



Annual Governance Statement for the Governing Body of **Riccall Community Primary School** September 2023



In accordance with the Government's requirement for all governing bodies to ensure compliance with legal and regulatory requirements, the 3 core strategic functions of Riccall CP School Governing Body are:

To achieve our vision of excellence for the school by:

- Setting strategic direction
- Holding Headteacher to account for improving the school
- Ensuring financial health, probity, and value for money

Governance Arrangements

The governing body of Riccall CP School is comprised as follows:

- Four parent governors appointed by ballot by parents of the school.
- One Local Authority governor appointed by North Yorkshire County Council
- The Headteacher
- One staff governor appointed by ballot of the staff.
- Five co-opted governors appointed by the Governing Body

Governing bodies need members with a range of skills, knowledge, and experience to conduct their function. The RCPS Governing Body is comprised of volunteers with a wide range of complementary skills which are harnessed to benefit the school. Not all governors have the full range of skills or knowledge, but the collective membership should be capable of carrying out their responsibilities effectively.

These skills and backgrounds include:

- Primary and Secondary education
- Business and Management
- ICT
- Data Analysis
- Finance
- Health & safety
- Health Care professionals
- Marketing and Public relations
- SEN

The Chair and Vice-Chair are appointed annually via a vote amongst the Governing Body.

During the last academic year, we have recruited 1 replacement governor the RCPS Governing Body and are thus at full strength as described above. Each term of office is four years, at which point, if necessary, the post will be advertised by the school and the position will be open to new and existing members to apply and take part in any ballot.

Since September 2019, the Governing Body has operated without sub-committees, except for standing panels such as HT Performance Management, Pupil Discipline, Complaints, Staff Discipline and Appeals and for specific strategic projects as agreed by the Governing Body.

Currently we have a hybrid arrangement (virtual and f2f) of 10 Full Governing Body meetings scheduled, one held in every month of the academic year. All Governors are expected to attend, and it is felt that this frequency and involvement of all governors ensures full engagement and is an efficient and effective process to utilize Governors' time efficiently.

The Governing Body appoints an external Clerk to the Governing Body. This is an independent paid role, to arrange, administer and record all meetings and advise on areas of protocol, procedure, and statutory matters.

Governor Expectations

The Governing Body sets out the standard of expectation required from each governor. This includes the importance of attendance and confidentiality (see [Annex 1](#) below).

Meetings need to be quorate to ensure that decisions made are valid. This means that no less than 50% of the Governors in post need to be present at the time of the meeting. No meetings in 2022/23 failed to meet this minimum level of attendance.

A formal record of governor attendance at meetings is maintained by the Clerk and average attendance in 2022/23 was 74% which was a slight decrease on the typically 85% rate of recent years – largely due to increased work commitments and illness amongst governors.

Governors are expected to take an active part in the life of the school, with a minimum expectation of one visit per term. Each governor will have one or more links to an area of the school, such as a subject or a school governance area.

Names of all Governor members and their attendance, link responsibilities, term of office and business interests for the 2022/23 academic year can be found on the school website:

<http://www.riccallprimary.co.uk/meet-the-governors/>

The work we have done on the Governing Body in 2022/23 academic year.

In addition to fulfilling the statutory responsibilities of the Governing body, work undertaken in the last 12 months in support of the school is detailed in [Annex 2](#) below. The main highlights include:

- Navigated a successful Ofsted Section 8 inspection for the school which continues to be “Good”.
- Navigated a successful NYCC governance health check / audit with some “really strong practice” according to the SEA auditor.
- Creation of a 4-year strategic plan for the school to implement Ofsted recommendations and continue our path towards excellence. [Annex 5](#) below
- Conducted a governor’s skills audit [Annex 4](#) below.
- Termly Governor-led whole school assemblies linked to the school vision.
- Sixth annual Governors Awards for the whole school community
- Recruitment of a replacement clerk to the governors
- Recruitment of 1 new governor
- Appointment of Chair and vice-chair for another year

Strategic Planning for the future – 2023/2027

The Governing Body will continue to develop and support the school by supporting and championing our award-winning strategy and vision, whilst closely monitoring the financial health of the school and working together with the Headteacher and all staff and stakeholders to deliver the best possible outcomes for pupils.

Each year the Headteacher, staff and Governing Body self-evaluate the school in order to agree a School Development Plan (SDP) which sets out the areas for improvement on which we will focus over the year to come. The objectives are challenging and are to be achieved within a set timescale. It is also vital that the development objectives have a positive, sustainable impact on the progress and attainment of the pupils.

A copy of the school’s SDP and SEF (Self-Evaluation Form) can be found on the school website, along with other information relating to data, funding, and curriculum.

<http://www.riccallprimary.co.uk/key-information/>

After our successful Ofsted inspection, the governors and headteacher have updated the strategic plan for the next 4-year Ofsted cycle to ensure we fully implement the Ofsted recommendations and continue our path towards the stated goal in our vision to be an excellent school. [Annex 5](#) below

Riccall School Vision

A copy of our award-winning Vision is in Annex 3 below for your information.



How to contact the governing body

Information about the school's Governing Body is available on the governors' page of the school website:

<http://www.riccallprimary.co.uk/meet-the-governors/>

We are happy to answer any questions about the work of the Governing Body and encourage applications from potential new members when vacancies arise. Applicants with skills that enhance the profile of the existing body are particularly welcome.

