



Annual Governance Statement for the Governing Board of
Bretherton Endowed CE Primary School
School Year 2024 2025

Walking in the footsteps of Jesus with our Christian family, we learn, grow, achieve and flourish together in God's love.

Role of the Governing Board

The role of the governing board in a local authority maintained school is set out in education law, namely to 'conduct the school with a view to promoting high standards of educational achievement'. The board also has a legal responsibility to promote pupil wellbeing. It does this by:

Setting Strategic Direction	<ul style="list-style-type: none">- Ensuring clarity of vision and ethos.- Engaging with stakeholders.- Making sure statutory duties are met.
Creating Robust Accountability	<ul style="list-style-type: none">- Accountability for teaching, achievement, behaviour and safety.- Strengthening and supporting school leadership.- Performance managing the Headteacher.- Contributing to school self-evaluation.
Ensuring Financial Probity	<ul style="list-style-type: none">- Making sure the school's money is well spent.- Monitoring the use of the Pupil Premium grant and other resources to overcome barriers to learning.

Governance Arrangements

The governing board is made up as follows:

- **Parent Governors: Emma Spencer and Lukmaan Mulla**
- **Headteacher: Alison Moxham**
- **Staff Governor: Annabel Di Franco**
- **Co-opted Governor: Jayne Clarke**
- **Local Authority Governor: Jeff Christie**
- **Foundation: Pam Aspden (Chair) Anita Berry(Chair of Finance) , Laurence Glew (Vice-chair and chair of curriculum and standards), Gwyneth Lloyd, Amy Mee , Anna Bradley, Stephen Townley (Chair of Buildings), Rev Tracy Marshall**
- **Associate: Oliver Hill, Helen Fowler**

Admission Committee: Anna Bradley, Pam Aspden (chair) , Jayne Clarke, Headteacher

HeadTeacher Appraisal committee: Pam Aspden, Gwyneth Lloyd, Anita Berry

The Governing Body contains a wealth of experience and skills and an excellent variety of members that adds value to the team. Co-opted governors may be appointed if the board believes that they are people who have the skills required to contribute and complement effective governance. Currently, the Deputy Headteacher is a co-opted governor.

Through regular skills audit and performance evaluation annually, the Governing body is self motivated to deliver its functions effectively.

The Full Governing Body meets once per term and is clerked by the Cooper Barton. Committees operate with the agreement of the Full Governing Board in distinct and delegated areas. At Bretherton Endowed CE Primary School we have the following committees:

Staffing, Finance and Resources

Curriculum and Standards

Admissions

Headteacher Appraisal

Buildings and Health and Safety

The Staffing, Finance and Resources and Curriculum and Standards Committees meet once per term (3 times a year).

Buildings and Health and Safety meet as and when required but no less than once a year.

The Admissions Committee meets once a year for ranking. However, it can meet more often in times of need, e.g. appeals etc.

The Headteacher Appraisal Committee meets three times per year with the School Advisor present at the autumn term meeting and Governor only interim meetings in the spring and summer terms.

There are other committees (e.g. Pupil Discipline, Pay and Performance, Complaints) that can be called upon to meet when school's needs dictate.

Governors have links to all aspects of the curriculum, including PPG, sports premium, safeguarding, website, online safety, SEND and Christian Distinctiveness and Governors visit school regularly to meet pupils and staff, in addition to monitoring specific aspects of the curriculum or areas such as SEN and safeguarding. Governors also have links to curriculum areas (see list below) and visit school regularly to meet pupils and staff, in addition to monitoring specific aspects of the curriculum or areas such as SEN and safeguarding. See our website for individual link areas.

Our Governors' bio's can be found on our website <https://www.brethertonschool.org.uk/page/information-about-our-governors/34943>

Our committee member list can be found on our website

OFSTED – comments on the work of the Governing Body

'Governors are actively involved in the school. They conscientiously fulfil their duties, providing valuable support to leaders and staff.'

Governors' Attendance Record

Governing boards make decisions collectively, though they may choose to delegate responsibility to committees, or individuals (including the Headteacher). Attending Governing Board meetings is an essential part of a governor's role and the attendance record for the governors of our school is excellent. This ensures that all governors receive the necessary information all at the same time and therefore important and informed decisions can be made as and when necessary on all aspects of the school, staff and pupils.

The attendance record for all governors can be found on our website.

The strategic direction of school

The Governors have an active involvement in the strategic development of school in all key areas. Their priorities are linked to providing an excellent education for all our children and Christian stewardship of finance to make this happen.

