**Vine Tree Primary School  
Annual Governance Statement – October 2024**

**Constitution of the Governing Board**

|  |  |
| --- | --- |
| **Category of Governor** | **Appointed or elected to the governing board?** |
| 1 x Headteacher | Governor by virtue of employment by the school |
| 1 x Staff Governor | Elected on to the governing board by staff ballot |
| 1 x Local Authority Governor | Nominated by the Local Authority and appointed by the governing board |
| 4 x Parent Governors | Elected on to the governing board by parent ballot |
| 7 x Co-opted Governors | Appointed by the governing board |
| **Total number of governors = 14** | |

**Current Members of the Governing Board October 2023**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Full Name** | **Appointed** | **Term of Office** |
| Headteacher | Mr Darren Locke | 01/09/2009 |  |
| Staff | Miss Naomi Thomas | 16/10/2021 | 4 years |
| Local Authority | Mrs Anne Gadsden | 30/01/2023 | 4 years |
| Parent | Mrs Sarah Atkinson | 24/11/2020 | 4 years |
| Parent | Mrs Michelle Sawyer | 30/01/2023 | 4 years |
| Parent | Mrs Vickie Le’Clere | 22/11/2022 | 4 years |
| Parent | Mr Jonathan Minckley | 19/03/2024 | 4 years |
| Co-opted | Mrs Janet Cope | 22/01/2023 | 4 years |
| Co-opted | Mrs Helen Johnson | 22/11/2022 | 4 years |
| Co-opted | Mrs Hilary Cummings | 19/10/2023 | 4 years |
| Co-opted | Mrs Margaret Turrel | 19/03/2024 | 4 years |
| Co-opted | Vacancy |  |  |
| Co-opted | Vacancy |  |  |
| Co-opted | Vacancy |  |  |

|  |  |
| --- | --- |
| **Chair of Governors** | Mrs Hilary Cummings |
| **Vice Chair of Governors** | Mrs Vicky Le’Clere |
| **Clerk to Full Governing Board** | Mrs Tara Sanchez |

**Members Left Within Previous 12 Months**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Full Name** | **Left** | **Reason** |
| Co-opted | Mr Alan Bradley | 23/02/24 | Resigned |

**Governing Board Core Functions**

As defined by the Department for Education Maintained Schools Governance Guide, March 2024 [www.gov.uk/guidance/governance-in-maintained-schools](http://www.gov.uk/guidance/governance-in-maintained-schools)

The core functions of the governing body are as set out in (regulation 6) and include, but are not limited to ensuring:

* that the vision, ethos and strategic direction of the school are clearly defined
* that the headteacher performs their responsibilities for the educational performance of the school
* the sound, proper and effective use of the school’s financial resources

The governing body also has legislative responsibility and strategic oversight for the school’s safeguarding arrangements.

Also a governing body and its governors **must**, as required by [The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, regulation 6(2)](https://www.legislation.gov.uk/uksi/2013/1624/regulation/6/made):

* act with integrity, objectivity and honesty and in the best interests of the school
* be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties

Vine Tree governing board has a Code of Conduct, reviewed annually, a copy of which is available on the website. All governors and associate members are obliged to abide by this code.

**Governing Board Committees**

Our governing body uses the ‘circle model’ of governance with no committees except for Pay and HTPM and those required on an ad hoc basis such as appeals, complaints and exclusions.

|  |  |  |
| --- | --- | --- |
| **Committee Name** | **Chair** | **Members** |
| **Pay** | TBC | Vickie Le’Clere  Sarah Atkinson  +1 |
| **Headteacher’s Performance Management** | **TBC** | **Michelle Sawyer**  **Hilary Cummings**  **+1** |
| **Staff Discipline & Dismissal** | **Committee will be constituted as required.** | |
| **Pupil Discipline & Exclusions** | **Committee will be constituted as required.** | |
| **Complaints** | **Committee will be constituted as required.** | |
| **Appeals** | **Committee will be constituted as required.** | |

**Governing Board Effectiveness and Impact for Academic Year 2023-2024**

This year, as the board set about delivering on the three core functions, it was strengthened by two new appointments, a parent governor – Jonathan Minckley and a co-opted governor – Margaret Turrel. However sadly, Alan Bradley, a long serving governor, champion and advocate of the school, died. Alan was often seen around the school listening to the younger children read and supporting events & school visits on a regular basis. He is a great loss to the school community.

All the governors care passionately about the safety and the education of your children, and we each try to bring our little bit of expertise to making Vine Tree a better school. We never think that we have achieved everything and are always looking to improve and further our training. Here at Vine Tree the governors endeavour to be ambitious for all the children and have a commitment to continuous school improvement. As a result, we focus on the key priorities identified in the Strategic Development Plan underpinned by the Vine Tree values of ‘treated fairly, respect, learn, include and enjoy’.

**Strategic Development Plan**

**Quality of Education - currently graded as Good**

* Continue with curriculum redesign and implementation to ensure pupils retain knowledge.
* Continue to improve the quality of education so that all pupils make good progress from their starting points and pupils are sufficiently challenged across all subjects.
* Literacy skills, particularly writing and vocabulary, will be further developed throughout the curriculum to empower pupils to unlock further progress

**Behaviour and Attitudes - currently graded as Good**

* Continue to ensure that attendance at school is a key priority for all children
* Gain the views of children to ensure that they feel safe and positive about school

**Personal Development - currently graded as Good**

* Ensure that staff workload is a key priority for governors
* Refresh our healthy eating policy
* Further develop our pupil voice strategy

**Leadership and Management - currently graded as Good**

* Embed the culture of high expectations which will have a positive impact on pupils as well as recognising the need for staff CPD
* Ensure that staff well-being is a high priority for governors and leaders
* Safeguarding is effective

**EYFS provision currently graded as Good**

* To further develop the role of all adults in the EYFS to ensure effective challenge.
* To continue to embed our Phonics, Writing and Maths strategies in combination with the CPD partners

To carry out our roles and responsibilities, as a full governing board (FGB), we meet twice a term and when able to do so, governors visit the school to meet and talk to the staff and children. The Chair of Governors meets with the School Improvement Partner and the report is shared with all the governors.

In January 2023 Ofsted said that Vine Tree continued to be a good school. To address the two development areas identified, the FGB have aligned link governors to focus on these areas, they report back to the full board at the half termly meetings.

* In a small number of subjects, leaders have not identified the key knowledge that pupils need to know. This hinders teachers in designing learning for pupils. Leaders should ensure that staff are informed well about what curriculum content to deliver and when this knowledge should be taught. This will help to ensure that pupils, including those with SEND, acquire all the important knowledge they need.
* Some staff do not feel that those responsible for governance have given sufficient attention to their workload and well-being. This has had a negative impact on some teachers’ morale. Members of the governing body should ensure that they give enough consideration to the workload of staff when holding leaders to account for the quality of education.

To keep parents informed the Part 1 minutes, once approved, are available from the office and we as governors endeavour to be accessible as possible, you may even see us around school, if you do, please stop and chat.

You can contact us via the school office or e-mail the chair of governors, [Chair@vinetree.cheshire.sch.uk](mailto:Chair@vinetree.cheshire.sch.uk). However, we do ask that if the issue relates specifically to your child you use the channels put in place by the school staff to ensure that the matter is dealt with appropriately and in a timely manner.