

**Annual Governance Statement for  
The Governing Body of  
Tow Law Millennium Primary School  
November 2021**



Tow Law Millennium Primary School is passionate about learning and strives to instil in our young people a love and excitement for learning which stays with them for the rest of their lives.

**OUR VISION:** Tow Law Millennium Primary School is a nurturing and happy community; where children are supported to achieve their dreams.

**OUR VALUES:**

Wellbeing    Nurture    Respect    Kindness    Self-belief    Community

Key to this is our partnership with parents and carers to encourage the children to be the best citizens they can possibly be. This has been tricky during Covid but we have found more creative ways to ensure it happens.

Our nursery offer changed to 5 mornings to ensure we could follow our risk assessment and we have worked very closely with child minders to deliver 30 hour entitlement ensuring no one was disadvantaged. We are very excited to be able to offer (for those entitled) 30 hours from January 2022.

We promote high achievement and a love of learning so each and every child can build a successful future and we feel this is articulated through our Vision and Values by:

- Creating a safe, secure, happy, stimulating, well-disciplined and purposeful environment where children enjoy their learning, enabling them to become independent, confident and enquiring learners;
- Developing confidence, motivation and a desire to learn;
- Meeting the individual needs of each and every child;
- Planning and delivering a wide range of creative, challenging and effective learning opportunities;
- Effective target setting and monitoring process to evaluate teaching and learning and support the achievement of high standards;
- Promoting local, national and international links to develop understanding and respect of our diverse world;
- Valuing each child and encouraging them to respect and value themselves and others in the community, forming positive attitudes and developing a sense of right and wrong, good behaviour, consideration for others and care of the environment;
- Providing children with opportunities for a rich variety of learning experiences, enabling children to develop the powers of imagination, creativity and self-expression;
- Working jointly with parents and guardians to maximise their child's achievements;
- Meeting all statutory requirements of the National Curriculum September;
- Providing a broad and balanced curriculum with an emphasis on Literacy and Numeracy embedded in all aspects of the curriculum;
- Extending pupils' understanding of the cultural diversity of modern British society and promoting British values.

Our overarching aim is to develop the 'whole child' as an individual, who will leave our school with the skills and qualities needed to become a responsible global citizen in an ever changing world.

The Governing Body of Tow Law Millennium Primary School has a strong focus on its three core strategic functions:

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, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

#### **Governance arrangements**

Following its reconstitution in the Summer of 2019 the Governing Body of Tow Law Millennium Primary School was made up of:

- Headteacher
- 1x staff
- 1x Local Authority
- 2x parents
- 5x co-opted
- 1x Associate

Governors have a 4-year term of office.

Co-opted Governors are appointed by the Governing Body and are people who, in the opinion of the Governing Body, have the skills required to contribute to the effective governance and success of the school.

The full Governing Body meets once each half term (6x per year) either in person or virtually using Microsoft teams and we also have a number of committees to consider different aspects of the school; for example, the Finance Committee whose job it is to, in conjunction with the Headteacher, draft and propose the first formal budget plan of the financial year for approval by the full Governing Body, ensure that priorities detailed within the School Improvement Plan are appropriately costed and are reflected in the annual budget and review, monitor the budget position and, most importantly, ensure the school operates within the financial regulations of the Local Authority and the requirements of the DfE Schools Financial Value Standard (SFVS) meet termly. The school is regularly audited by the LA. Our last full financial audit took place in 2021.

The Pay Review Committee;

- annually agree the Teachers' Pay Policy and act in accordance with it, considering any requests made in accordance with personnel policies e.g. flexible working, leave of absence etc. (unless delegated to the Headteacher),
- make any decisions under the personnel procedures adopted by the Governing Body e.g. disciplinary, grievance, ill-health, capability etc (unless delegated to the Headteacher)
- deal with matters relating to staffing reductions.

The Performance Management Committee;

- meet, with the support of the local authority SLA, to set Headteacher's annual performance objectives
- monitor throughout the year the performance of the Headteacher against agreed performance objectives
- make recommendations to the First/Pay Review Committee in respect of the Headteacher's annual pay progression.