In the short term, their priorities are to support curriculum planning and the provision of resources, including staffing, to ensure the right support, expertise and skills are in the right place for children.

Further forward looking at ensuring our small school is sustainable, they are looking at income streams, expenditure and developments that will maximise and secure our school provision in the future. They also continue to develop our school, serving our community whilst being innovators and guiding hands for other schools with whom we can share our excellent practice.

Through a recent OFSTED inspection, we received the rating of 'Good' – November 2023. We have a robust action plan that has identified areas of development to include planning and delivering our broad curriculum through knowledge and pedagogy and we are always looking to ensure our children have the very best offer. We want to do even the small things well and through the consultation with all stakeholders of our Mission Statement, we are all committed to an excellent education for all.

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We have an aspiration for a well run school that surpasses budget setting and finance but links to our core of 'Flourishing' in all aspects.

The work that has been undertaken by the Governors this year:

The Governing Body is very proactive and continually strives to improve the knowledge and skills of the members in relation to school Governance. They are able to self reflect and evaluate strengths of individuals and committees and act appropriately to develop where needed. The Governing body has clear remits for all committees and their good work is shared with all members at Full Governor meetings. Their primary aim is always to maintain and develop further the high standard of education at Bretherton Endowed.

Some of the measures that have taken place to achieve this are:

- Comprehensive HT report termly scrutinised and challenged in meetings
- Regular email updates to Governors relating to school life and role of Governor.
- Improved subject reports to Governors showing impact and focus on all curriculum areas shared with subject specialist governors and full governors as an overall summary

- Questionnaires to staff and pupils (wellbeing and academic views) overseen by Governors and reported on.
- Monitoring responsibilities following agreed Governor monitoring policy – a balance of informal participation in school and planned visits. Calendar of monitoring reports completed by allocated governors.
- Internal and external analysis of data, financial benchmarking and monitoring reports by school improvement advisors (DBE) and the diocese advisor (Diocese of Blackburn)
- School self evaluation report improved to include narrative of journey regularly evaluated for impact.
- High quality and targeted CPD for Governors and staff, evaluated for impact.
- Introduction of a business strategy meeting every September.
- Consistent clerk and reporting templates
- Governor independent visits to school to triangulate picture of what it is like to be a pupil in school

Curriculum and Standards

The Curriculum and Standards Committee has spent time looking at education provision in particular English and overall curriculum. They have appointed specialist Governors who are key in monitoring improvements in teaching and learning and subject coverage. The committee has regular opportunities to meet subject leaders and look at children's work in all areas of the curriculum at each meeting on a rolling 2 year program or as needs require. Review of impact on standards of funding (PPG and sports) is included and a standing agenda has been created from Governor and HT agreement, with flexibility as needed. The terms of reference of the Committee are reviewed and confirmed annually.

Areas of focus for this group that has impacted on school provision has been:

- Subject leader presentations to Curriculum committee shared intent, implementation and impact.
- Standards monitoring and curriculum planning oversight
- Enhanced reporting including overview of all subjects to full governors aswell as detailed impact subject leader reports at the end of year which informs subject action plans – shared and RAG rated termly. Shared with subject link governors.
- Measuring impact of SEND provision and educational achievement
- Keeping uptodate with changes in OFSTED framework proposals
- HT report Spring and Summer includes now overview of progress in each subject area.
- HT create a new 3 year subject improvement plan to be included in 3 year whole school development plan
- Upskilling of governors in understanding the key focus of quality of education within EIF through explicit OFSTED training and experience of the inspection feeding into the action plan for next year
- Specific focus on writing, reading for pleasure, equality and diversity, and achieving the Arts Mark
- Governor training on Christian Distinciveness by Diocese on Siams

Staffing, Finance and Resources

The Staffing and Finance Committee meets termly (3 times per year) and also takes responsibility for budget setting in an additional meeting. Through monitoring and SFVS, they are fully informed about funding, budget planning decisions and are involved throughout the year in evaluations against year start principles. This year the committee has reflected that, despite some small changes in staffing hours, resignations and some concerns regarding recruitment, the school budget remains tight. Budget forecasts have been challenging and will remain challenging during the coming years and close monitoring of expenditure will continue. The childrens' educational experience and wellbeing will continue to be prioritised during these challenging times. The terms of reference of the Committee are reviewed and confirmed annually.

