

**Annual Governance Statement for the Governing Body of Browick Road Primary and Nursery School
February 2024**

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of Browick Road Primary and Nursery 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

At the time of this report (February 2024), the Governing Board of Browick Road Primary and Nursery School is made up of 1 Head Teacher Governor, 1 Staff Governor, 1 Local Authority Governor, 2 Parent Governors and 6 Co-opted Governors. Co-opted governors are appointed by the Governing Board and are people who, in the opinion of the Governing Board, have the skills required to contribute to the effective governance and success of the school. For the 2023/24 academic year, we have welcomed Rachael Tanguy and Oliver Burwood as new Co-opted Governors. Our Instrument of Governance sets out that we aim to have a Governing Board of 12 governors so we are really pleased that this recent recruitment has nearly brought us up to full strength, with only 1 vacancy remaining. Information on becoming a governor at the school is available on the governor page of the school website.

For the 2023/24 academic year, the Governing Board has agreed to continue to adopt a governance structure that consists of a Full Governing Board, as well as separate committees for Finance, Personnel and Premises (FPP) and a Head Teacher Performance Committee.

The new academic year has seen Miss Helen Laflin start as our new Head Teacher, taking over from Mrs Pauline McMullan, who retired at the end of the 2022/23 academic year. Miss Vicki Wild took on the role of Deputy Head Teacher during 2023 and starts her first full academic year in this role. The appointment of Miss Wild enabled continuity within the Senior Leadership Team with Mrs Barber and her depth of knowledge about the school, staff and pupils will be a key asset as Miss Laflin settles into the school.

The Full Governing Board meets at least once each term, and, where possible, we try to arrange all governor training sessions on particular topics during the year, such as safeguarding, Preparing for Ofsted, assessment and performance data.

Training of governors is taken very seriously and there is an annual skills audit undertaken that is used to inform both governor training and recruitment.

Attendance record of governors	<p>Governors have excellent attendance at meetings and we have never cancelled a meeting because there was not “quorate” (the minimum number of governors needed to ensure that legal decisions can be made). Governor attendance is recorded and is available to view on the governor page on the school website.</p>
Impact of the Governing Board	<p>The Governing Board is experienced, proactive and effective in providing a level of challenge to school leadership, acting as a critical friend and driving school improvement at a strategic level. There is a high level of attendance at meetings, committees are well run, managed and minuted, monitoring is regular and targeted and training is utilised where appropriate. The financial performance of the school is very good and governors are specifically allocated to overseeing the impact of spend relating to Pupil and Sports Premium.</p>
Key issues faced by the Governing Board	<p>There are a number of key challenges that are currently faced by the school and the Governing Board, which can be summarised as:</p> <ul style="list-style-type: none"> • The appointment of a new Head Teacher will always be followed by a period of settling in and getting to know the staff, pupils and parents, as well as how the school functions on a day-to-day basis and how the Governing Board operates. There was a thorough and well structured handover between Mrs McMullan and Miss Laflin during the latter part of the 2022/23 academic year, and this has helped to ensure as smooth a transition as possible. Ways of working are being positively challenged and the Governing Board will continue to work closely with the Senior Leadership Team over this transition period; • The Senior Leadership Team of Miss Laflin, Miss Wild and Mrs Barber is firmly establishing itself and benefitting from the extensive knowledge and experience of the school that Miss Wild and Mrs Barber bring. This academic year sees Miss Wild take on the SENDCo role and appropriate training in this and other disciplines overseen by the Senior Leadership Team is taking place; • A new 420 place primary school is being built at Silfield in Wymondham, due to open in September 2024, in order to ensure that the local community has sufficient school places. Although it is expected that new pupils will come into the new Silfield school gradually, with the initial intake covering early years and Key Stage One pupils, this could lead to a reduction in pupil numbers at Browick, even if only temporarily or for a short period, with associated challenges for school budgets and staffing. We are working closely with the County Council to better understand, and plan for, any impacts this may have on Browick; • Working within ever tightening allocated school budgets and setting a balanced budget for now and the future remains a key focus for the Governing Board. The level of funding from government and the local authority are a particular challenge at the current time; • The safety and well-being of the wider school and local community is extremely important and the Governing Board continues to be concerned that near misses involving vehicles and individuals outside

