



Introduction

This document summarises Governance at Manor Park School and Nursery, as of Summer 2024. The document is stored on the school website, alongside additional information such as the minutes of recent meetings.

Purpose of Governance under scheme of Delegation

In accordance with the Government's requirements for all Governing Bodies, the core strategic functions of the Manor Park Primary School and Nursery Governing Board are:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the head teacher to account for the educational performance of the school
- Overseeing the financial performance of the school and ensuring value for money
- Promoting the highest possible standards for Safeguarding

Governance Arrangements

The Governing Body this academic year 23/24 was made up of:

- 2 elected Parent Governors (Catherine Williams and Ann Hollingsbee)
- 5 Co-opted Governors (Pamela Larner, Revd. Paul Deakin, Lesley Dalzell, Andrew Tully and Bridget Wall)
- 1 Head Teacher (Simon Cotterill)
- 2 Staff Governors (Sarah Jeffery and Lauren Smith/Laura Power, Lauren has stood down as she is on maternity leave and Laura has kindly agreed to take over her role)

Revd. Paul Deakin sadly stood down this year due to workload pressures. However we were delighted to welcome Michelle Boyd onto the LGB as a Parent Governor as of July 2024 and the LGB will be joined by Sue Pomeroy, our outgoing clerk, as a Co-opted Governor in September 2024. We know they will make extremely valuable contributions to the LGB and to Manor Park school as a whole.

This year our full Governing Board met at least once a half term, 9 meetings in total. From September 2024 we will be trialing a 7-meeting model, which will be reviewed in July 2025. Our Chair remains Bridget Wall and Vice chair is Ann Hollingsbee and the Clerk has been Sue Pomeroy from Cheshire East Local Authority.

Since 2020-2021 we have operated governance annually with nine meetings of the Full Governing Board that are scheduled approximately every month and through regular half



termly visits to school by each link governor. Visit reports are then fed back to the governing body for further scrutiny. We believe that this has improved our ability to effectively deliver on our statutory objectives.

Attendance of Governors

We continue to have an excellent record of attendance at meetings, the dates for which are agreed at the beginning of each school year. For 2023-2024 the dates were as shown in the table below. Each meeting runs from 17:00 to 19:00.

	Meeting #1	Meeting #2	Meeting #3	Meeting #4
Autumn Term	September	October	November	
Spring Term	January	February	March	
Summer Term	May	June	July	

Link Governors

In addition to being members of the Full Governing Body, each Governor takes on specific areas of responsibility as “Link Governors”, where they focus on supporting and monitoring certain aspects of school operation. The governors undertake regular training courses linked to their area of responsibility via the National Governance Association. We also required to undertake statutory Safeguarding training annually.

This years Link Governors have been:

- **Foundation Curriculum**-Ann Hollingsbee
- **English:** Ann Hollingsbee
- **Foundation Stage:** Pamela Larner
- **Governor Training:** Lauren Smith/ Laura Power
- **Health and Safety:** Andy Tully
- **Maths:** Ann Hollingsbee
- **Pastoral:** Revd. Paul Deakin
- **OPAL, PE and Sport Development:** Lesley Dalzell
- **Pupil Premium:** Bridget Wall
- **Safeguarding:** Bridget Wall
- **Special Educational Needs:** Catherine Williams
- **GDPR:** Catherine Williams
- **Finance:** Andy Tully
- **Middle Leaders:** Lesley Dalzell



The Focus of our Governance

We want the school to continue to be a happy place where the children receive a high-quality and individually challenging education that promotes their excitement, enjoyment and enthusiasm for learning. At the core of the school is a set of values that the children understand and exhibit throughout their school life:

- Respect
- Pride
- Responsibility
- Resilience
- Reflection

Governance work challenges and monitors improvements that the school are making, in these key areas:

- Safeguarding and attendance
- Outcomes for all pupils and quality of teaching, learning and assessment
- Personal development, behaviour, welfare and attendance
- Effectiveness of leadership and management
- Early Years

Support and Challenge -

It has remained a pleasure and a privilege to visit the school over the past 12 months as the school continues to strive for excellence and the best outcomes for all our children. As governors we have developed strong working relationships with the leadership team and staff of Manor Park in order to fulfill our remit of clear oversight and challenge of its management. Following the very successful OFSTED inspection in July 2023 the school has gone from strength to strength. Our effective and rigorous governance has supported this. This summer the school undertook a Peer Teaching and Learning Review led by Kate Doyle, Director of Education at Cheshire Academy Trust, the outcome of which was extremely positive

'The organisation of school routines and procedures is exceptional, not a moment of time is lost in transitions between sessions and groupings'

'Behaviour across school is very good, pupils show respect to staff and each other. Adults show warmth, sincerity and care when interacting with pupils.'

'Children in lessons showed an enjoyment for their learning and were keen to explain and discuss their



mathematical thinking and problem-solving skills.'

Its remit was to review science, writing and SEND and disadvantaged pupils across all subjects. Findings from this will review will feed into the school improving Strategic Quality Management system and governors will continue to scrutinise progress against these markers.

This year all governors have attended school regularly and met with children and staff to further their understanding of their linked areas and to monitor progress within them. We have offered support and challenge in many areas - Governors within each meeting focus on updates on Educational Performance, Vision and Strategy, HR, Staff Training, Business Performance, Compliance, Safeguarding and Governance and Risk and Staffing. This year we have consequently :

- Maintained a clear overview of finances and have approved the budgets and all substantial outlays. The Link Governor has visited termly in order to scrutinise the accounts and the auditors' report. Governors are satisfied that despite the challenges of the economic climate finances are sound and well managed within the school and the MAT.
- Discussed Health and Safety issues at every meeting and any issues raised have been dealt with in a timely manner including external audits examined and ensuring that Risk Assessments are in place and fit for purpose.
- Discussed safeguarding matters at every meeting to ensure that children in our school are kept safe and that there are practices, policies and procedures in place to support this. The Link Safeguarding Governor meets either with the head, in his capacity of Designated Safeguarding Lead or the Safeguarding and Attendance Officer on a half termly basis in order to further scrutinise practices, policies and procedures and monitors the Single Central Record of appointments on a termly basis with the Business Manager. Governors continue to scrutinise how behaviour and bullying is reported and managed in our school.
- Developed our knowledge and understanding of the new style of school development planning that has been adopted by our trust- Strategic Quality Management or SQM for short. Following on from analysis and scrutiny of data collated on pupil attainment, actions for improvement are then developed. SQM is built on projects that are designed to realise the actions required. Our role is to ensure that projects fit the objectives, are manageable and resourced appropriately. We know what the children achieve in our school and we hold the school accountable for this.



- Spent time in school with the Early Years team, the phonics and early reading leaders and staff, learning about the measures that are being taken to improve the breadth of pupils vocabulary and how this supports the specific needs of our children. The improved environment is well organised and enriching for all.
- The Curriculum Link Governor spent time with all curriculum leaders on a termly basis in order to understand how the curriculum for the foundation subjects continues to be imbedded through the Learning Without Limits strategy, to ensure its accurate assessment and to continue monitor progress in English and Maths through the implementation of 'Pathways' and 'Mastery' approaches . Attention was paid to the use of CPD in SEND maths teaching and provision for challenge for all pupils.
- The Link Governor met with middle leaders to ensure that they are being supported in their roles in school and that worklife balances are acceptable.
- Reviewed the provision for disadvantaged children via the PPG report and PPG lead.
- Ensured that the PE/Sports grant premium is used wisely and directly supports and Improves PE provision for our children.
- Reviewed policies and procedures to ensure the wellbeing of all members of the school community and worked with our pastoral team to understand the provision that we provide for our children and families to support with wellbeing and mental health.
- Scrutinised staff and parent questionnaires. These highlighted the high level of satisfaction of how well Manor Park meets children's needs and facilitated discussion on how to maintain and develop the schools provision. For staff workload remains an issue. We explore staff wellbeing on a regular basis and have supported changes implemented to help with workload and work life balance. This challenge is replicated across the trust and will be a main focus for improvement by the CAT in the next academic year.
- Ensured that there is adequate support and provisions in place to support pupils with SEN and disabilities and that resource allocation is used effectively. The Link Governor meets termly with the SENCO and has reviewed the SEND action plan, discussed the changes to the funding and the introduction of a banding system and the implications of this for the children.' It has been very impressive to see how the school is enabling all children to access the curriculum The school provides bespoke SEND provision which meets the needs of the children, but it will be challenging to maintain this level of provision In the future due to budgetary issues.'



- Received training on the Learning Without Limits strategy for teaching and have been shown how *'LWL is concerned with learning without constraints or ceilings. Some adaptations may need to be made but is aspirational for all children. The aim is for the children to be actively involved at all times in their learning and that Child-engaged assessment is a key feature'*
- The Link Governor has visited school in order to review the OPAL provision and to discuss plans for its development.
- Approved educational visits to receive assurance of the safeguarding of pupils on schools visits.
- The Link Governor has scrutinised procedures regarding GDPR.

The Chair has also met on a termly basis with the chairs of other LGB s within our trust , the Chair of CAT board of trustees Janet Myers and the CEO of the trust Steve Ellis in order to be updated on developments within our trust and to share experiences and successes.

How you can contact the Governing Body

We welcome all questions, suggestions and feedback from parents. You can contact the Chair of Governors (Bridget Wall) via the school office, or by email at chair@manorpark.cheshire.sch.uk

You can see more information about Governors and Governance on the school website, together with the minutes of all recent meetings.

Bridget Wall

Chair of Governors

July 2024