



# Broomfield Primary School Annual Governance Statement

2022-23

**Annual Governance Statement  
for the Governing Board of Broomfield School  
2022-23**

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Broomfield School Governing Board 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 Board of Broomfield School is made up of:

*Two Parent Governors;*

*One Local Authority Governor;*

*One Staff Governor;*

*Headteacher;*

*Five Co-opted Governors*

The range of skills brought to the Governing Board which contribute to effective governance and the success of the school are as follows:

- A willingness to attend meetings on a regular basis;
- The skill to interpret and understand pupil performance data;
- Leadership experience in education, governance or another area;
- School or business Financial management;
- Personnel management;
- Safeguarding
- Special Educational Needs and Disabilities;
- Buildings and Maintenance;
- Health and Safety;
- Curriculum interests.

The governing board had a programme of 7 meetings throughout the school year and each focused on specific areas of work.

### **Attendance record of governors**

A record is kept by the clerk to the governing board of governor attendance at Board meetings. In 2022-23 the attendance record of individual governors at Board meetings was as follows; figures in brackets are the previous year's attendance levels:

Mrs F Sharp – 100%, (100%) Headteacher  
Mrs J Tomlinson – 0% New staff governor 7 possible attendances  
Mr D Simpson – 100% New staff governor 2 possible attendances  
Miss M. Anderson – 71.43%, (80%)  
R Shuttleworth – 100% (100%)  
Mrs L. Thompson – 71.43%; (70%)  
Mrs C Neill Webb – 100%, (100%) Resigned 3 possible attendances  
Mrs E. Lancaster – 71.43%, (100%)  
R. Craven – 71.43%, (100%)  
M. Holmes - 100% New governor 7 possible attendances  
A. Bainbridge -100% New governor 3 possible attendances  
1 co-opted Vacancy.

The overall attendance figure was 79.03% (91.67%) and all absences were for justifiable reasons and consented to by the Governing Board.

### **The work we have done in the governing board meetings:**

- Considered the reports of the Headteacher dealing with pupil performance data and key strategic issues facing the school
- Supporting the development and monitoring of the school's improvement plan to advance its RI Ofsted grading to Good after re-inspection.
- Approved and supported an external review of governance by an NGA advisor, received the recommendations and approved an action plan for implementation in 2023/24
- Considered the staffing required to run the school effectively and appointed three new teachers for the start of the next term
- Considered the financial management of the school including the Start Budget, monthly budget monitoring reports and completed the Schools Financial Value Statement
- Ensured that the physical fabric of the school is well maintained by the prudent use of the Capital and Revenue resources available to the school
- Considered strategic issues which will affect the school in the future e.g., membership of the Beacon Partnership and whether academisation will provide a better support network for the school
- Undertaken reviews and introduced new policies as required
- Ensured that Health and Safety at the school is of the highest order by considering the reports of the LA Health and Safety Adviser and by undertaking inspections of the school premises and acting on any issues identified through the reports and visits

- Completed a Skills Audit to ensure that the Board has the most appropriate skills available to it and endeavoured to recruit new governors to address skill gaps
- Undertaken visits into school to look at school systems for controlling finance and safeguarding pupils, observe lessons and hear the views of the school council

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

The Board looks forward to the challenges which the 2023-24 academic year will bring including:

- *To continue the development of individual board members and overall governance arrangements by the appointment of new governors*
- *To implement the recommendations from the most recent Ofsted inspection*
- *To continue the development of subject leadership and the curriculum to ensure optimum progress of all learners*
- *To keep the wellbeing of all our staff and pupils at the heart of decision making*
- *To ensure that plans are implemented to ensure the achievement of a recurring financial balance.*

### **How to contact your governing board**

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

| Broomfield School Governing Body 2022/23 |                          |                 |                   |  |  |  |
|--|--------------------------|-----------------|-------------------|--|--|--|
|  | Governor                 | Category        | Appointing Body   | Term of office                                 | Committees                                 | Positions of responsibility                                      |
| 1  | Mrs F Sharp              | Head            | N/A               | 25-04-22 – present date                        |  | Headteacher  |
| Res                                      | Mrs J Tomlinson          | Staff           | Staff (Election)  | 4 years – elected 11-10-22 resigned 14-03-23   |  |  |
| 2  | Mr D Simpson             | Staff           | Staff (Election)  | 4 years – elected 14-03-23 – 13-03-27          |  |  |
| 3  | Mr. Richard Shuttleworth | Parent          | Parent (Election) | 4 years – elected 14-10-19 term ends 13-10-23  |  | Chair  |
| 4  | Mrs Emma Lancaster       | Parent          | Parent (Election) | 4 years – elected 25-01-21 term ends 18-07-23  | Headteachers Performance Management Group  | Safeguarding and Looked After Children Governor<br>SEND Governor |
| 5  | Miss Megan Anderson      | Local Authority | Governing Body    | 4 years – appointed 10-11-20 term ends 09-11-2 | Headteachers Performance Management Group  |  |
| Res                                      | Mrs Claire Neill-Webb    | Co-opted        | Governing Body    | 4 years – elected 16-06-20 resigned 20-02-23   | Headteachers Performance Management Group  | Vice chair<br>SEND Governor                                      |
| 6  | Mr Ro Craven             | Co-opted        | Governing Body    | 4 years – appointed 10-05-21 term ends 09-05-2 |  |  |
| 7  | Mrs Laura Thompson       | Co-opted        | Governing Body    | 4 years – appointed 11-10-22 term ends 10-10-2 | Headteacher's Performance Management Group |  |
| 8  | Mr Mike Holmes           | Co-opted        | Governing Body    | 4 years – appointed 11-10-22 term ends 10-10-2 |  |  |
| 9  | Mr A Bainbridge          | Co-opted        | Governing Body    | 4 years – appointed 14-03-23 term ends 13-03-2 |  |  |
| 10                                       | vacancy                  |                 |                   |  |  |  |
|  | Mrs Angela Barnes        |                 |                   |  |  | Clerk  |

Note: There are 6 full governing body meetings per year and committee meetings are held as required. The membership of each committee is 3 governors as available excluding the Headteacher and the Staff Governor. The committees are: Staffing Committee, Staffing Appeals Committee, Pupil Discipline Committee, Complaints Committee. The terms of reference are set out in the Committee Structure 2022/23 document.