

**ASHTON WEST END PRIMARY ACADEMY  
ACADEMY TRUST**



**“Today I am proud of my school, tomorrow my school will be proud of me.”**

**Ashton West End Primary Academy Governance Statement 2022/2023.**

The role of our Governing Body is to provide confident, strategic leadership and to create robust accountability, oversight, and assurance for educational and financial performance.

In accordance with the Government’s requirements for all governing bodies, the three core functions of our Governing Board are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding school leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation and ensuring that money is well spent.

The day-to-day management of the school remains the responsibility of the Principal and Senior Leadership team.

**Governance Arrangements**

The Governing Board of Ashton West End Primary Academy consists of four elected Parent Governors, two elected Staff Governors, the Principal and five Co-opted Governors. With the support of the principal, we have achieved our focus of extending our governing board by recruiting governors who bring a wealth of experience, including some who have financial and educational backgrounds and some who are familiar with the local area. Our aim is to ensure that the Governing Board reflects our local community and includes a range of people with the skills and experience to contribute to the effective governance and success of the academy within its statutory and legal expectations. This academic year we will continue to ensure that all governors have access to training to further develop their understanding of their roles. Meetings are clerked by a Governance Professional from Tameside council.

**Committee Meetings**

The full Governing Board meets four times a year. We have also held two Extraordinary Full Governing Body meetings. The Finance, Audit, Premises and Pay committee and the Curriculum Standards Committee meet four times a year. The Finance, Audit, Premises and Pay Committee work closely with the Principal, who is the Accounting Officer and the Chief Financial Officer, who is the school business manager. We work in accordance with

the Academies Financial Handbook. The Finance, Audit, Premises and Pay Committee meets to review pay related to performance and maintains an oversight of the Academy Trust's governance, risk management, internal control and value for money framework.

The Curriculum and Standards committee meeting focuses on educational provision at the academy including the monitoring and reviewing of policies.

There are also committees that meet as required to consider appeals and complaints.

The Chair of Governors and the Vice chair of Governors are on the Principal's Performance Management panel.

### **Attendance record of Governors**

Governors' attendance at meetings this year has been good. We have always held all the required meetings and have had the appropriate quorum attending each one. (Quorum is the number of Governors needed to ensure that legal decisions can be made). Please see a full list of governors and their attendance at meetings on the school website.

### **The work that we have done on our committees and in the Governing body.**

The Governing Body have supported the Principal, the acting Principal and staff in pursuing a shared vision for the academy. It has been another busy year. The Governing body has worked with senior leaders to ensure the welfare and safety of all staff and pupils.

The Finance, Premises, Pay and Audit Committee have ensured that the budget is allocated and used effectively and that best value is sought at all times. The meetings have been effectively chaired by one of our governors who has experience in the financial field. The business manager of our Academy always provides a budget monitoring report for the governors at each meeting and this is scrutinised by the committee members. Due to careful and effective management of the budget, the governors were able to approve the purchase of effective resources to continue to improve teaching and learning. Work has also been approved to improve the environment and structure of the Academy. Governors have approved the budget for 2023/2024. At the last financial meeting of this academic year the governors discussed and approved the five year budget plan.

The Finance, Premises, Pay and Audit committee continue to work closely with the internal auditors. We have delegated financial checks for the auditors to undertake on our behalf to provide assurances which include the efficient management of resources. We will continue with this during the next academic year.

The Curriculum and Standards Committee meet termly. One of our governors who works in education, chairs the Curriculum meetings and has brought his wealth of experience to them. Subject leaders are invited to the meetings on a rota system to present their subject to the board. During this academic year as in all meetings, governors used effective questioning and monitored progress to ensure accountability. Curriculum

policies were also reviewed and agreed on. The policies reviewed included the admission's policy, the educational visits policy, the attendance policy and the English and maths policies. The Principal, SLT and teachers have worked hard to ensure that all policies required are available and up to date.

All the Governing Board attend the Full Governing Body General Meeting led by the Chair of Governors. These are held four times a year. At the first meeting of each Academic year the Academics' Development Plan is presented to the governing body by the Principal. The Governing Board will receive updates from the principal on the progress of its implementation at the subsequent termly meetings. During these meetings, the Principal reports on school Performance and Standards. It is the responsibility of the Governing Board to question and challenge the senior leadership team on the impact of their work at these meetings.

The Chair of Governors delivers a report regarding her role during the previous term. At the first governing body meeting of the new academic year, the Committee Block is analysed and roles for committees and curriculum areas are delegated depending on the skills of each governor. Governors complete an annual skills audit and this indicates areas of strength and areas to develop. Governors are encouraged to attend up and coming training to further develop their skills.

Pupil progress and attainment is scrutinised through data analysis, including regular internal school assessment data, which is presented in a report by the Staff Governor responsible for assessment. The last assessment update presented at the FGB and the Curriculum committee included reports on Read, Write, Inc, SATS results and recent assessments. Vulnerable groups including Pupil Premium and SEN children are monitored.

Attendance of the children is also reported and scrutinised by the governors at Full Governing Body Meetings.

During the last academic year various policies were written and reviewed. These included the Child Protection Policy and the Pastoral Care Policy.

The Principal and Chair of Governors speak together regularly throughout the school year and all governors are kept updated with school matters either at committee meetings or through emails.

The Chair and Vice Chair also communicate regularly and have attended evening networks related to their role.

**Staff Recruitment**-Governors participate in all staff appointments. The more senior the post, the greater number and degree of governor involvement. We adhere to Safer Recruitment principles and requirements before, during and after the appointment process. During 2023 we have recruited new staff including a Vice-Principal, three teachers and teaching assistants.

**Governor Training**-Governors are encouraged to attend up and coming training to further develop their skills. The skills support them with their roles in the different committee meetings that they attend. Some governors have attended a variety of courses throughout the year. The courses attended include: Safeguarding Training, Curriculum Training and the Role of the Chair and Vice Chair training. There are also opportunities to attend e-learning courses for governors who are not able to attend timed courses due to work commitments. Governors are encouraged to attend relevant courses. More governors have attended training during this academic year, however this continues to be an area that needs to be developed.

All governors are encouraged and are expected to be familiar with the school for various reasons. This year has seen more focused visits to the school. The Governors have been able to visit and focus on the Early Years and have seen Read, Write, Inc in operation. There have been opportunities to talk to the pupils and subject leaders about various subjects including science, history and RE.

Some Governors have participated in school trips which have included: visits to local places of worship, a farm with the nursery, a visit to Old Trafford Cricket club with the Year 4 and a forest school experience with the Reception class.

#### **Future Plans for the Governing Body**

During 2023/2024 the governors will continue to focus on aspects of the Academy's Development Plan. We will ensure that standards for all groups of children are high and that all children are supported to reach their full potential.

The governors will continue to work with the principal, SLT and staff to deliver a shared vision of the academy.

The governors will continue to work with the principal to ensure a safe learning environment for all.

We will continue to review our work as a Governing Board to ensure effective governance.

The governors will continue to develop their skills through training.

#### **How you can contact the Governing Board or find out more**

We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mrs S. Jones, via [sjones@awepa.org.uk](mailto:sjones@awepa.org.uk).

You can see the full list of Governors and more information about what we do, on the Governance page of the school website. Minutes of Governing Board and Committee meetings are public documents – you can contact us if you would like to see any of the minutes of our meetings.

