



Federation of Wood Street Infant School and Worplesdon Primary School Annual Governance Statement 2022-2023

Aim of the Federation

“Inspire a love of learning by providing a challenging and broad curriculum through which all children can achieve personal success.”

Governors' Role

The Governing Body plays a key role in the leadership of the Federation of Wood Street Infants School and Worplesdon Primary School. It supports and challenges the Executive Headteacher to continually improve the schools and provide the best education for every child.

This annual governance statement is one of the ways in which the governing body communicates to our stakeholders about its work and the contribution it has had on school improvement. In accordance with the Government's requirement for all governing bodies, the three core strategic functions of the Governing Body are:

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

A new Governing Board for the Federated Schools

Following a consultation period in May and June 2022 the Federation of Wood Street Infants School and Worplesdon Primary School was formalised in September 2022. The Governing Boards of both schools were dissolved, and a new board constituted following a skills audit of all available candidates.

The proposed structure of the new Federated Board was set out in the consultation process according to current DfE legislation. This was finalised and voted in during the inaugural meeting of the new Board on 19th September 2022.

- 1 Executive Headteacher
- 1 Local Authority Governor appointed by the Local Authority
- 1 Staff Governor appointed by ballot of the staff
- 2 Parent Governors appointed following nominations from the parent body
- 8 co-opted Governors appointed by the Governing Body based on a skills audit

3 associate Governors were also appointed by the Governing Body

The Governing Body appoints a professional clerk who is responsible for arranging meetings, taking minutes, and following up on all actions. The clerk also advises on procedural matters and plays a key role in the work of the Governing Body. We have been fortunate to retain the services of a highly experienced clerk for several years now.

The chair and vice chair are elected by the Governing Body and work closely with the headteacher and the clerk. In September 2022 the Governing Body elected David Philpot and Dave Cook Co-Chairs of Governors for the 2022/23 academic year. Dave Cook resigned from the role of Governor in January 2023 and the Board approved the appointment of Kellie Glossop as interim Co-Chair.



Impact of Full Governing Body Meetings

The Full Governing Body met eight times over the 2022/23 academic year. The meetings include statutory agenda items but are also an opportunity for the whole governing body to discuss and review activities that individual governors or smaller governor groups may have completed between meetings. The head teachers report on progress against the School Development Plan (SDP) is also presented at one of these meetings each term.

Between full governing body meetings, governors undertake activities including inspecting, reviewing, and agreeing school policies. They also monitor progress against the SDP which identifies the key areas on which the school and the Governing Body wish to focus during the academic year. The SDP includes measures and milestones that the Governing Body uses to satisfy itself that progress is being made against objectives and that all actions being taken are improving teaching and learning outcomes for all children.

One of the core functions of a Governing Board is to oversee financial performance. Throughout the academic year at the Full Governor Meetings, the Governing board review the regular Financial Monitoring Reports and School Budgets prepared by the School Business managers, with the SBMs present at the meetings to answer questions, giving full board visibility of the Finances across the Federation. Outside of the FGMs a working group of Governors has monitored the financial performance working with Business Managers of both schools, along with the Executive Headteacher.

Most governors attend the Full Governor Meetings in person and those unable to have joined virtually through a video conference call. Every meeting has been quorate and overall attendance and commitment by governors remains high.

FEDERATION OF WOOD STREET INFANTS AND WORPLESDON PRIMARY SCHOOL - GOVERNOR MEETING ATTENDANCE DATA 2022/23									
Date	FGB meetings								Total
	21.09.22	17.10.22	28.11.22	23.01.23	13.03.23	24.04.23	12.06.23	17.07.23	
Total Governors	13	13	13	12	11	11	12	12	97
Governors attended	9	13	11	10	8	9	10	9	79
Vacancies	0	0	0	1	2	2	1	1	
Percentage attendance	69.23%	100.00%	84.62%	83.33%	72.73%	81.82%	83.33%	75.00%	81.44%

Monitoring the School Development Plan

One of the core functions of the Governing Board is to oversee and monitor the delivery of the School Development Plan (SDP).

For the first time the SDP has been written for the Federation of Wood Street Infants School and Worplesdon Primary School. For nearly a year prior to the formalisation of the Federation in September 2022 both schools had been working closely together and were in effect working as Federated partners throughout that period. The self-evaluation and planning processes that fed into the SDP were all done jointly between both schools.

The Governing Board were able to thoroughly review the contents of the SDP, ask questions and suggest changes prior to its publication in October 2022.

The SDP usually covers a 3-year cycle, and this SDP covers the period autumn 2022-2025 marking the start of the formal Federation of both schools.

The following section reports on how the SDP has been Monitored by the Governing Body over the past academic year.



The Federated Schools of Wood Street Infant School and Worplesdon Primary School



In the inaugural meeting of the Federated Board, it was decided the monitoring be carried out by 3 working groups of Governors, each of which would be led by a member of the Senior Leadership Team.

- Resources Working Group – lead by Kareen O'Brien
As described above, this is to principally monitor financial performance and spend, but also to monitor Human resources and staff well-being.
- Curriculum & Learning Working Group – lead by Laura Bassett Cross
To monitor the educational performance of the school and delivery of the curriculum also ensuring the ethos of the school is reflected in the curriculum.
- Pupils, Families & Communities Working Group – lead by Radhika Woodruff
All Safeguarding Monitoring, behaviour and attitudes, attendance, but also overseeing both schools' position in, and relationships with, the wider community.

In addition, Head Teachers Reports were written every term giving the Governing Board a chance to assess and ask questions ahead of a full discussion at the Full Governing Board Meetings.

