



ANNUAL GOVERNANCE STATEMENT 2024-25

This statement seeks to outline the impact of governance arrangements at Duxford Church of England Primary School throughout the course of the 2024-25 academic year.

Governor Membership, Vacancies, and Attendance

The school's Instrument of Government allows for 11 governors across different categories.

The Governing Body Membership currently stands at 10 (and will be 9 at the beginning of Autumn term 2025).

Over the course of the 2024-25 Academic Year, the Governing Body lost 1 co-opted governor, Sarah Montgomery, owing to maternity leave, and will lose Carolyn Meadows, a Foundation Governor, at the end of the Academic Year, following the end of her 4-year term.

For the 2024-25 Academic Year, the Governing Body was supported by Helen Dunn, Clerk to the Governors.

Governors at Duxford CofE Community Primary School have demonstrated an overall positive attendance and engagement with their work. Further information about governor attendance can be found on the school website.

The Structure of Governance

As well as meeting as a Full Governing Body, Duxford CofE Community Primary School also has two committees to ensure sufficient oversight, support and accountability towards areas of identified priority and statutory coverage.

The school names these committees as:

- The Resources Committee – which mainly deals with HR, Finance, Health and Safety, and Premises
- The Standards Committee – which mainly deals with the curriculum, assessment and data, SEND and Pupil Premium expenditure and impact

Both committees and the Full Governing Body have maintained a continued oversight of the school's safeguarding responsibilities and managed the updates of school policies aligned to particular areas of responsibility.

In addition to the above, the school also constitutes annually a Pay Committee and Head Teacher Performance Management Panel.

Committees for particular purposes, such as dealing with complaints or exclusions, are constituted as they are required, in line with the determining policy guidance.

Impact of the work of the Full Governing Body

Over the course of the last academic year, the Governing Body has demonstrated notable impact with regard to:

- Supporting the school's financial strategy:
 - o Marketing the school to the local community.
 - o Fundraising to local private businesses.
 - o Helping to achieve a non-deficit forecast budget for the current year and 2025-26, thereby enabling the school to retain its 6 classes.
 - o Reviewing the School's Financial Value Standard.
 - o Reviewing school energy use to identify savings.
- Regular monitoring of school's performance and receiving updates from the Head Teachers and School Improvement Advisors to inform their work, to ensure the continued education and safety of all children, and with regard to progress against the School Development Plan.
- Working closely with the Senior Leadership Team using both on and off-site meetings to develop the school's ethos, vision, and 3-year strategy.
- Recruiting a new Co-Headteacher.
- Investigating a Stage 2 Complaint from a parent.

Impact of the work of the Resources Committee

Over the course of the last academic year, the Resources Committee has demonstrated notable impact with regard to:

- Discussing how best to structure the school's staffing and classes in future years to ensure a continued quality of education and financial sustainability
- Promoting good attendance for children within school, especially those from disadvantaged backgrounds
- Ensuring the school continues to prioritise the wellbeing of pupils and staff throughout the school

Impact of the work of the Standards Committee

Over the course of the last academic year, the Standards Committee has demonstrated notable impact with regard to:

- Ensuring that all children have access to a broad and balanced curriculum
- Ensuring that school leaders have adapted the school's curriculum to accommodate the different abilities and needs of the pupils
- Ensuring that the school focused on priority areas through analysis of pupil performance data
- Ensuring that the Pupil Premium was invested effectively to provide optimum impact upon children's learning

Governor Training

The Governing Body has benefitted from many training courses over the year, including:

- Safeguarding
- Safer recruitment
- New governor induction
- Prevent duty
- HT recruitment
- EYFS
- Improving outcomes for disadvantaged children
- Managing complaints and allegations
- RE
- Property maintenance and estate management
- Taking the chair
- Balancing school improvement and well-being
- Termly governance briefings
- Governance and AI
- Developing and monitoring the primary curriculum
- Early reading and Phonics
- Pupil exclusions: process and practice

- Exclusions
- SFVS
- Using and analysing data
- A governor's role in health & safety

Governor Monitoring

As well as attending meetings, governors are normally expected to visit school to understand more about school life and particular areas of priority. Before any visit, the designated host teacher is sent a list of questions designed to probe strategically but challengingly into the subject area. A question about safeguarding is always included among these. The teacher's responses are then discussed at a one-to-one meeting and may include a pupil book-look or a guided tour of relevant areas of the school. All monitoring visits are followed up with a written report which is added to the agenda of a future governors' meeting.

Throughout the course of this year, Governors have undertaken specific monitoring visits in relation to:

- Safeguarding (termly)
- SEND
- Website (termly)
- Vision, ethos and strategic direction
- Christian vision (Assemblies)
- Effectiveness of PP funding
- Health & safety
- Embedding behaviour management approach to new staff
- Phonics
- Maths
- Wellbeing
- PSHE/RSE

Forward Planning

The Governing Body looks forward to the forthcoming academic year. The work will include:

- Re-visiting the school's Vision, Values, Ethos, and Strategic Plan in the light of the new co-head leadership
- Making sure public money is well spent
- Holding the school leadership to account
- Providing continued oversight regarding the impact of expenditure upon children's outcomes
- Supporting the school to continue to provide a broad and balanced curriculum for all pupils along with equality of opportunity
- Supporting the school to raise attainment for all pupils including SEND
- Ensuring the school's Vision and Values continue to be effectively implemented across all areas of the school
- Responding to SIAMS recommendations
- Assisting the school with marketing and fundraising

Other information and contact

Further information regarding the work of the Governing Body can be found at:

www.duxford.cambs.sch.uk

This includes information regarding attendance of governors and their Declarations of Interest.

Alternatively, stakeholders are always welcome to engage with the work of the Governing Body by contacting the Chair of Governors via email to ajackson@duxford.cambs.sch.uk regarding the work of the Governing Body.