	<p>the school entrance are happening. As well as regular communication being sent out advising parents and carers to make car drop-offs and pick-ups away from the school entrance, attention is focussing on the production of a new school travel plan and delivery of supporting initiatives.</p> <p>The key challenges facing the school are identified and managed through the School Improvement Development Plan (SIDP). Additionally, it is essential that an effective assessment system is in place to assess performance and progress by both pupils, staff and parents. This is being picked up through the SIDP.</p> <p>The Governing Board continues to closely monitor government advice and guidance surrounding academy status for schools and the Governing Board acknowledges the need to be as well informed as possible on this very important issue. Our current position is that we do not feel it is in the best interest of the school to actively seek academy status at the current time, but we are continuing to closely monitor this.</p>
<p>Summary of work carried out by the Full Governing Board and our Committees</p>	<p>The Governing Board is very grateful to the hard work and commitment from all the staff at the school. Some of the key activities from last year are summarised below.</p> <p>Engagement with the County Council on school places The Governing Board regularly engages with the County Council around the issue of school places and is currently involved in discussions to understand the impacts the new school at Silfield could have on pupil numbers at Browick and associated budgets and staffing requirements.</p> <p>Implementation of a School Travel Plan The school is fully engaged on the production of a new Travel Plan, which aims to increase the number of pupils, parents and carers travelling to and from school actively and sustainably. We are utilising the Modeshift Stars platform to generate our Travel Plan and have just been awarded Bronze accreditation. We will look to progress towards Silver and Gold accreditation in the future.</p> <p>Friends The school has a very strong, active and supportive support network through the ‘Friends’ of the school. This group of parents volunteer their time, energy and wide range of supporting skills to support the school by organising and delivering fundraising and social events throughout the school year. Monies raised are spent directly on educational opportunities and resources for all the children to benefit from.</p> <p>Pupil / Sports Premium As a Governing Board, we focus carefully on our “vulnerable groups” of children, with particular emphasis placed on ensuring our Pupil Premium and Sports Premium funding has the greatest impact on these children and the school as a whole. We have governors specifically allocated to the monitoring of the effectiveness of this spend. Details of the spend can be found on the school website.</p>

School Self-Evaluation

The Governing Board is a strong advocate of internal and external monitoring, the findings of which are shared with the Governing Board and are used to collectively determine the most appropriate action required to address any issues found through the SIDP. Significant effort has been made reviewing the school's Self-Evaluation Form (SEF), which continues to be an invaluable working document for the school to work with.

Financial position of the school

The school continues to be in a good position financially, both in terms of capital and revenue funding, although this is becoming increasingly difficult to maintain as school budgets are under pressure. We benchmark our spend against other schools, always seek best value in our contracts and purchasing of essential items and work closely with the School Finance Officers at Norfolk County Council.

Safeguarding, Health & Safety and well-being

The school takes safeguarding and health and safety issues very seriously and we have governors allocated specifically to oversee these activities. There is a firm commitment to safeguarding awareness and training for staff and governors. The well-being of staff and pupils is very important to the Governing Board and discussions are held on this issue at every Full Governors meeting and at every meeting held between the Chair of Governors and the Head Teacher.

Attendance

The Governing Board is committed to ensuring attendance levels at the school are as high as possible in recognition that, for a child to reach their full educational achievement, a high level of school attendance is essential. We have a governor nominated to monitor attendance and attendance is discussed at every meeting held between the Chair of Governors and the Head Teacher.

Governor recruitment

We are delighted to welcome Rachael Tanguy and Oliver Burwood to the Governing Board. Both have brought with them a range of experience and skills that have strengthened the Governing Board.