Priority 1: Leadership and Management

Aim	Objectives	Evidence / Governing Board Monitoring
<p>Build leadership capacity across the school including governance, leading to good and better progress within each year group and across the curriculum.</p>	<ul style="list-style-type: none"> • Share the school's agreed vision with the community. • Staff receive high quality training and are well supported with their workload. • Establish effective links with the wider community. • Continue to ensure all staff are kept up to date with Safeguarding and understand how to support those families in need. • Further develop the effectiveness of the governing body. 	<p>Full Governing Board scrutiny of the SDP ahead of publication.</p> <p>Resources working group meet with Staff to discuss workloads, Staff Surveys</p> <p>Personal Well-being and workload a key part of Governor oversight of the HT performance review.</p> <p>Weekly calls between the HT and Co-Chairs</p> <p>Establishing Links with wider community with Governing Board agreeing to the provision of a Nursery on one of the school Site and a Governor Working group set up to oversee and monitor</p> <p>Establishing relationships with local community groups in Fairlands and Wood Street. Involvement with local events (eg the Choir attending village events)</p> <p>Safeguarding Audits carried out by the Safeguarding Governor / external Safeguarding Auditor.</p> <p>Mandatory annual Safeguarding training for Governors</p> <p>New Governing Board established for the Federation using a skills of Audits</p> <p>Refresher Skills Audits for the Governing Board in the Spring Term and Chairs 360 review</p>



Priority 2: Quality of Education

Aim	Objectives	Evidence / Governing Board Monitoring
<p>To provide an exceptional education for all children.</p>	<ul style="list-style-type: none"> • Further develop 'enabling' learning environments. • Review and adapt the curriculum design ensuring it is coherent and well sequenced, reflecting our school drivers and equips <i>all</i> children with the knowledge and skills for their next step in education. • Implement the coherent and well sequenced curriculum so that <i>all</i> children are equipped with the knowledge and skills for their next step in education. • Further develop the curriculum to meet the needs of all children including those under-served (disadvantaged) pupils and SEND • Monitor the impact of our curriculum on: <ul style="list-style-type: none"> ➢ child engagement ➢ child's effort ➢ progress • attainment 	<p>Regular access to objective, high quality and timely data, presented to the GB and discussed at the FGMs.</p> <p>Termly Meeting with assessment leads to ensure and embed robust accountability.</p> <p>Termly monitoring visits by the Curriculum Working Group to meet with Staff, pupils and subject Leaders.</p> <p>Monitoring Visit to observe Moderation session by external consultant</p> <p>Learning Walks to both schools regularly carried by all Governors accompanied by school staff to see in action policies and practices discussed at the meetings</p>

Priority 3: Personal Development

Aim	Objectives	Evidence / Governing Board Monitoring
<p>To provide develop, promote, enable and support pupils' personal development ensuring their readiness for the next phase in education</p>	<ul style="list-style-type: none"> • Develop opportunities to ensure the explicit teaching of emotional literacy, healthy lifestyles (including physical and mental health), socio-economic differences and cultural diversity • To develop and build social communication skills • Encourage maintaining an active lifestyle and to keep physically healthy • To continue to develop an environment where pupils and staff personal interests are explored and developed; where a holistic view of individuals is nurtured; where challenge and curiosity is embraced and an understanding of how values underpin their ability to become responsible citizens • To continue to develop pupil high expectations, leading to high aspirations through a growth mindset and a dedication to learning • To develop and refine e-safety and specific child focused safeguarding lessons • To provide children with a varied and rich set of experiences 	<p>Regular cycle of the monitoring of the relevant school policies</p> <p>Termly monitoring visits by the Curriculum Working Group to meet with Staff, pupils and subject Leaders.</p> <p>Evidence in Head Teacher Reports presented Termly to the Governing Board</p> <p>Walking Bus, Park and Stride Weeks</p> <p>Parents E-safety workshops, highlighting e-safety in school communications</p> <p>Safer recruitment practices, including the importance of e-safety through interview processes</p> <p>Governor Training on specific Safeguarding Issues including e-safety</p> <p>Pupil Survey, Parents Survey, Teacher well-being days</p>



Priority 4: Behaviour and Attitudes

Aim	Objectives	Evidence Governing Board Monitoring
To ensure all behaviours and attitudes are positive and consistently reflect the values of the school and are outstanding	To set and ensure high expectations are explicitly maintained throughout the school settings. To instil mutual respect to ensure all children thrive. To have a robust attendance policy and set high expectations. To ensure all routines are consistent	Attendance data regularly presented and discussed at Full Governor Meetings Termly Governor Monitoring of school Behaviour and attitudes

Governor Focus Areas for 2023/2024

- Ensure that the progress in attainment achieved in 2022/23 is maintained to achieve the targets set out in the SDP and that the Leadership resources are correctly utilised in achieving this
- Continue to develop the outward facing agenda and undertake thorough MAT due diligence
- Oversee the establishment of a Nursery
- Continue to embed the Working Groups monitoring the SDP ensuring the skills of the Governing Board are fully utilised
- Continue to use regular skills audits and the chairs 360 to evaluate the effectiveness of the board and chairs, holding an early September meeting of the full board to define priorities of the year ahead based on that feedback
- After the first full year of this Governing Board continue to expand skills and knowledge by ensuring regular training is undertaken by all members of the board.

On behalf of the Governing Board, we wish you all a well-deserved break, and we look forward to seeing you for the next academic year.

Kind Regards

David Philpot

Kellie Glossop

Co-Chairs of Governors, Federation of Wood Street Infants School and Worplesdon Primary School