The Committee has been involved in :

- Setting actions from financial benchmarking and evaluating progress.
- Ensuring, in liaison with the Headteacher, that appropriate staffing levels are in place.
- Decisions regarding the school's running of our extended provision of 'The Hub'.
- Monitoring value for money in purchases, in particular capital expenditure and funding along with the Buildings committee.
- Reviewed financial policy statements for long term resourcing.
- Responding to previous challenging budget spending and future challenges faced.
- Continued partnership with GA Food through appointment of employee governors
- Support and co operation with Feoffees for buildings support/ deposits with SCA bids.
- Monitoring income and expenditure of all funds (sports and PPG) in relation to budgets set and reports to full governors each term.
- Started to follow LCC guidance on attendance fining
- Planning effective CPD in relation to finance and succession planning

Health and Safety/Buildings

The Health and Safety and Buildings committee has, over recent years:

- Separated health and safety and buildings so maximised focus on both areas.
- Implemented a provision of short, medium and long term maintenance plans in order that the Staffing and Finance committee can set an accurate budget.
- Overseen capital funding in relation to SCA and DFC funding and donations. In 2024 2025 this involved a SCA bid job completion for the New Roof, safeguarding fencing.Total SCA bids for both @£160 000. The phase 2 of the roof has been applied for , to complete the year 25 26. Decision awaiting. Still some ongoing concerns for boiler stability.
- Unexpected improvements needed use of DFC for @£5000 with remaining taken from school budget due to perished flooring in class 2.
- Removal of green sponge safety flooring next to rear door and replaced with tarmac for safety -trip hazard and further decay. Paid for by DFC and supported by Feoffees.
- Made termly inspections of the buildings and grounds and monitor premises manager responsibilities.
- Carried out annual risk assessments of the school grounds and reviewed hazards and accidents.

Our Christian distinctiveness is a key role of our governing body and a remit governors fulfil with passion and commitment. Meetings with pastor Anna will start alongside Pam Aspden (CoG) and Amy Mee as a new SIAMS governor group to monitor standards and prepare to feedback to governors as a whole on schools Christian distinctiveness. HT reports include standard agenda item and from Summer 2024, all decisions will be considered in line with our mission and values underpinning it and minuted. Further engagement with stakeholders through information sharing, opinion gathering and action planning to ensure we are flourishing as a whole school community.

Safeguarding

Our Safeguarding Governor ensures that all governors are competent in understanding their role in keeping children safe and school responsibilities. In particular, they have:

- Completed a safeguarding audit along with the HT and reported to full governors.
- Consulted and shared S57 safeguarding audit with Chair
- CPD safer recruitment by COG and safeguarding level 2 training for all Governors and explicit safeguarding for governors training.
- Maintained awareness and cascaded information in relation to KCSiE.
- Overseen systems for recruiting and inducting new staff.
- Overseen accurate recording and monitoring – termly checks of SCR.
- Maintained an overview of safeguarding reporting linked to DHT and CPOMS in HT report and full govs

The Governors are instrumental in the employment process of new staff. Consideration is given to safeguarding, competency and skills of candidates and appointing people who complement our school team by adding to the skill set we currently hold.

One of the governors' roles is agreeing and reviewing a wide range of school policies in line with a planned review schedule. A collection of policies (statutory, procedural and curriculum) are reviewed each term in line with a three year cycle.

Minutes of Governing Body and Committee meetings are public documents –you can ask at the school office if you would like to see any of the minutes of our meetings.

Academisation working party – The working party has been disbanded but it will continue to be an agenda item for full governors to review the needs of school and the regional and national academisation agenda to ensure they keep abreast of this agenda.

Assessment and Impact of the Governing Board during 2023 2024 School Year

Impact statements taken from committee and full governor meeting minutes.

Impact identified	Expected impact	Resulting impact
Autumn Finance - Spring Finance - SFVS	To reflect on budget due to increased pay and conditions. Information on strategy 3-5 year plan. Conversation regarding budget has been linked to Christian distinctiveness Questioning on Sports funding and impact on school Powerpoint for govs regarding agenda items made information clear for govs. Benchmarking data reviewed in SFVS meeting Will require further training and induction with change of office staff in 2025. Additional checks and training required. HT to be able to action all finance roles. Gov skills matrix to be completed summer 2025 ready for Business meeting in Sept due to new Govs. New parent governor and new finance governor Training for new finance governor to be planned in to support with succession planning for SFVS and financial decisions	Governors are actively involved in budget decisions and spending expectations Governors are fully aware of risk profile of change of bursar and HT will be accountable for the induction and monitoring Governors agreed for this at strategy meeting Sept 2025