Governor monitoring

To meet the challenges outlined in this governance statement, the Governing Board undertakes regular monitoring visits and discussions with staff, children and parents/carers. Governors are allocated subject areas and statutory elements to monitor. Monitoring is undertaken virtually and in person (where safe and appropriate). Training is available on how to make the most of virtual monitoring and governors have been asked to attend this where possible.

Governor monitoring responsibilities can be found at the end of this statement.

	<p>Minutes of Full Governor Board Meetings</p> <p>Minutes of the Full Governing Board meetings are public documents and these are available to view on the school website. Alternatively, you can ask to see a copy of them at the school office.</p>
<p>Future plans for the Governing Board</p>	<p>The key targets for 2023/24 set out in the School Improvement Development Plan (SIDP) are as follows:</p> <ol style="list-style-type: none"> 1. To ensure that the curriculum meets the needs of all children 2. To maintain good outcomes across the school 3. To ensure excellent provision and standard in the Speech and Language SRB 4. To continue to improve PE provision throughout the school 5. To continue to improve SEND provision in the school <p>8-week plans this year focus on the following:</p> <ul style="list-style-type: none"> • Development of the school’s Behaviour Policy and Principles (Spring Term) • Implementation of Wellbeing Project and Senior Mental Health Lead (Summer Term).
<p>How you can contact the Governing Board</p>	<p>We always welcome suggestions, feedback and ideas from parents / carers – please contact the Chair of Governors, via email on chairofgov@browickroad.norfolk.sch.uk or through the school office. You can see the full list of governors at the end of this document and on the governors’ page of the school website.</p>

Browick Road Primary and Nursery School Governing Board

Governor	Category of Governor	Committee served on	Role on Committee	Term of Office
Jeremy Wiggin	Local Authority	FPP Head Teacher Performance	Chair of Governors	17/12/21 – 16/12/25
Stephanie Lyall	Co-opted	FPP Head Teacher Performance	Vice-Chair of Governors Chair of Head Teacher Performance Committee Chair of FPP Committee	1/9/23 – 31/8/27
Rebecca Arnold	Co-opted	FPP		1/9/23 – 31/8/27
Jon Reed	Co-opted	FPP		1/9/23 – 31/8/27
Vicki Wild	Staff Governor	FPP		19/7/23 – 18/07/27
Helen Laflin	Head Teacher	FPP Head Teacher Performance		1/9/23 - Present
Verity Cane	Co-opted	FPP		24/03/22 – 23/03/26
Rachel Christian	Parent	FPP		10/12/21 – 9/12/25
Richard Goodenough	Parent	FPP		24/03/22 – 23/03/26
Rachael Tanguy	Co-opted	FPP		12/12/23 – 11/12/27
Oliver Burwood	Co-opted	FPP		12/12/23 – 11/12/27
Vacant	Co-opted	n/a	n/a	n/a

Note: All governors attend Full Governor Meetings. Attendance at the Finance, Personnel and Premises (FPP) is not mandatory but every effort will be made to ensure the minimum number of governors attend (4).

Governor monitoring responsibilities

Governor	Statutory Monitoring	Subject Monitoring 1	Subject Monitoring 2
Jeremy Wiggin (C)	Attendance	Outdoor Education	Science
Stephanie Lyall (VC)	Safeguarding / LAC / Wellbeing	EYFS	RE
Becky Arnold	PE & Sports Premium / Cyber Security	Phonics	DT
Verity Cane	Behaviour & Exclusions / SEND	Geography	Writing, Music, History
Richard Goodenough	Website, Pupil Premium	Computing	
Rachel Christian	PSHE (RSE) / SRB	Maths	
Helen Laflin	Standards & Curriculum		
Vicki Wild	Standards & Curriculum / SENDCo		
Jon Read	GDPR / H&S	Mathematics	
Rachael Tanguy	Mental Health		
Oliver Burwood	TBC		