

Annual Governance Statement for the Governing Body of Waverley School for Special Needs December 2015

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of the Waverley School Governing Body are:

- 1. Ensuring clarity of vision, ethos and strategic direction (including long term planning);**
- 2. Holding the Head Teacher 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.**

The Governing Body of Waverley School was re-constituted in 2015 and is now made up of 2 staff governors (including the Head Teacher), 5 Parent Governors, 1 Local Authority Governor and 6 Co-opted governors. Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school: on our Governing Body three of the Co-opted governors are parents, one is a staff member and the remaining two are members of the local community, including a Enfield Councillor and the Head of Learning Disability for the London Borough of Enfield (See Appendix 1 for list of Governors). In considering its succession plan the Governing Body has resolved to identify parents of younger children who could fill the two vacant parent governor positions.

Governance Arrangements

The full Governing Body meets once each term, and we also have a number of committees to consider different aspects of the school in detail. At Waverley School we have a:

- Finance Committee which focuses on ensuring solvency and probity and that the financial resources made available to the school are managed effectively.
- Premises Committee which focuses on ensuring the fabric of the building is maintained, is suitably equipped to meet the needs of the pupils and staff and ensures all health and safety obligations are met and promotes outstanding Health and Safety practice across the school.
- Staffing Committee which focuses on staff performance and deployment.
- Curriculum Committee which focuses on learning and teaching to ensure that there is accountability for the quality of teaching, pupils' achievement (and pupils' behaviour and safety).

On an annual basis the Governing Body confirms its organisational arrangements including the authority it wishes to delegate to a Committee or an individual, including the Head Teacher for specific tasks. This establishes the governance framework in which the committees should operate and negates the need for exhaustive terms of reference for each of the committees.

We also have a number of other committees that will meet as and when necessary including disciplinary, appeals and staff grievance panels, Head Teacher performance review with a number of Governors taking responsibility for specific areas including pupil premium, child protection, Governor training and development and behaviour and safety etc.

Current Activity

In the context of the last Ofsted inspection in October 2012, in which the school was judged to be a good school on the basis that pupils make excellent progress in their personal development, teaching is good, teachers have high expectations and ensure that lessons are very well adapted to pupils' learning needs. The Governors have been focused on ensuring that pupils' learning and progress can be suitably demonstrated and teaching within the school is of the highest calibre. With the appointment of a new Head Teacher, the articulation of a new vision for the school (see Appendix 2) and the development of a new three year strategy, the Governing Body is committed to being well informed about the school's provision, future development and educational attainment of each and every pupil. The Governing Body will provide a constructive, robust and rigorous level of challenge to the school's leadership, holding it to account for the school's performance in learning, teaching, its use of financial, human and building resources and its engagement with all its stakeholders. The Governing Body is committed to ensuring effective governance that is open and transparent and in accordance with its statutory obligations.

What work have governors been involved with in the last year?

The Governing Body has had a particularly busy year, focusing on school improvement, an impending Ofsted inspection, the anticipated reduction in budget allocation in light of Local Authority funding constraints and responding to the implications of the SEND agenda. The school is now in the second year of its three year strategy and the Governing Body

is monitoring the progress of the strategy in the context of the specific growth areas, through the Head Teachers summary of the SEF, her termly reports to the Governing Body and more detailed review by the Curriculum Committee. One of the roles for the governors is reviewing and agreeing school policies, and we have considered a number of key policies in the context of the organisational annual review programme and LA guidance, including accessibility, admissions, SEN and Teacher Appraisal. Governors are also particularly concerned about school attendance and safeguarding and we have a Nominated Governor for Safeguarding (Janet Leach) and the Head Teacher provides a termly report to the governors about any safeguarding matters.

The Curriculum Committee has spent time observing lesson observations to understand the levels of rigour in the assessment and evaluation process, met with the curriculum and assessment lead to understand processes and supported the introduction of the PMLD curriculum. The committee will be discussing key data giving the results of pupil achievement and progress, so that we can be sure that the school is on track to fulfil its ambitious targets for all pupils and will monitor the work of the new curriculum lead. We are also concerned about our "vulnerable groups" of children and focus on how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes.

The Finance Committee has been monitoring the school's management of its budget. In light of reduced budget allocation, decisions have been taken in respect of reducing management and staffing capacity, reviewing the regularity of the school maintenance programme and withdrawing from its commitment to the charity shop. The school now maintains a risk register, highlighting the range of strategic, financial, operational, compliance and reputational risks, which will be reviewed on an annual basis. The committee will, over the coming year, take greater ownership of the budget setting process in the context of the school's overall strategy and annual objectives, mindful of the potential pressure on pupil numbers, LA educational priorities, its statutory and community obligations and the reduction in the fundraising capacity of WASP.

The Staffing committee have been closely monitoring sickness attendance and the numbers of part time staff and their impact on the ability of the school to ensure continuity in the classroom and budget management. The committee have been robust in supporting senior management refusal of staff requests for leave. In the immediate future the committee will focus on auditing the effectiveness of staffing during lunch sessions, the development of a staff absence policy and more strategically performance management across the school.

The Premises and Health and Safety committee have been providing oversight in relation to any health and safety risks that arise at the school and the letting policy, reviewing the quality of nursing provision within the school and provided support in negotiations in respect of the Salix loan with view to improving the efficiency of the school's usage of utilities. The committee will over the next year focus on working with the Health Authority to ensure continuity in nursing and therapy support, prioritise the building maintenance programme and continue to ensuring best practice in health and safety management.

Minutes of Governing Body and Committee meetings are public documents – they can either find them on the Governors' page of our website or you can ask at the school office if you would like to see any of the minutes of our meetings.

Future Plans for the Governors

The Governing Body will be focusing on enhancing the level of good governance within the school, creating an expectation that all committees will be asking the questions 'what does the school do well, how do we know and what needs to improve'. The committees will be considering its activity within the context of the identified risks; strategic risks (major threats that give significant long term risk); financial risk (forecasted funding reductions); operational risk (reliability and teaching issues); compliance risk (meeting national, professional standards and legal obligations); and reputational risk (attracting and retaining staff).

We will be considering our approach to succession planning and the school's level of engagement and communication with its stakeholders, primarily parents and carers and will continue to seek their views on an annual basis.

We will be reviewing progress against the strategic plan, creating a new three year rolling strategic plan and seeking a more rigorous approach to external review of performance within the school.

Contacting the Governing Body

We always welcome suggestions, feedback and ideas from parents - please contact the Chair of Governors, Janet Leach, via the school office. You can see the full list of governors; their attendance at meetings; minutes of governing body meetings and more information about what we do, on the Governors' page of the school website.

Appendix 1

List of Governors

Janet Leach	–	Co-opted Governor and Chair
Marcia Andrew	-	Co-opted Governor
Simone Barnett	-	Parent Governor
Shirnette Bates	-	LA Governor
Peter Fallart	-	Co-opted Governor
Martin Nield	-	Co-opted Governor
Sharezer Osei	-	Parent Governor
Lorraine Roberts	-	Co-opted Governor
Sheena Shellien	-	Parent Governor
Neil Taylor	-	Co-opted Governor and Vice-Chair
Gail Weir	-	Head Teacher
Graham Williams	-	Staff Governor
2 x Vacancies	-	Parent Governor

Our Vision

Challenging Expectations and sharing success

By

- Recognising and providing the support each pupil needs to be motivated to learn, empowering independence
- Ensuring that staff are highly trained and use their expertise to expand possibilities for each pupil by providing inspirational opportunities
- Celebrating the pupil's achievements with parents and guiding families to be successful
- Supporting other schools and providers due to our reputation for excellence