

## Annual Governance Statement for the Governing Body of Mill Hill Community Primary School

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of **Mill Hill Community Primary School** Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding the Headteacher to account for the educational performance of the school and its pupils
3. Overseeing the financial performance of the school and making sure its money is well spent

### **Governance arrangements**

The governing Body of **Mill Hill Community Primary School** was reconstituted in January 2015 and is now made up of:

One Headteacher  
Two Parent Governors  
One Staff Governor  
One LA Governor  
Seven Co-opted Governors

*The skills we require for successful governance at Mill Hill Primary School are:*

- *Good financial knowledge*
- *Awareness of the National Curriculum*
- *A clear understanding of the legal framework for schools and governance*
- *An ability to challenge and question the information presented at meetings.*
- *Provide clear leadership to support the work of the Headteachers.*

*The governing body has programme of meetings throughout the school year, that focuses on specific areas of governance:*

*School Improvement  
Finance  
Premises  
Staffing*

### **Attendance record of governors**

A record is kept by the clerk to the governing body, of governors' attendance at meetings, details of attendance can be found on page 1 of the minutes of the minutes.

Meetings need to be 'quorate' to ensure that decisions can be made. This equates to 50% of the governing body.

### **The work we have done in the governing body meetings**

*Mill Hill Primary School Governing Body has 10 full meetings a year. The agendas are worked out at the beginning of the school year so that all aspects of Governance are covered and all Governors are involved in the discussions. Consequently there is no need for committee meetings.*

*The agreed minutes of all meetings are available from the school office.*

### **Strategic Planning for the future**

*There is a strategic group of Governors who look at planning for the future together with the Headteachers. This ensures that progress is made with the School Development Plan Priorities. The Governing Body have written their own action plan and this is reviewed regularly and updated as appropriate.*

*Following the last Ofsted (March 2019) and reviews of the work of the school, the schools priorities are:*

<b>Key Priority 1</b>	<p><b>Secure consistency in the quality of teaching, learning and assessment, by ensuring that: –</b></p> <ul style="list-style-type: none"> <li>• staff have consistently high expectations of the presentation, quality and accuracy of pupils' writing</li> <li>• there are more frequent opportunities to teach handwriting</li> <li>• the curriculum is appropriately sequenced so that pupils deepen their knowledge and understanding over time and staff have the necessary subject knowledge</li> <li>• there is a clear and consistent approach to the teaching of phonics</li> <li>• pupils who need to catch up with reading receive sufficient practice and effective support</li> <li>• pupils with SEND are supported appropriately when working in class</li> <li>• the transition from Reception to Year 1 continues to build on pupils' prior learning.</li> </ul>
<b>Key Priority 2</b>	<b>Rapidly increase the proportion of pupils who reach and exceed the expectations at the end of key stage 2 in reading, writing and mathematics.</b>
<b>Key Priority 3</b>	<b>Improve the effectiveness of leadership and governance, by making sure that subject leadership is developed so that it contributes more significantly to rigorously addressing inconsistencies in teaching and learning, developing an effective curriculum and raising standards.</b>
<b>Other Priorities</b>	<p><b>To develop the children's personal development, welfare and behaviour through:</b></p> <ul style="list-style-type: none"> <li>• The Mill Hill 3As of Achievement, Attendance and Attitude <ul style="list-style-type: none"> <li>○ Achievement – children understanding targets and are enabled to achieve them</li> <li>○ Attendance – aiming for 97%</li> <li>○ Attitude – growth mindset, resilience, progress and behaviour</li> </ul> </li> <li>• Parents – To work in partnership with the school to support our children (communication and links, homework, and school involvement)</li> <li>• Pupils – to develop pride and raise aspirations</li> <li>• Partnerships – To support our local community and celebrate our positive relationships</li> </ul>

### **How to contact your governing body**

*Information about the school's governing body is available on the governors' page of the school's website*

### **Mill Hill Community Primary School – membership**

Name	Office held	Appointed by	Category of Governor	Term of Office
Mrs Sheila Sutton	Chair of Governors	Governors	Co-opted	21/01/19- 20/01/23

Mr Ken Pullan	Joint vice - chair	Local Authority	Local Authority	01/9/17 - 31/8/21
Mrs Jill Jaques	Joint vice-chair	Governors	Co-opted	15/07/19 – 16/07/23
Mrs Anna Szymoniak		Parents	Parent	15/12/19- 16/12/23
Mrs Claire Tilley		Parents	Parent	15/10/19 – 16/10/23
CLlr Caroline Dickinson		Governors	Co-opted	13/03/2019 - 13/03/2011
Mrs Diana Bird		Governors	Co-opted	29/11/2015 - 30/11/2019
Mrs Hilary Dodd		Governors	Co-opted	11/03/2020 12/03/2024
Mrs Mary Foster		Governors	Co-opted	
Mrs Rebecca Bainbridge	Headteacher	Governors	Headteacher	
Mrs Gwen Burn		Governors	Co-opted	21/01/19 - 20/01/23
Mrs Angela Jones		Staff	Staff	21/02/18 - 21/20/22

**Mill Hill Community Primary School Governors' Attendance record for 2019-2020**

Name	Attendance
	2019 2020
Mrs Sheila Sutton	10/10
Mr Ken Pullan	6/10
Mrs Jill Jaques	9/10
Mrs Anna Szymoniak	6/7

Mrs Claire Tilley	9/9
Cllr Caroline Dickinson	9/10
Mrs Diana Bird	10/10
Mrs Hilary Dodd	4/4
Mrs Mary Foster	9/10
Mrs Rebecca Bainbridge	10/10
Mrs Gwen Burn	10/10
Mrs Angela Jones	10/10

The overall attendance figure was 96% and all absences were for justifiable reasons and consented to by the Governing Body.