



BURROUGH GREEN CHURCH OF ENGLAND PRIMARY SCHOOL ANNUAL GOVERNANCE STATEMENT 2023-2024

Our School Vision

Kindness is the foundation of our school and, guided by our shared Christian Values, we work together to provide a happy, loving and nurturing environment where all are confident to fulfil their hopes and aspirations. We endeavour to motivate and inspire everyone to become lifelong, resilient and enthusiastic learners in an ever-changing world.

As it says on the Bible, 2 Chronicles 15:7, “Be strong and do not give up, for your work will be rewarded”, and in Philippians 4:13, “I can do all through him who gives me strength.”

This statement seeks to outline the impact of governance arrangements at Burrough Green CofE Primary School throughout the course of the 2023-24 academic year.

Governor Membership, Vacancies and Attendance

The Instrument of Government for Burrough Green CofE Primary School allows for 11 governors across different categories.

The Governing Body Membership currently stands at 9 with two vacancies that the Governing Body continues to work hard to recruit to. One vacancy was carried over from last year and the other is a recent vacancy arising from a resignation.

Throughout the course of the 23-24 Academic Year, the Governing Body has gained one new governor, which filled a vacancy carried over from the previous academic year, and has lost one governor, whose position remains vacant. The ex-officio position previously held by interim Headteachers has now been filled by the new substantive Headteacher who was appointed in September 2023. One Foundation governor was reappointed into their role at the expiration of their term of office. One governor has also given notice of their resignation and their term of office will end at the end of the summer term, creating a third vacancy. There are no terms of office due to expire during the next Academic Year.

Chair: Anthea Kenna

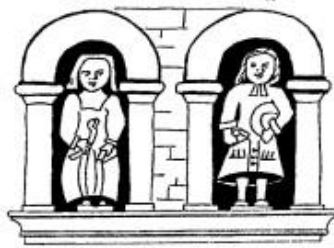
Vice Chair: Jeremy Hinde

Clerk: Katie Woodcock

Over the course of the year, Governors at Burrough Green CofE Primary School demonstrate 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

Burrough Green CofE Primary School has adopted the Circle Model of Governance and meets as a Full Governing Body nine times per year (3 per term), to ensure sufficient oversight, support, and accountability towards areas of identified priority and statutory coverage.



The school forms working parties for specific tasks for an agreed fixed term.

The Governing Body overall has a continued oversight of the school's safeguarding responsibilities and manage the updates of school policies aligned to the areas of responsibility.

In addition to the above, the school also constitutes, annually, a Pay Panel and Headteacher Performance Management Panel. Committees related to 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;

- Preparing for Academisation, including:
 - Chair attendance at regular meetings with the DfE, the Diocese, the LA and ACT
 - making difficult decisions
 - completing lengthy processes
 - effectively managing issues and delays
 - communicated to staff and parents as appropriate.
- Reviewing and ratifying a balanced budget
- Supporting the induction of the new Headteacher and other staffing changes, including redundancies, and managing associated parent concerns and communication
- Continuing to strengthen the relationship between the governing body and the wider school community through regular updates to parents and carers via the school newsletters and holding additional meetings with parents to discuss feedback, questions and areas of particular concern
- Receiving and discussing progress and attainment data
- Ensuring that Safeguarding remains a high priority within the school

The main challenges faced and addressed by the Board this year have been:

- Delays and issues beyond the Board's control in relation to academisation
- Parent concerns following staffing changes, which were addressed through parent/governor meetings
- Budget issues as a result of falling pupil numbers

Governor Training

Governors' work is collective, so we are always able to benefit from our different points of view and considerations within meetings. Training is sometimes delivered to the whole governing body. However, the Governing Body has also benefitted from training courses on the following topics throughout the course of the year;

Training undertaken by individual members of the Governing Body:

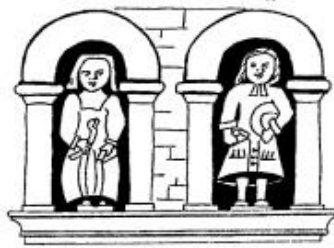
Safeguarding – in order to effectively fulfil our duties in quality assuring the safeguarding arrangements for all children at Burrough Green CofE Primary School.



