attended
Mrs L Munday	Attended	Attended	Attended	Attended
Mrs J Turner	Attended	Attended	Attended	Attended
Ms J Warbey	Attended as an observer	Attended – appointed on 16 January 2017	Apologies given and accepted	Attended

### Resources Committee Meetings 2016/17

	Autumn Term 10/10/16		Spring Term 19/04/17		Summer Term 19/06/17	
Mr I De-Klerk	Attended		Resigned from Committee			
Mr D Griffin					Attended	
Ms S Laird	Attended		Attended		Attended	
Mr M Lombardo	Attended		Attended		Attended	
Mrs J Mackie	Apologies given and accepted		Attended		Attended	
Mrs L Munday	Attended		Attended		Attended	
Ms J Warbey	Attended as an observer		Attended		Attended	

Membership	Teaching and Learning Committee – 2016/17					
	Autumn Term 07/11/16		Spring Term 27/02/17		Summer Term 19/06/17	

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Mr D Griffin	Attended		Attended		Apologies given and accepted	
Mrs L Munday	Attended		Attended		Attended	
Mrs J Mackie	Attended		Apologies given and accepted		Attended	
Ms S Mazzone	Attended		Attended		Attended	
Mrs J Turner	Attended		Attended		Attended	

## Governing body effectiveness and impact

### ***What were the significant challenges for the governing body in 2016/17?***

- We appointed new governors and are inducting and training them to ensure they understand their roles and responsibilities.
- Supporting and challenging the school.
- Embedding a strong skill set of governors to ensure the best outcomes for the school.
- Raising standards across all year groups.
- ***How were the challenges met?***
- We took on board all the guidance in the new Competency Framework to assess what knowledge and skills we needed going forward. We conducted a skills audit and are succession planning carefully to ensure we have the right balance of skills on our governing board.
- Through governors visiting the school and linking to specific areas within the SSP
- By working together as a team and playing to each other's strengths and weaknesses we have been able to cohesively support all challenges that have arisen.
- Our School Improvement Partner has externally validated the judgements made by the SLT.

### ***What were the achievements of the governing body for 2016/17?***

- High expectations shared by all.
- To maintain our successful Ofsted judgement awarded in June 2016.
- Change in personnel which has developed over time to ensure governors with the appropriate skill set were appointed.
- Got a very balanced membership team on the Resources Committee and Teaching and Learning Committee.
- Raised the profile of the governing body with the whole staff team and parents.

### ***How have these achievements have improved areas of school life?***

- The school has been validated by Ofsted as a good school and continues to be a good school.
- The school will continue to strive to improve outcomes for all children and has set ambitious targets for this academic year.

## Find out more about our school ...

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- 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 xxxxxxxx
- Link to school's pupil premium statement on the school's website xxxxxx
- Link to school's PE and sport premium information on the school's website xxxxxx
- 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 (2016/17)

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### 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
Mr D Griffin	Parent Appointed	• No interests to declare
Mrs P Herring	Co-opted Governor	• No interests to declare
Ms S Laird	Co-opted Governor	• No interests to declare
Mr M Lombardo	LA Governor	• Involved with Local Parish Council
Ms S Mazzone	Staff Appointed	• No interests to declare
Mrs J Mackie	Co-opted Governor	• No interests to declare
Mrs L Munday	Headteacher	• No interests to declare
Ms J Warbey	Co-opted Governor	• No interests to declare

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

**Chair of Governor's signature**    Sue Laird

**Date**    November 2017

**Planned review date**    November 2018