



## HEMINGFORD GREY PRIMARY SCHOOL

### ANNUAL GOVERNANCE STATEMENT 2024/25

This statement seeks to outline the impact of governance arrangements at the school throughout the course of the 2024/25 academic year.

#### **Governor Membership, Vacancies and Attendance**

The Instrument of Government allows for 12 governors across different categories.

Current membership: 12

Current vacancies: 0

A statement about vacancies and/or turnover and succession planning:

Through the course of the 2024/25 Academic Year, the Governing Body has lost 1 governor and gained 3 governors in their place. No Governors are coming to the end of their terms in the next academic year.

Chair: Vanessa Allen

Vice Chair: Amelia Beeley

Clerk: Carlie Huddleston

Attendance: Over the course of the year, Governors at Hemingford Grey Primary School have demonstrated a positive approach in playing their part in effective governance including good attendance at meetings and undertaking carrying out monitoring activities and training.

[Link to meeting attendance on website.](#)

#### **The Structure of Governance**

The Board uses the circle model and has met as a Full Board 10 times this year.

There is a Health and Safety Committee that met twice this year; it reports to Full Board.

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

All groups have a continued oversight of the school's safeguarding responsibilities and manage the updates of school policies aligned to the areas of responsibility.

Committees for specific 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 regarding;

- Undertaking the recruitment and selection of a permanent Headteacher, with arrangements put in place for an Interim Headteacher to lead the school until the conclusion of the recruitment process.
- Financial oversight and scrutiny throughout the year, a solid understanding of the school financial position enabled effective discussions and decision-making about the budget setting for 2024/25, including ways to improve the school's financial position.
- Ensuring Governor monitoring activities are planned and undertaken to enable the Board to fulfil its responsibilities, linking with strategic direction and educational performance.
- Ensuring school compliance with safeguarding, finance, employment law, DfE requirements, and policies.
- Approval of the school strategic priorities and receiving progress on priorities through pupil progress data reports and impact of interventions, written termly Headteacher reports, staff presentations, and Governor monitoring.

The main challenges faced and addressed by the Board this year have been:

- Interim Headteacher arrangements have added complexities to forward planning; strong working relationships between the Board and Leadership have ensured this hasn't hampered progress against the strategic priorities.
- The tight school budget is a challenge but has led to improvements in monitoring of the budget by the Board, understanding of the school budget by Governors, and work with the school on improving financial efficiency.

### **Impact of the work of the Health & Safety Committee**

Over the course of the last academic year, the Health and Safety Committee has demonstrated notable impact with;

- Health and safety of the school premises and grounds checked termly.
- Health and Safety Committee have reviewed the health, safety and well-being of all staff, pupils, and visitors. Amongst other things this has included reviewing accidents, ensuring risk assessments are in place, ensuring evacuations and invacuations take place.

The main challenges faced by this committee this year have been:

- Budget restrictions limiting school improvements or project work that go beyond health and safety requirements.

- Change in Committee membership at the start of the year and during the year affecting continuity, but within a stable membership achieved by summer 2025 and supported by LA H&S training.

### **Governor Training**

Governors' work is 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 on the following topics throughout the year;

- Staff subject presentations to Governors about: Writing, Healthy Schools, and Oracy. These have supported understanding of curriculum development and linked with the Strategic Development Plan for 2024/25, enabling a check by Governors of progress against the actions stated.
- Virtual training delivered by Governor Services at Cambridgeshire County Council, with the cost fully included within the service level agreement; Governors have signed up for courses in line with their own CPD requirements.

### **Governor Monitoring**

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

Throughout the course of this year, Governors have undertaken monitoring in relation to;

- Observing Pupil Progress meeting – to seeing how phase teams use data to focus on the individual needs of children and link to planning interventions.
- SEND – completed by the SEND link governor, looking at the published SEND information report and comparing with provision in school.
- Writing – assessing against actions within the Strategic Development Plan.
- Appraisal and induction – testing compliance.
- School website – checking compliance with DfE requirements about what schools must have on their websites.
- Safeguarding - termly
- Health & Safety Inspections - termly
- New intake meeting with parents / carers

### **Compliance**

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

- Safeguarding - ensuring considered at every Board meeting, either as a stand-alone item or within another item such as Headteacher updates; named safeguarding link governor

undertakes monitoring termly to check compliance with statutory requirements, safeguarding considered during all Governor Monitoring visits, all governors undertake safeguarding training every 2 years, all Governors have read 'Keeping Children Safe in Education', and of the Governors who formed the headteacher recruitment panel the required number were safer recruitment trained.

- Finance - robust oversight of finance through Budget Monitoring Reports being presented to Governors at all Board meetings, observing budget review meetings between the school and the Finance Advisor from the LA, approving the budget for 2025/26, and completing the Schools Financial Value Standard for 2024/25.
- Health & Safety Committee and Health and Safety Policy in place.

The Governing Board has ensured that the relevant policies and procedures are in place by:

- Having a robust policy review schedule showing review cycle, last reviewed, and next reviewed date for each policy; statutory policies are indicated. Model policies from the LA are used wherever possible.
- The schools contracted HR service provider supplies HR-related policies and notifies the school annually of updates needed to the documents.
- All policies being approved by the Board.

### **Forward Planning**

- Governing Board - Developing and broadening the skills of individual governors through training, buddying, and time spent in school. Sharing workload more effectively through increased use of 'task and complete' groups, and Governors leading on specific projects. Efficient use of meeting time by utilising questions in advance of meeting, and task / projects groups reporting to meetings findings and outcomes.
- Ongoing financial oversight, supporting decision making by the school to maintain the current favourable financial position.
- Supporting the Headteacher and senior leadership team to push forward on their actions to improve outcomes for all children at the school. For the Board to provide challenge where necessary, whether about actions, results, or progress of SEND and disadvantaged pupils.

### **'Inclusion for All Framework'**

As part of an ongoing commitment to equity, diversity, and inclusion, the principles of the *Inclusion for All* framework have been embedded across all aspects of governance, strategy, and operations. The framework provides a structured approach to ensuring that policies, practices, and school culture actively promotes inclusion and remove barriers to participation for all individuals, regardless of background, identity, or circumstance.

During the reporting period, significant steps have been taken to align organisational values and behaviours with the *Inclusion for All* framework. These include:

- Ongoing commitment to EDIB and Pupil Premium with a governor linked to this specifically
- Recruitment and retention practices are inclusive and in line with policies and procedures.
- Access to governor training linked to inclusion.



- Monitoring of induction and appraisal.
- Health and Safety checks on risk assessments in place for individual members of staff.
- Regular SEND, Safeguarding and Inclusion monitoring.

### **Other information and contact**

Further information regarding the work of the Governing Body can be found at: [School Website](#)

We are open to all stakeholders contacting or engaging with the Governing Board. We can be contacted through [clerk@hemingfordgrey.cambs.sch.uk](mailto:clerk@hemingfordgrey.cambs.sch.uk) and [chair@hemingfordgrey.cambs.sch.uk](mailto:chair@hemingfordgrey.cambs.sch.uk) or via the school office [office@hemingfordgrey.cambs.sch.uk](mailto:office@hemingfordgrey.cambs.sch.uk)