

## ANNUAL GOVERNANCE STATEMENT 2024/25

### The Core Functions of the Governing Body

- ensuring that the vision, ethos and strategic direction of the school are clearly defined;
- ensuring that the Headteacher performs their responsibilities for the educational performance of the school; and
- ensuring the sound, proper and effective use of the school's financial resources.

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 13 governors across different categories.

Current membership: 11

Current vacancies: 2

Through the course of the 2024/25 Academic Year, the Governing Body has lost 2 Co-opted governors and gained 1 governor in their place. In addition, a new Parent Governor was elected in March. Two governors' terms will end in the next academic year and recruitment has started for those seats.

Co-Chairs: Ali England (until February 2025); Andrew Ives and Hayley Siphthorp (from February 2025)

Vice-Chair: Rachel Butterworth

Clerk: Lisa White

Attendance: Over the course of the year, Governors at Bassingbourn Community Primary School have demonstrated an overall positive attendance and engagement with their work.

[Governor Attendance 2024-2025](#)

### The Structure of Governance

The Board uses the circle model and has met as a Full Board 8 times this year. All governors have a continued oversight of the school's safeguarding responsibilities and manage the updates of school policies aligned to the particular areas of responsibility.

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

Committees related to particular 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 with regard to:

- Supporting the headteacher and the SLT to make rapid improvements in curriculum, leadership, and staff CPD, and to support changes in policy and in the implementation of significant improvements in SEND support.
- Supporting the school in preparation for and during a successful Ofsted inspection, which took place in October 2024
- Supporting and actively participating in the LA's Rapid Improvement Group (RIG), reporting on progress made in the school and supporting the headteacher to plan next steps.
- Supporting the school to monitor and manage the school's budget, and supporting the school's efforts to reduce and eventually remove the forecast budget deficit.

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

- Addressing the changes needed to improve the school's budget, requiring changes to staff structure (removal of assistant headteacher positions, reduction in TA support) and changes to class structure (decision to combine classes in years 1 and 2 from autumn term 2025);
- Leading the governing board and the school through a feasibility assessment of moving the school towards academisation, which the governing board and the school eventually decided against progressing with at the present time;
- Finding new governors to fill vacant governor posts – two new governors have now been found as a result of an advert placed in the Bassingbourn village newsletter – and finding a long-term chair of governors (now resolved).

### **Governor Training**

Governors work 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 courses on the following topics throughout the course of the year;

- Safeguarding
- Safer Recruitment
- Developing and Monitoring the Primary Curriculum
- Balancing School Improvement and Wellbeing
- New to Governance Induction

### **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 particular monitoring in relation to:

- Curriculum
- Reading
- Safeguarding
- SEND
- Health and Safety
- Finance

In addition to the governors' monitoring visits governors also make numerous informal visits attending parent evenings, parent information coffee mornings, sports days, school productions, along with supporting the weekly swimming lessons during the summer.

## **Compliance**

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

The monitoring of safeguarding practices is a key priority for governors and is ongoing throughout the year. Safeguarding reports presented at FGB meetings provide an opportunity to challenge the safeguarding culture of the school and ensure robust procedures and practises are in place. Safeguarding questions are asked during governor visits through pupil conferencing. The impact of this challenge and monitoring is confidence in the safeguarding ethos at Bassingbourn Primary School.

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

- reviewing and approving statutory policies as needed, and as recommended to be changed by the headteacher. This has taken place throughout the year at FGB meetings. Following approval at FGB meetings, the reviewed policies have been updated on the school website.

## **Forward Planning**

- National Governance Association (NGA) Skills Audit (Autumn term)
- Schools Financial Value Standard Skills Audit (Autumn term)
- Ensure monitoring visits calendar is set for the 2025/2026 academic year

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

Inclusion is the removal of barriers and ensuring a culture of belonging for all pupils. Within the 'Inclusion for all Framework' we will create a sense of belonging and promote well-being and attendance through safeguarding, curriculum, special education needs and disabilities support, behaviour and transition.

In support of the 'Inclusion for All Framework', the Governing Body at Bassingbourn Community Primary School has appointed governors with particular responsibility for safeguarding, curriculum, and SEND, and monitoring visits to the school have been undertaken in the past year covering each of these areas. In addition, the Governing Body has monitored behaviour in the school (including during school visits) during the year, observing a marked improvement compared to recent years.

## **Other information and Contact**

Further information regarding the work of the Governing Body can be found at:

[Governors Information - Bassingbourn Community Primary School](#)

Governors can be contacted through the school office via telephone, email, letter or in person.

Emails can also be sent directly to the Chair of Governors at

[aives@bassingbourn.cambs.sch.uk](mailto:aives@bassingbourn.cambs.sch.uk) and [hsipthorp@bassingbourn.cambs.sch.uk](mailto:hsipthorp@bassingbourn.cambs.sch.uk)