

**Annual Governance Statement for the Governing Board of
CARLETON RODE AND FORNCETT ST. PETER CEVA PRIMARY FEDERATION
July 2020**

In accordance with the Government’s requirement for all governing boards, the 3 core strategic functions Carleton Rode and Forncett St. Peter CEVA Primary Federation are:

- 1. Ensuring clarity of vision, ethos and strategic direction;**
- 2. Holding the Executive Headteacher to account for the educational performance of the schools and their children;**
- 3. Overseeing the financial performance of the schools and making sure the money is well spent.**

Governance arrangements

The Governing Board of Carleton Rode and Forncett St. Peter CEVA Primary Federation consists of 14 members: 1 Bishop’s Representative, 7 Foundation Governors, the Executive Head Teacher, 1 elected Staff Governor, 1 Local Authority Governor, 2 elected Parent Governors and a Co-opted Governor. We also have the support of 2 non-voting, Associate Governors.

We have at least six full governing board meetings each year and both schools are represented at each meeting. Four sub-committees – Finance & Resources, Curriculum & Standards, Strategic & Distinctiveness and Health & Safety meet half termly, and report back to the board. In addition to the above all Governors also have specific responsibilities. See page 4 & 5 for a list of Governors and their responsibilities.

Attendance record of governors

Governors have good attendance at meetings and we have never cancelled a meeting because it was not ‘quorate’ (the number of governors needed to ensure that legal decisions can be made). See page 4 & 5 for details of individual Governors’ attendance at meetings.

The work that we have done on our committees and in the governing board

Federation has enabled the individual budgets of both schools to remain balanced and ensured the preservation of quality. Equally, it has also brought new opportunities for curriculum and staff development in both schools, as well as shared learning experiences. There have, as you will know, been many challenges this year and the board has supported the improvement journey of both schools during Judith Jones' absence. We have endeavoured to share updated information with parents and carers, and also worked with external agencies to ensure this time remained as stable and productive as possible for the children and the whole federation community. Other challenges we continue to work on include safer parking, late arrival and attendance. We have supported both schools in other ways, too: highlights have been sharing two combined school curriculum days, visiting schools, staying and playing and attending a school council meeting. Another challenge has been to support the schools through the Coronavirus pandemic and ensure they were able to remain open to key worker and vulnerable children who needed the service throughout closure, including over the holiday periods. We have also been involved in the re-opening preparations and were consulted throughout, holding regular online meetings.

Governors have listened to our parent and child feedback on the value and quality of pastoral support in schools. We have continued to listen, and respond to, external advice, especially in the area of mental health and wellbeing. At Forncett, a Calm Corner has been created and it is proving both useful and popular. At Carleton Rode, the library is being improved as an area for nurture work.

Strategic development has been a major focus of governor time and effort as we have restructured, in one year, from partnership to federation. Lots of work has been done to align our school development

	<p>priorities, and we have reviewed and improved almost all school policies whilst remaining mindful of the individual identity of each school.</p> <p>Celebration is also part of our work, and, in July, governors shared a cake with Martin Humphreys as he retired after an incredible 42 years' service as a governor at Forncett, whilst similar celebrations were held at Carleton Rode for Claire Matthews' 12 years of service and Clerk Rachael Seaward's 10 years' work. Governors and staff across both schools have also contributed a great deal of work in preparation for the recent SIAMS (Church of England) inspection at Forncett. This resulted in the achievement of an 'outstanding' grade.</p>
<p>Future plans for the governors</p>	<p>Going forward, the governing board continues to explore ways of sharing the mutual benefit and improvement of both schools whilst maintaining the unique identity and budget of each school.</p>
<p>How you can contact the governing body</p>	<p>We always welcome suggestions, feedback and ideas from Parents/Carers – please contact the Chair of Governors, via either school office. Approved minutes of the governing board and its four sub-committees are public documents, should you wish to see them please send a request to our Clerk via the school offices.</p>

Name	Role	Terms of office	Additional Roles	Attendance at Meetings
Kirsty Byrne Chair	Foundation Governor	12.09.19 – 11.09.23	Strategic & Distinctiveness (Chair) Curriculum & Standards Finance & Resources Pupil Premium LAC English RWInc Phonics	FGB 5/5 Strategic 4/4 Curriculum 5/5 Finance 4/4
Sally Richards Vice Chair	Local Authority Governor	12.09.19 – 11.09.23	Executive Headteacher Performance Management (Chair) Curriculum & Standards Strategic & Distinctiveness Attendance Science	FGB 5/5 Strategic 4/4 Curriculum 5/5
Michael Bolger	Foundation Governor	12.09.19 – 11.09.23	Finance & Resources (Chair) Strategic & Distinctiveness More Able History	FGB 5/5 Strategic 4/4 Finance 4/4
Helen Carlile	Foundation Governor	12.09.19 – 11.09.23	Health & Safety (Chair) Strategic & Distinctiveness Wellbeing PSHE/C	FGB 4/5 Strategic 4/4 Health & Safety 4/4
Louise Chandler	Parent Governor	12.09.19 – 11.09.23	Curriculum & Standards (Chair) Strategic & Distinctiveness Executive Headteacher Performance Management Equalities PE	FGB 4/5 Strategic 4/4 Curriculum 5/5
Lorna Christoforou- Hazelwood	Parent Governor	12.09.19 – 11.09.23	Health & Safety SEND MFL	FGB 4/5 Health & Safety 3/4
Lydia Avery	Foundation Bishop Appointed Governor	12.09.19 – 11.09.23	Curriculum & Standards R.E SMSC	FGB 2/5 Curriculum 2/5
John Madinda	Foundation Governor	12.09.19 – 11.09.23	R.E SMSC Music	FGB 3/5
Neil Parsons	Foundation Governor	12.09.19 – 11.09.23	Finance & Resources Sports Premium Design & Technology Art & Design	FGB 5/5 Finance 4/4
Liz Service	Foundation Governor	12.09.19 – 11.09.23	Health & Safety Safeguarding Geography	FGB 5/5 Health & Safety 4/4

Roger Sparrow	Co-opted Governor	12.09.19 – 11.09.23	Finance & Resources Health & Safety GDPR Computing	FGB 3/5 Finance 2/4 Health & Safety 3/4
Steve Trickey	Foundation Governor	12.09.19 – 11.09.23	Health & Safety Training & Mentoring Maths	FGB 2/5 Health & Safety 4/4
Judith Jones	Executive Head Teacher		Strategic & Distinctiveness Finance & Resources Curriculum & Standards	FGB 4/5 Strategic 2/4 Curriculum 3/5 Finance 2/4
Jon Wheeler	Staff Governor	12.09.19 – 11.09.23	Curriculum & Standards	FGB 5/5 Curriculum 2/5
Vicky Brosnihan	Associate Member Non- voting	12.09.19 – 11.09.23	Finance & Resources Health & Safety	
Rachael Burrows	Associate Member Non-voting	12.09.19 – 11.09.23	Finance & Resources Health & Safety	
Sam Mealing-Mills	Clerk			
Roger Sparrow	Co-opted Governor	Resigned July 2020		