	<p>We also have committees that meet if required to consider pupil discipline and staffing matters as well as Working Parties. For the majority of Governors, attendance at meetings is good. There are genuine reasons for all non-attendance as Governors take their role very seriously and we have never cancelled a meeting because it was not 'quorate' (the number of governors needed to ensure that legal decisions can be made is 3 on committees and 5 for a full Governing Body Meeting). Currently and for the foreseeable future we will have a blend of physical and virtual meetings dependant on restrictions nationally and locally.</p>
<p><b>Key Issues faced and addressed by the Governing Body</b></p>	<p>The Headteacher provides regular updates on all areas of safeguarding and the Chair of Governors is a member of the Safeguarding Group. This consists of parents, staff, pupils and community members and meets termly. We are delighted to say that the school was reaccredited with <b><i>Young Carers and Investing in Children as well as recently, in Autumn 2021, gaining the Gold standard for Educate and Celebrate and the Wellbeing award for Schools (WAS).</i></b></p> <p>This year we have considered carefully the implications of Covid on our provision of our core function of education and the emotional and mental health of pupils and staff. This has been a challenge and we have worked closely with the Headteacher to ensure our Risk Assessment is updated. Remote learning is in place when needed and we are offering a broad and balanced curriculum.</p> <p>At the first summer term meeting, Governors approved the 2021/2022 Budget Plan which enables us to run with 4 classes as follows: N/Rec, Y1/Y2, Y3/Y4, Y5/Y6. We have a 16-place nursery and Classes 1 to 4 have between 15 and 33 pupils. Due to Covid we are offering Nursery provision daily 9.00 a.m. to 12.00 p.m. and working in partnership with Childminders to deliver 30-hour entitlement. From January, we are happy to say, our 30-hour provision will resume. In the second half of the summer term, the Finance Committee concentrated on the Notional SEN allocation, Pupil Premium, Early Years Pupil Premium and School Sports Premium and throughout the year will continue to closely monitor the budget.</p> <p>Minutes of the Governing Body and Committee meetings are public documents once they have been approved by Governors and you can ask at the School Office if you would like to see any of the minutes of our meetings.</p>
<p><b>Review of effectiveness</b></p>	<p>A full governor audit was commissioned by the school and completed on 9 December 2019. This was undertaken with the Local Authority and sits alongside the internal Governor skills audit undertaken previously. This ensures we are focusing on the right areas, have the right skills of people on the governors and work as a forward thinking team.</p>

<b>Assessment of Impact</b>	<p>In the Summer term 2021 the Governing Body endorsed the SIP and the key performance indicators for 2021-2022 were:</p> <table border="1" data-bbox="451 181 1422 667"> <thead> <tr> <th>Number/Section</th><th>School improvement priority</th></tr> </thead> <tbody> <tr> <td>1a</td><td>To address disadvantage and ensure progress in key curriculum areas.</td></tr> <tr> <td>1b</td><td>To address disadvantage in phonics. To facilitate the development of reading through a scaffolded phonics' program.</td></tr> <tr> <td>1c</td><td>To provide a broad and balanced curriculum to all pupils in school.</td></tr> <tr> <td>2</td><td>To improve attendance specifically in relation to PA.</td></tr> <tr> <td>3</td><td>To improve the identification and awareness of the wellbeing of staff and pupils within school.</td></tr> <tr> <td>4a</td><td>To develop the resilience of the staff team to meet the ever-changing needs of school life.</td></tr> <tr> <td>4b</td><td>To ensure quality and clarity of learning in Early years.</td></tr> </tbody> </table>	Number/Section	School improvement priority	1a	To address disadvantage and ensure progress in key curriculum areas.	1b	To address disadvantage in phonics. To facilitate the development of reading through a scaffolded phonics' program.	1c	To provide a broad and balanced curriculum to all pupils in school.	2	To improve attendance specifically in relation to PA.	3	To improve the identification and awareness of the wellbeing of staff and pupils within school.	4a	To develop the resilience of the staff team to meet the ever-changing needs of school life.	4b	To ensure quality and clarity of learning in Early years.
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<b>Data Protection</b>	<p>Our Data Protection Policy is reviewed annually in line with guidance from the LA. It is the responsibility of the HT and Governing Body for data protection and for the appointment of a Data Protection Officer. Our DPO is Nicola Mawson. In accordance with the ICO, as a minimum, her role includes:</p> <ul style="list-style-type: none"> <li>• To inform and advise the organisation and its employees about their obligations to comply with the GDPR and other data protection laws</li> <li>• To monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits</li> <li>• To be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc)</li> </ul>																
<b>School Security</b>	<ul style="list-style-type: none"> <li>• The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Tow Law Millennium Primary School. The school's security procedures operate within the framework described in the current version of the Tow Law Millennium Primary School Security Policy and Procedures which is reviewed annually and can be found on the school website.</li> </ul>																
<b>Future plans for the Governing Body</b>	<ul style="list-style-type: none"> <li>• Improve commitment to the Governing Body through better attendance at meetings: over 95% to ensure categorised as excellent. Record it on the website.</li> <li>• Build on the outcome of the recent Parent/carers, Pupil and Staff questionnaires. To listen to all stakeholders and make sure all lines of communication remain open.</li> <li>• To monitor the Impact of Covid on academic standards and the use of the 'Catch up Premium'.</li> <li>• To have regard for the principles and recommendations in the school workload reduction toolkit to streamline procedures and processes to reduce unnecessary workload.</li> </ul>																
<b>Contact Details</b>	<p>The Governing Body welcomes suggestions, feedback and ideas from parents/carers. Please contact the Chair of Governors, Lisa Croft, c/o the School Office.</p> <p>You can see the full list of Governors on the Governor page of the school website.</p> <p><a href="http://www.towlaw.durham.sch.uk">www.towlaw.durham.sch.uk</a></p>																