Name of Training	Provider	Date	Attendee
Safeguarding – A Governors Role	NGA Learning Link	29/03/2024 20/09/2023	Rachel McDonnell Lucy Talbot
Annual Safeguarding Training	Burrough Green	18/09/2023	Anthea Kenna Alan Sharp Alice Leadbeter Jeremy Hinde Stephen Roberts Georgina Shepherd Lucy Talbot
Prevent	Home Office	10/12/2023	Rachel McDonnell
A Safe Space L2	Girlguiding	29/01/2024	Anthea Kenna
Safer Recruitment in Education	NGA Learning Link	24/02/2024	Alice Leadbeter
Designated Safeguarding Lead & Deputy Lead	LA	15/09/2023	David Sandford
Cyber Security for Schools	Webinar	03/07/2024	Anthea Kenna

Roles and Responsibilities

Name of Training	Provider	Date	Attendee
New to Governance	Learn Together Cambs	01/11/2023 28/02/2024	Lucy Talbot Rachel McDonnell
Headteacher Appraisal & Capability	NGA Learning Link	19/09/2023	Georgina Shepherd
Headteachers Performance Management Review	NGA Learning Link	25/09/2023	Georgina Shepherd
Charity Finance Training	NGA Board	19/09/2023	Anthea Kenna
Effective MAT Governance	Learning Link	02/10/2023	Jeremy Hinde
The Role of the Incumbent, Parish Rep and Parochial Church Council	Ely Diocese	07/02/2024	Lucy Talbot
Small School's Programme – Ambitious, Strategic and Inspirational Governance	HfL	23/04/2024	Anthea Kenna
Monitoring and Deep Dives	David Sandford	08/05/2024	Jeremy Hinde Anthea Kenna Rachel McDonnell Stephen Roberts Lucy Talbot
HTAR	Governors4School	27/06/2024	Anthea Kenna
NGA Conference inc. Governing Effectively for Single Schools; Governing Effectively for MATs; AI for EdTech	NGA	13/07/2024	Anthea Kenna



LA Briefings – in order to remain up to date with latest Local Authority information:

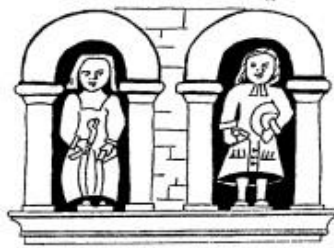
Governor Termly Briefings:	Anthea Kenna	03/10/2023, 20/05/2024
Briefing for Heads and Chairs:	David Sandford Anthea Kenna	26/09/2023, 22/01/2024 22/01/2024, 16/07/2024
Annual Governance Conference:	Anthea Kenna & David Sandford	09/03/2024

Governor Monitoring

As well as attending meetings, governors are also expected to visit school to understand more about school life and particular areas of priority (typically linked with different areas of the curriculum).

As well as the formal monitoring listed below, Governors take every opportunity to visit the school to attend assemblies, school events and PTA activities.

Area	When	By Who
Safeguarding	Every monitoring visit to the school	All governors
	Termly visits including SCR and Pupil Voice	Anthea Kenna
English	Autumn 1 Autumn 2 Spring	Georgie Shepherd
Maths	Autumn Spring	Lucy Talbot
Health and Safety	Autumn Summer	Jeremy Hinde
Collective Worship	Autumn Spring	Stephen Roberts
Wellbeing	Autumn	Jeremy Hinde
EYFS	Autumn Spring	Jeremy Hinde
Website	Spring	Georgie Shepherd
Leadership; including Safeguarding and SCR	Autumn	Anthea Kenna
May Day Celebrations	Summer	Jeremy Hinde
PTA AGM	Autumn	Georgie Shepherd
Geography Deep Dive	Summer	Rachel McDonnell & Lucy Talbot
D&T Deep Dive	Summer	Jeremy Hinde
Music Deep Dive	Summer	Stephen Roberts & Anthea Kenna



Compliance

The Governing Board has ensured that an effective Safeguarding culture is in place. Our work includes:

- Monitoring safeguarding during every visit to school and including our observations in the visit report
- Regular review of the Single Central Record
- Speaking to the children to understand their perspective about safety at school
- Having safeguarding as a permanent item on the agenda for every Full Governing Board meeting, with the Headteacher required to provide an update as part of his report to Governors
- Annual safeguarding training and appropriate updates throughout the year
- Ensuring Prevent training for Governors is up to date
- Ensuring all Governors have read the latest version of KCSIE, with a record of compliance kept on GovernorHub.

The Governing Board has ensured that the relevant policies and procedures are in place by using model policies where possible, tailored to the needs of the school, and reviewing and ratifying them in accordance with the recommended schedule.

Forward Planning

The Governing Body looks forward to:

- Adapting to the role of a Local Governing Body within ACT
- Monitoring the impact of academisation on children's outcomes
- Providing continued oversight regarding the impact of expenditure upon children's outcomes, including the provision of Wrap Around Care
- Supporting and monitoring the embedding of the new staffing structure
- Collaborating with other schools in the MAT to ensure the best outcomes for our pupils

Other information and contact

Further information regarding the work of the Governing Body can be found [here](#).

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

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