

**Annual Governance Statement
Cedars Primary School**

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

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

Category of school	Community	Name of Headteacher	Mrs Lisa Munday
DfE number	826 / 2346	Name of Deputy Headteacher	Mrs Claire McGarragh
Ofsted grading and date of last inspection	Good 25 th & 26 th May 2021	Date of Annual Governance Statement	October 2021

The core functions of the governing body

As defined by the Department for Education (DfE) in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, update in March 2019, 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; and
- Overseeing the financial performance of the organisation and making sure its 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

22 February 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	Mrs Kate Warren	21 January 2022
Parent	Mr James Taylor	5 November 2022
Headteacher	Mrs Lisa Munday	31 December 2024
Staff	Miss Rachel Alger	8 September 2023
Local Authority	Mr Mark Lombardo	26 April 2024
Co-opted	Mrs Julie Eldridge	6 July 2023
Co-opted	Mr James Etherton	19 October 2025 (commenced October 2020)
Co-opted	Mrs Claire McGarragh	26 April 2024
Co-opted	Mrs Pat Herring	25 April 2024

The Clerk to Governors is	Fiona Vines
The Chair of Governors is	Mrs Kate Warren
The Vice Chair of Governors is	Mr Mark Lombardo

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 14th July 2020. This is reviewed annually.

Committee 1: Resources Committee

Committee Membership Details:

Mr M Lombardo – Chair
Mr J Taylor – Vice Chair
Mrs J Eldridge
Mrs K Warren
Mrs J McGarragh
Mrs M Munday

Membership Requirements: Headteacher, Chair, plus three Governors and one Associate Member.

Quorum: The quorum shall be three.

Meeting Schedule: The committee shall meet at least once a term and otherwise as required.

FINANCIAL FUNCTIONS

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.
2. To establish and maintain an up to date three-year financial plan, taking account of projected pupil numbers.
3. To monitor the school's income and expenditure throughout the year and report the financial situation to the governing body each term.
4. To contribute towards the preparation of the school improvement plan and monitor progress on the implementation of the plan.
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.
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.
7. To ensure that agreed levels of delegation are recorded in writing and incorporated within the schools financial management procedures.

8. To ensure that the school operates within the Council's Financial Regulations for schools.
9. To ensure that an audit of voluntary funds is undertaken for presentation to the governing body.
10. To receive and, where appropriate, respond to periodic audit reports on the school budget and other public funds administered by school staff.
11. To review periodically and adopt the school's charging and lettings policies.
12. To review periodically and adopt the school's policy on governors' expenses.
14. 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.
15. 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.
16. To ensure the principles of Best Value are followed when making decisions.
17. 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 Teaching and Learning Terms of Reference**
18. 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, to ensure that the governing body's statutory duties with regard to the children with special needs and the Disability Discrimination legislation are met.
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.
10. To undertake any other tasks related to premises and health and safety, as required by the governing body.

Committee 2: Teaching and Learning Committee

Committee Membership Details:

Mrs P Herring – Chair
Mrs J Eldridge – Vice Chair
Miss R Alger
Mr J Etherton
Mrs C McGarragh
Mrs L Munday

Membership Requirements: Headteacher plus four Governors.

Quorum: The quorum shall be three.

Meeting Schedule: The committee shall meet at least once a term and otherwise as required.

FUNCTIONS

- 1 To consider and advise the governing body on educational standards and other matters relating to the school's curriculum.
- 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.
- 3 To review and approve the school's policies on curriculum, accessibility, collective worship and religious education, sex education and special educational needs.
- 4 To review curriculum policy documents regularly and approve any amended policies.
- 5 To contribute towards the preparation of the school development/improvement plan and monitor progress on the implementation of the plan.
- 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.
- 7 With the assistance of staff, to provide information to the governing body about how the curriculum is taught, evaluated and resourced.
- 8 To monitor school improvement with the help of information contained in such documents as Local Authority school profiles, assessing School Performance and the Inspection Data Summary Report.
- 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.