Full Gobs	Autumn	<p>Governors identified the following ways in which its considerations and decisions at the meeting had taken account of, and/or were intended to impact on the achievement of the school's theologically-rooted vision.</p> <p>Site developments to ensure a safe and secure learning environment for pupils.</p> <p>Assured of following revised guidance on attendance whilst being sensitive to maintaining school and family relationships.</p> <p>Curriculum monitoring arrangements agree for individual and group visits.</p> <p>Evidence of current good relationships through positive feedback from the parental questionnaire.</p> <p>Governors commented on the nativity that afternoon having been a fabulous production.</p>	<p>Strengthen governance</p> <p>Strong Governor involvement in stakeholder feedback</p>
	Spring	<p>Governors identified the following ways in which its considerations and decisions at the meeting had taken account of, and/or were intended to impact on the achievement of the school's theologically-rooted vision.</p> <p>Assured of pupil progress and strategies in place to support pupils.</p> <p>Developments of the school buildings and premises</p> <p>Racist incidents in a wider context and strategy of how to deal with in school, with key guidance deriving from church school distinctiveness and ethos and how this was evident and expressed, and practised by parents at home.</p> <p>Streamline reporting of information re headteacher and staff workload.</p>	<p>Good use of data analysis by governors to assist challenge and understanding</p>
	Summer	To be added when draft minutes agreed.	
	Admissions	Reflected on demographic, marketing needs and potential Pupil Access Numbers	Ensuring sustainable and longevity of school as centre of community
	Buildings	Consideration to buildings needs 3-5 years in line with Christian values	Christian stewardship

-	Securing SA bid money for replacement roof and safeguarding fencing and submitting SCA for Phase 2 of roofwork.	Governors satisfied school is safe environment and that SCA monies used for capital expenditure is being used appropriately.
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How does school support Governors in their monitoring role?

Governors are always welcome in school. We have a governor monitoring policy that outlines common sense considerations when in school and working with staff and children.

We have a two year rolling programme of monitoring and subject focus for governors although that can change based on the needs within the school development plan.

CPD for the year is planned at Full Governors in the Autumn strategy meeting and the best opportunities sought. Impact is evaluated at the following meeting after CPD has taken place and if any further actions are needed, they are set.

Governors review their own action plan each term and evaluate performance based on it. To continually written by whole governing body at business meeting

Each specialist governor has been chosen due to level of experience or knowledge or passion for that particular area and by maintaining the role, they can confidently and accurately account for progress over time, thus building further skills and expertise.

Providing LCC or national audits support their monitoring functions, such as primary schools online safety, website, health and safety, safeguarding audits. Information also transfers the other way from staff to Governors through reports such as the pupil premium and sports premium strategy, send information report, pupil voice and subject action plan updates and end of year subject reports. Collaboration with school staff and governors is seen in relation to health and safety walkthrough and SFVS and budget setting meetings.

Governing body meeting documents are stored for all governors to access and information is shared before meetings for governors to orientate themselves before the meetings. This central place allows for scrutiny, clarity and purposeful reviews of actions and target setting.

Future Plans for Continuous Improvement *(see action plan for 2025 2026)*

The Governors work closely with the HT, DHT, subject leaders to ensure they have their 'fingers on the pulse' of school and are regular visitors to school and gather the views of parents in both formal and informal conversations. Review of sustainability of the number of governor monitoring reports as this year, some governors finding it challenging to get into school and meet with subject leaders. Key priority for triangulation for governors will be staff availability in committee presentations and school visits. Link governor role overview to be shared and agreed at the business meeting in September. Through their time in school as class governors, attendance at school events and residentials they have the opportunity to speak to children about their experiences and opportunities and reflect on their educational provision. This allows governors to show the intent, implementation and Impact of our curriculum and provision on children.

As a Governing Body they will continue to sharpen skills through further governor training and continue to develop the monitoring role of the Governing body by Governors having a greater presence in the day to day life of school.

- Priority to ensure all governors involved in CPD from new KEY linked to Cooper Barton's use of Governor Hub

- Governors action plan to be independently of school, written and evaluated
- Sharper focus on monitoring and impact of curriculum.
- Keep within a review of schools Christian distinctiveness and strengthen the working party on SIAMS.
- Develop further links between subject leaders and nominated Governors
- Provision of a 3-5 year strategic governor plan along side the school 3-5 year plan.

Action plan for 2024 2025 has been updated – RAG rated and evaluated.

How can I contact the Governing Board?

We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mrs Pam Aspden, via the school office or email at P.aspden@bretherton.lancs.sch.uk

Agreed by the Governing Board on:

Signed by the Chair: