FOREST ACADEMY

Governance Statement

In accordance with the Government’s requirement for all governing bodies, the core strategic functions of the Forest Academy Governing Body are to:

• Ensure clarity of vision, ethos and strategic direction;

• Hold the Headteachers to account for the educational performance of the school;

• Oversee the financial performance of the school, ensuring value for money;

• Promote the highest possible standards for Safeguarding.

Governance Arrangements

The Governing Body (GB) is made up of:

• Parent Governors (Elected by parents)

• Community Governors (Appointed by the GB to reflect the local community)

• Staff Governors (Elected by the staff)

• The Headteachers

The Governing Body goes through an annual exercise to make sure it has people with the right skills to carry out its responsibilities. Individual Governors take on responsibilities for specific areas of the GB’s work (e.g. Special Educational Needs, Health and Safety, Safeguarding) and all governors undertake training. The Governing Body subscribes to the training programme offered by Suffolk County Council and undertakes training from external providers. Succession planning is an important consideration. (See Page 2 for a list of current Governors, their specific responsibilities and details of their terms of office)

The full Governing Body meets once a term and has a number of sub-committees:

Finance

Premises;

Quality of Teaching and Learning and Assessment of Pupils (QTLAP);

Leadership and Management;

Ethos and Pupil Welfare;

EYFS.

Attendance record of Governors

We have never cancelled a meeting because it was not ‘quorate’ (the number of Governors needed to ensure that decisions are legal) and Governors make frequent visits to the school. Monitoring reports are shared with all Governors and discussed at meetings. All meetings are planned well in advance to ensure good attendance. (See Appendix Two for details of meeting to be held in 2016/17)

What the Governors have been doing

It has been a busy year for the Governing Body. Along with the Headteachers, we have set high standards for the school and want to see every pupil achieve their full potential. The QTLAP Committee keeps a very close eye on standards in each class and has spent a considerable amount of time ensuring more pupils make good or better progress. The school has been working closely with Elveden C of E Primary Academy to develop the new curriculum and refine assessment processes. The QTLAP Committee has been monitoring progress on this important development with regards to ‘life after levels’ as well as ensuring that Forest Academy makes the best possible use of the Pupil Premium and that the needs of our pupils with special educational needs are being met. The Finance and Premises Committee look at the finances of the school as well as the maintenance and development of the school buildings and grounds.

The Leadership and Management Committee is responsible for staffing at the school and for making sure that we meet our legal responsibilities as an employer. We welcome suggestions, feedback and ideas from parents. For more information please contact our Chair, Gordon Hodgkinson, through the school office and more information can be found on the Governors section on the school website.

**Members:**

1. **Gordon Hodgkinson – Chair**
2. **Tracey Branch - Vice**
3. **Mary Andrew**
4. **Andy Harris**

* **Right to appoint new Members by unanimous vote**
* **Right to remove Members by unanimous vote**
* **Right to Alter Articles as necessary with the consent of the Secretary of State**
* **Right to appoint Trustee directors**

**Attendance 2015/16**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Joint GB Oct' 15** | **Joint GB Nov' 15** | **Joint GB Feb’16** | **Joint GB May ‘16** | **Total** |
| **Paul Brooks** | **x** | **x** | **x** | **x** | **4/4** |
| **Jayne Jones** | **x** | **x** | **x** | **x** | **4/4** |
| **Lorna Rourke** | **x** | **x** | **x** | **x** | **4/4** |
| **April Grimes** | **x** | **x** | **x** | **x** | **4/4** |
| **Tracey Branch** | **x** | **x** | **x** | **x** | **4/4** |
| **Hayley Muteham** | **0** | **x** | **x** | **x** | **3/4** |
| **Claire Goldstone** | **x** | **x** | **x** | **x** | **4/4** |
| **Elisabeth Peck** | **x** | **x** | **x** | **x** | **4/4** |
| **Mary Andrew** | **x** | **x** | **0** | **x** | **3/4** |
| **Mary Pritchard** | **x** | **x** | **x** | **x** | **4/4** |

**Governance Structure**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Member/ Director** | **Date Appointed** | **Re-appointed** | **Date Resigned/term of office ended** |  |
| **Paul Brooks** | **M D** | **11/09/2010** | **12/09/2014** | **07/11/2016** | **LA** |
| **April Grimes** | **D** | **20/01/2011** | **21/01/2015** |  | **Ex Officio** |
| **Jayne Jones** | **D** | **20/01/2011** | **21/01/2015** | **31/12/2016** | **Staff** |
| **Elisabeth Peck** | **D** | **19/01/2011** | **20/01/2015** |  | **Community** |
| **Mary Pritchard** | **MD** | **08/10/2011** | **01/10/2013** |  | **Community** |
| **Claire Goldstone** | **D** | **20/05/2013** |  |  | **Parent** |
| **Hayley Muteham** | **D** | **04/09/2013** |  | **18/11/2015** | **Parent** |
| **Tracey Branch** | **D** | **04/09/2013** |  |  | **Parent** |
| **Lorna Rourke** | **D** | **01/09/2012** | **01/09/2016** |  | **Ex Officio** |
| **Mary Andrew** | **MD** | **19/05/2014** |  |  | **Community** |
| **Gordon Hodgkinson** | **MD** | **07/11/2016** |  |  | **Community** |
| **Rebecca Silkstone** | **M** | **15/05/2017** |  |  | **Community** |
| **Naimi Cogan** | **M** | **15/05/2017** |  |  | **Staff** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Area Of Responsibility** | **Name of Governor (From either school)** | **Liaising with** | **Reporting to** |
| Child Protection | Naimi Cogan | Child Protection Co-ordinator | Governing Body |
| SEN | Rebecca Silkstone | SENCO/Headteacher | Steering/Curriculum/Gov Body |
| Link Governor | Naimi Cogan | LA Governor Support | Governing Body |
| EYFS | Claire Goldstone  Rebecca Silkstone | KS Leader | Governing Body |
| KS1 | Elisabeth Peck  Tracey Branch  Rebecca Silkstone | KS Leader | Governing Body |
| LKS2 | Gordon Hodgkinson  Rebecca Silkstone | KS Leader | Governing Body |
| UKS2 | Rebecca Silkstone | KS Leader | Governing Body |
| Safeguarding | Naimi Cogan | Headteacher | Governing Body |
| Risk | Mary Andrew  Gordon Hodgkinson | Headteacher | Governing Body |
| Ethos | Rebecca Silkstone  Gordon Hodgkinson | Headteacher | Governing Body |
| Responsible Officer | Patrick Smith | Finance Officer | Governing Body |
| HT Performance Management | Gay Whent | Committee | Governing Body |
| Pupil Premium/  Achievement for All | Claire Goldstone | Committee | Governing Body |

**Responsibilities**

**Pecuniary Interest**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of trustee/local governor** | **Name of business/ charity/educational institution** | **Nature of interest** | **Date when the  interest began** |
| **April Grimes** | Forest Academy | Family employee | 01/09/2016 |
| **Naimi Cogan** | Forest Academy | Family employee | 01/09/2016 |
|  |  |  |  |
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**Attendance 2016/17**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Member/ Director** | **Full Governing Body Meeting** | **Full Governing Body Meeting** | **Extraordinary Meeting Full GB** | **Full Governing Body Meeting** |  |
|  |  | **07/11/2016** | **27/02/2017** | **08/05/2017** | **15/05/2017** |  |
| **Paul Brooks** | **M D** |  |  |  |  |  |
| **April Grimes** | **D** | **X** | **X** | **x** | **X** |  |
| **Jayne Jones** | **D** | **X** | **X** |  | **X** |  |
| **Elisabeth Peck** | **D** | **X** | **Apologies** | **x** | **x** |  |
| **Mary Pritchard** | **MD** | **X** | **X** |  |  |  |
| **Claire Goldstone** | **D** | **X** | **X** | **x** | **X** |  |
| **Tracey Branch** | **D** | **X** | **X** | **x** | **X** |  |
| **Lorna Rourke** | **D** | **X** | **X** | **x** | **X** |  |
| **Mary Andrew** | **MD** | **X** | **X** | **x** | **X** |  |
| **Gordon Hodgkinson** | **MD** | **x** | **x** | **x** | **x** |  |
| **Rebecca Silkstone** | **D** |  |  | **x** | **X** |  |
| **Naimi Cogan** | **D** |  |  | **x** | **x** |  |