The Chair of Governors at Riccall School for the 2022/23 academic year is Mr Mike Sheedy and his school email address is msheedy@riccall.n-yorks.sch.uk

Annex 1 The expectation of individual governors of Riccall CP is that they will:

- enhance the work of the governing body to enable a strong focus on raising standards, so that every child achieves their potential.
- demonstrate their commitment by getting to know the school and becoming involved in school life and activities by visiting during school hours at least once per term.
- take personal responsibility for their ongoing training and development.
- prepare for meetings so that they are well informed, having at minimum read all the papers sent out with the agenda.
- attend meetings (governing body/committees/working group) and play an active part.
- support the school with parents and in the community.
- recognise the corporate status of the governing body and the concept of collective responsibility.
- respect confidentiality and the need to act with circumspection.
- work together so that the governing body has a demonstrably positive impact on the school.

Annex 2 Governing Body Activities 2022/23

FGB Actions		
2022_2023		
T1	T2	T3
Review structure and membership		GB strategy
Annual Governance Report		Skills Audit completed
EoY school outcomes / progress data review	Maths Update	Pupil progress and attainment review
Reading Update	Reading Update	
Foundation/EYFS update	F1marketing plan	EY / Hive sub committee
SEND update	SEND update	SEND update
Review TOR		length of school day approved
Approve appraisals and pay	Whole school attainment and progress update	Gov links & responsibilities reviewed for 23/24
Approve HT appraisal and pay		
Agree SCR review process		
Curriculum update	Curriculum update	Curriculum update
SDP / SEF review	SDP / SEF review	
C Morgan induct	Zacs Club update & review	Zacs Club update & review
Govs link visits	Govs link visits	
FoRS update	Budget / SFVS sign off	
Writing update		Writing update
35 gov visits to school (4)		

Policies Reviewed		
2022_2023		
T1	T2	T3
Agree policy review schedule	H&S	Educational Visits
Reorganisation, redundancy, and redeployment	Holiday in TT	Intimate Care
Teaching & Learning	Photograph	Use of sunscreen
School visits	Substance misuse	Removal of governors
Child protection	Walking from home	Admissions arrangements
Statutory committee TOR review	Appraisals	Discipline policy
Budget Mgt	Capability	PHSE policy
Scheme of delegation to HT	Low Level Concerns	
	Public Sector Equality Duty	
	Mental Health	
	Charging / Admissions	
	Attendance	

Audits / visits		
2022_2023		
T1	T2	T3
SEF & Ofsted priorities Idd	SEF / SDP / Ofsted priorities feedback/inputs from deep dives in History and Music	
OMGs / HT updates / KCSIE update & sign off SCR audit and action plan	S'G audit completed and highlighted action areas OMGs / HT updates /	Safeguarding action plan to SDP
	Catering / Cleaning contracts reviewed	Premises audit
renewed 3 yr. f cast in light of Govt unbudgeted pay & CoL awards	action plan based on new £ reality	
SEND update	SEND update	



Riccall Primary School
To be the best that we can be

We will know that we have achieved our vision when:

KNOWLEDGE	INTERESTS	ATTITUDES	SKILLS
<p>Our results at KS1 & KS2 are in the top 20% of schools in the country</p> <p>Our students make good progress right through the school</p> <p>We know how to think our way through challenges</p> <p>We have an understanding of local, regional, national and international issues</p> <p>We have a wide and deep knowledge of the curriculum</p>	<p>We have completed our "50 things to do"</p> <p>We are interested in the world outside of Riccall</p> <p>We like learning new things</p> <p>We like to learn how to play musical instruments</p> <p>We like applying what we have learned in school</p> <p>We like to celebrate our own and others achievements</p> <p>We like to have hobbies and interests outside of school</p>	<p>We have a 'can do' attitude</p> <p>We are inquisitive</p> <p>We are resilient</p> <p>We are confident</p> <p>We are motivated and motivating</p> <p>We are loving and loved</p> <p>We have a growth mindset</p> <p>We care about each other and the environment</p>	<p>We can find the information to learn</p> <p>We can solve problems</p> <p>We can look after ourselves on and off-line</p> <p>We can work in a team</p> <p>We can be a good friend to others</p> <p>We can communicate effectively</p> <p>We can think for ourselves</p>

These are our values:

<p>Perseverance</p>	<p>Enthusiasm</p>	<p>Teamwork</p>	<p>Success</p>
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RCPS Skills Audit June 2023



Annex 5 RCPS 4-year strategy

Item	Timeline			
	Y1	Y2	Y3	Y4
School Development	Academisation?			
	EY provision?			
Quality of Education & Curriculum	Writing	Reading	Maths	All aligned with T & L policy
	Foundation subjects (KPOW) cycle 1		Foundation subjects (KPOW +) cycle 2	
	Ofsted recommendations embedded - Clarity on small steps of curriculum content plus success criteria to measure impact			
	Visits / residentials (whole school) reinstated as part of wider curriculum offer			
Staff Development	Clear R & R & expectations for all staff			
	Clarified LM structure			
	Wellbeing survey follow up actions			
	Coaching pilot			
Community Development	Continue to emphasise the C in RCPS - through communication, engagement and FoRS			
Governor Development	New Governance leadership			