



The Federation of Cherry Oak School, Victoria School and Victoria College

Annual Governance Statement for the Board of Governors 2015-16

In accordance with the government's requirements for governing boards the three core functions of the Federation's Board are :-

1. **Ensuring clarity of vision, ethos and strategic direction.** Our Federation's governors are responsible along with the Executive Head teacher for setting the Federation's strategic framework, identifying priorities for school/college improvement and monitoring progress towards these goals. Governors are responsible for establishing a school ethos with high expectations of behaviour, progress and attainment for all pupils and for the conduct of staff and governors. Governors held a Saturday Workshop in November 2015 to establish the framework for a new Five Year Vision Plan for the Federation. Governors were strongly in favour of developing the Federation. Plans were shared with all stakeholders who contributed to the development of the final plan.
2. **Holding the Executive Head Teacher to account for the educational performance of the schools and the College.** The Governing Board holds the Executive Head Teacher and the Senior Leaders to account for improving the quality of teaching and learning in the three settings. A Curriculum Governor monitors the delivery of one or two subjects a term across the Federation, producing a report each term on a specific area to the full board. In addition there is a governor with specific expertise and responsibility for data management who liaises with the Federation's Data Managers on a regular basis to monitor progress and standards. Governors hold the Executive Head Teacher to account for the Performance Management of teachers which is reported annually to the Personnel Committee. The Performance Management of the Executive Head Teacher is conducted by two governors and the School Improvement Partner.
3. **Overseeing the financial performance of the school and ensuring that the budget is spent responsibly.** The Governors scrutinise the financial statements and ensure that the federation provides best value for money. Faced with escalating costs for pensions and National Insurance and with uncertainty over income, the finance committee proposed the establishment of a Finance Working Group to monitor expenditure and to establish a cost saving register in order to address the problem of maintaining financial stability.

Governance arrangements

The governing board was reconstituted in December 2014 under the 2012 School Governance Regulations. The Instrument of Governance has recently been revised and from September 2016 will consist of 17 governors as detailed below.

The Executive Head Teacher

One elected Staff Governor

Two elected Parent Governors

One Local Authority Governor

12 Co-opted Governors

There is currently a vacancy for a Local Authority Governor and three Co-opted Governors for whom replacements are being sought. Co-opted governors are appointed for the skills required to contribute to the effective governance of the Federation.

The full board meets five times a year, twice in the Autumn and Summer terms and once in the Spring. The Finance, Personnel / Pay/Grievance/ Disciplinary and Health, Safety and Buildings Committees meet termly. There is also a School Resilience Team which meets twice a year to monitor security across all aspects of the Federation. The Appeals Committee meets as necessary. There is also a Committee to monitor the work of Victoria College. There are also governors with special responsibility for Safeguarding, Special Needs, Curriculum Oversight, Data Management, The Arts and for Children with Medical Conditions.

Attendance Record of Governors

The full list of governors and their attendance at meetings can be seen on the school website.

Governors complete an annual skills audit so that training needs can be addressed and appropriate training can be offered. Induction is arranged for all new governors and for new committee members.

Governors have training on Safeguarding and e-Safety annually. They have also received training on Prevent. The Code of Conduct is reviewed and formally accepted each year.

The register of Business Interest is published on the websites for each setting.

The work which has been completed by the governing board during the year 2015-16

During the Autumn Term 2015 the Governing Board was awarded Governor Mark.

The Governing Board received detailed reports from the Data Managers about Baseline assessment and about the progress made in each Key Stage. The Governor with responsibility for Data has met during the year with the Data managers in order to develop a more in depth knowledge of current pupil progress.

The Curriculum Governor has met with the staff responsible for 14-19 department at Victoria and for RE across both schools. She has compiled a report following these visits and submitted these to Full Governors.

The Fundraiser and Arts Co-ordinator has reported to the Governing Body on the completion of Green Spaces Project and the Snoezelen room.

Termly reports are produced for governors on Pupil Premium expenditure and the Primary Sports Premium. Termly reports are also provided on Educational Visits.

Following the resignation of the Executive Head teacher the Governors have been fully involved in the Recruitment of a replacement. They made a successful appointment during the second round of interviews. The new Executive Head Teacher will not start until January 2017. The Governors have been fully involved at establishing an interim solution.

The Personnel Committee is kept informed of all staffing changes and proposed recruitment. They also scrutinise staff absence reports each term. Members work with the Leadership to look for ways to improve staff attendance.

The Health, Safety and Buildings Committee has monitored the development and condition of the 3 buildings. Termly safety walks take place in each building with the involvement of the BSS and union reps.

At Cherry Oak the Governors have been kept fully informed of the development of the new building to accommodate additional pupil numbers.

During the year the board implemented a Resilience Plan which proved to be effective in an emergency. The governors have been involved in table top exercises to check the effectiveness of the Plan. The plan is revisited regularly.

The Finance Committee meets each term to discuss the spending plan for the 3 settings. The budget reports are presented at these meetings and are discussed at length. Due to the fact that the schools are facing some financial challenges a small working group has been established to look at where potential saving can be made without impacting on front line services. This working group will report to the Finance Committee or full Governors as appropriate.

Future Plans for the Governing Board – 2016/17

Some of the Governors priorities for the year 16/17 have been identified in the following targets

- Home –School Liaison as identified in the School Improvement Plans (PDB&W7)
- Preparation for Ofsted
- Identifying where the Federation can reduce expenditure to ensure future sustainability