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Bassingbourn Primary School

ANNUAL GOVERNANCE STATEMENT 2023/24

This statement seeks to outline the impact of governance arrangements at the school throughout the course of the 2023/24 academic year.

Governor Membership, Vacancies and Attendance

The Instrument of Government allows for 13 governors across different categories.

Current membership: 12

Current vacancies: 1

Throughout the course of the 2023/2024 Academic Year, the governing body has lost 8 governors and gained 7 in their place. There are no governors whose term of office will end in the next academic year.

Chair: Ali England

Vice Chair: Rachel Butterworth

Clerk: Lisa White

Attendance:

Over the course of the year, Governors at Bassingbourn Community Primary School demonstrated an overall positive attendance and engagement with their work.

[Governor-Information-and-Attendance-2023-2024-Autumn-2023.pdf \(bassingbourn.cambs.sch.uk\)](#)

The Structure of Governance

The Board uses the circle model and has met as a Full Board 8 times this year. All governors have a continued oversight of the school's safeguarding responsibilities and manage the updates of school policies aligned to the particular areas of responsibility.

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

Committees related to 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:

- The current Termly Rapid Improvement Plan (RIP) is based on priorities identified from data, school self-evaluation and Ofsted priorities. The Termly RIP is set out with clear aims, the key tasks that will be completed in order to achieve these aims and the success criteria in order to measure outcomes. The Termly RIP is monitored and reviewed at each meeting, with an evaluation overview being completed and presented to governors as part of the Headteacher report.
- To improve communication, governors share 5 key points in the parent newsletter from each governors' meeting.
- Following two school business manager resignations, the school has recently successfully secured a very experienced School Business Manager on a 50/50 secondment Service Level Agreement, until the end of the Autumn term 2024 and to be reviewed moving forward, who presents and report to governors the updated budget at each meeting. The Board scrutinises the effect of pupil numbers on the budget and how these impact on staffing and resources.
- Governors ensure 'best value' when purchasing items or services. The governors ensure that the school provide three quotes for items or services. Ensuring best value is successful.

The main challenges faced and addressed by the Board this year

The school was issued a warning notice from the Local Authority in October 2023.

Bassingbourn has had a turbulent year with several governor resignations, including the Chair and Vice Chair. However, we have now recruited new governors who have expertise and knowledge in many areas, including SEND, Safeguarding, School Improvement and Finance.

The substantive headteacher resigned February 2024, and the school has had an Interim Executive Headteacher to support the school on a part-time secondment basis. However, following a successful recruitment process, the Interim Executive Headteacher will become the substantive Headteacher from 1st September 2024.

The substantive SENCo is on maternity leave; the school has had support from the Local Authority SEND Team, and from Easter 2024, secured a full time SENCo to cover the maternity leave.

Governor Training

Governors' work collectively so we are always able to benefit from our different points of view and considerations within meetings. However, the governing body has also benefitted from training courses on the following topics throughout the course of the year:

- Safeguarding
- Head Teacher Performance Management

- Cyber Security
- Balancing School Improvement and Wellbeing
- Pupil Premium
- Health and Safety

All members of the governing body have completed training and continue to access online training. The impact of this is that the governing body are kept abreast of their responsibilities regarding the latest requirements and expectations. Alongside the recent whole governing body training on 'Setting the Strategic Direction', governors also attend individual courses and training.

Governor Monitoring

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

Throughout the course of this year, governors have undertaken particular monitoring in relation to:

- Safeguarding
- Health and Safety
- SEND
- Quality of Education
- Staff Wellbeing

In addition to the governors' monitoring visits, governors also make numerous informal visits attending parent evenings, parent information coffee mornings, sports days, school productions, overnight year 5 camp, along with supporting the weekly swimming lessons during the summer.

Compliance

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

The monitoring of safeguarding practices is a key priority for governors and is ongoing throughout the year. Safeguarding reports are presented at FGB meetings provide an opportunity to challenge the safeguarding culture of the school and ensure robust procedures and practises are in place. Safeguarding questions are asked during governor visits through pupil conferencing. The impact of this challenge and monitoring is confidence in the safeguarding ethos at Bassingbourn Primary School.

Recruitment

The Chair of Governors has completed the Safer Recruitment training. The governing body have successfully recruited the current Interim Executive Headteacher to be the substantive Headteacher from September 2024. This will ensure, strong, stable leadership, moving forward.

The governing body has ensured that the relevant policies and procedures are in place by reviewing and approving a significant number of the statutory policies. This has taken place throughout the year in FGB meetings. Policies are updated on the school website.

Forward Planning

NGA audit analysed, and training and support identified.

In-house whole governor “**Ofsted Ready**” training planned for Autumn 2024.

Ensure the monitoring visits calendar is set for the coming year 2024/25.

Other information and contact

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

Governors can be contacted through the school office via telephone, email, letter or in person.

Emails can also be sent directly to the Chair of Governors at

aengland@bassingbourn.cambs.sch.uk.