10 To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. English, Maths, SEND.

11 To receive regular reports from specialist governors and report to the governing body.

12 To undertake, with the Headteacher, a termly review of the school's self-evaluation to ensure it is kept up to date.

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.**

14 To undertake any other school improvement/curriculum tasks as required by the governing body.

Specific panels of the governing body are convened as required for:

- School Complaints Committee
- Staff Grievance and Discipline Committee
- Pupil Discipline Committee

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
Sports Premium	Mr James Taylor	0
Safeguarding	Mrs Pat Herring	1 – held remotely
Safer Recruitment	Mrs Kate Warren	1
Development Governor	Mr Mark Lombardo	N / A
English (Writing)	Mrs Kate Warren	1 (part of curriculum)
Maths	Mrs Pat Herring	1 (part of curriculum)0
SEND	Mr James Taylor	1
Curriculum Development	Mrs Julie Eldridge	1 – held remotely
Pupil Premium	Mrs Julie Eldridge	1 – held remotely
Well-being	Mrs Julie Eldridge	0

Governing body meeting attendance 2020/21

Board of Governors 2020 /21

Governor Name	Autumn Term 22/10/20	Spring Term 25/01/21	Spring Term 03/03/21	Summer Term 26/04/21	Summer Term 19/07/21
Miss R Alger	Attended	Attended	Attended	Attended	Attended
Mrs J Eldridge	Attended	Attended	Attended	Attended	Attended
Mr J Etherton	Attended	Attended	Attended	Apologies given and accepted	Attended
Mrs P Herring	Attended	Attended	Attended	Attended	Attended
Mr M Lombardo	Attended	Attended	Apologies given and accepted	Apologies given and accepted	Apologies given and accepted
Mrs C McGarragh	Attended	Attended	Attended	Attended	Attended
Mrs L Munday	Attended	Attended	Attended	Attended	Attended
Mr J Taylor	Apologies given and accepted	Attended	Attended	Apologies given and accepted	Apologies given and accepted
Mrs K Warren	Attended	Attended	Attended	Attended	Attended

Resources Committee Meetings 2020/21

Membership	Autumn Term 12/10/20	Spring Term 22/03/21	Summer Term 21/06/21
Mrs J Eldridge	Attended	Attended	Attended
Mr M Lombardo	Attended	Apologies given and accepted	Attended
Mrs C McGarragh	Attended	Attended	Attended
Mrs L Munday	Attended	Attended	Attended
Mr J Taylor	Attended	Attended	Attended
Mrs K Warren	Attended	Attended	Attended

Teaching and Learning Committee – 2020/21

Membership	Autumn Term 14/12/20	Spring Term 19/04/21	Summer Term 12/07/21
Miss R Alger	Attended	Attended	Attended
Mrs J Eldridge	Attended	Attended	Attended
Mr J Etherton	Attended	Attended	Apologies given and accepted
Mrs P Herring	Attended	Attended	Attended
Mrs C McGarragh	Attended	Attended	Attended
Mrs L Munday	Attended	Attended	Attended

Governing body effectiveness and impact

What were the significant challenges for the governing body in 2020/21

- Governor Recruitment to secure full membership and commence associate governor recruitment
- Induction of new Governor to develop their knowledge and understanding of the school to enable them to them to fulfil their duties
- Support the school in the delivery of the strategic plan 2020 – 21
- Continue to deliver the strategic requirements of a Governing body amidst an international pandemic, supporting school leaders and the community accordingly
- By working together as a Team utilising each other's strengths

What were the achievements of the governing body for 2020/21

- Governance is effective.
- Strong culture of safeguarding is established.
- The school has a very caring and nurturing environment.
- Ambitious curriculum that supports all pupils.
- High expectations and consistent approach that leaders have established mean that children achieve highly.
- Early reading, mathematics and support for pupils with SEND are strong.
- Governors and leaders are alert to staff, as well as pupil, well-being.
- Parental overwhelming in their praise for the school, especially in light of the COVID-19 (coronavirus) pandemic
- Sustaining a Good inspection category from Ofsted whilst demonstrating areas of outstanding practice

How have these achievements improved areas of school life?

- Pupil thrive at Cedars Primary School and the school continues to go from strength to strength.

Find out more about our school ...

- Link to school's website <https://cedars.milton-keynes.sch.uk/>

Governing Body Register of Interests 2020 / 21

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
Miss Rachel Alger	Staff Appointed	No interests to declare, save as a member of staff
Mrs J Eldridge	Co-opted Governor	Grandson attends the school
Mr J Etherton	Co-opted Governor	No interests to declare, save as a parent
Mrs P Herring	Co-opted Governor	No interests to declare
Mr M Lombardo	LA Governor	Involved with Local Town Council
Mrs C McGarragh	Co-opted Governor	No interests to declare, save as a member of staff
Mrs L Munday	Headteacher	No interests to declare, save as a member of staff
Mr J Taylor	Parent Appointed	No interests to declare, save as a parent
Mrs K Warren	Parent Appointed	No interests to declare, save as a parent

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

Chair of Governor's signature _____

Planned review date _____