

Annual Governance Statement for the Governing Body of Waverley School for Special Needs December 2016

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), 4 elected Parent Governors, 1 Local Authority Governor and 5 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 two of the Co-opted governors are parents and the other three are members of the local community, including an Enfield Councillor, a health professional and the Head of The Joint Service for Disabled Children for the London Borough of Enfield (See Appendix 1 for list of Governors). In accordance with its succession plan the Governing Body has been successful in recruiting three new Governors over the past year including one parent however, it is still committed to identifying parents of younger children who would be willing to join.

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. During the past year, we have reviewed our committee structure to ensure that we are operating efficiently and effectively and we agreed to merge the Staffing and Premises Committee. At Waverley School, we now have a:

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

At the beginning of the academic year the chairs of each committee met to ensure there is a more strategic focus on the key challenges of the school, a cross fertilisation of ideas and a consistency in approach to committee agendas.

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 several other committees that meet as and when necessary including disciplinary, appeals and staff grievance panels and Head Teacher performance review, with several Governors taking responsibility for specific areas including pupil premium, child protection, Governor training and development and behaviour and safety etc. Governors are invited to contribute to and are involved in a range of operational activity such as interview processes, school visits and health and safety audits.

Current Activity

The Governors have been focused on pupils making excellent progress in their personal development; making sure teachers have high expectations and that lessons are very well adapted to pupils' learning needs; pupils' learning and progress can be suitably demonstrated; and teaching within the school is of the highest calibre. Within the context of the school's three year strategy and annual development plan, the Governing Body is committed to being well informed about the school's provision, future development and the educational attainment of each and every pupil, ensuring that the school's vision 'challenging expectations and sharing success' is realised.

The Governing Body will continue to 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 that all conflicts of interest are declared, in accordance with its statutory obligations.

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

This year the Governing Body took the strategic decision to take on the responsibility for the development of an early years' school provision resulting in Waverley growing in size by a third. In addition, it has continued to be a challenging year with governors focused on school improvement, an impending Ofsted inspection, reductions in budget allocation considering Local Authority funding constraints, overseeing any implications of the SEND agenda for the school including the introduction of the new Educational, Health and Social Care plans for pupils and the effective application of the Pupil Premium. The school is now in the third 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 Teacher's summary of the SEF, her termly reports to the Governing Body and a 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 and annual review programme and LA guidance, including disciplinary and capability, Behaviour, Data Protection, Equality Information, Safer Recruitment and Pupil Premium. 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 reviewing attainment and progress with view to identifying any patterns or trends such as gender variations, the quality of teaching and learning, teacher training and development, understanding the robustness of judgements and the external moderation and validation of the data. The committee discusses key data that demonstrates 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 has considered the framework of outcomes for pupils' wellbeing. Triangulation of the data, external validation and multi agency working has enhanced the credibility of the self assessment. The committee is particularly concerned about "vulnerable groups" of children and has focused on how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes. Governors have observed lessons including the use of PODD communication tools.

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 is working on a risk register, to be reviewed on an annual basis, which will highlight the range of strategic, financial, operational, compliance and reputational risks, with view to ensuring a focus of the top ten risks at the school. The committee has taken greater ownership of the budget setting process and begun to consider revenue generating opportunities. This is in the context of the school's overall strategy and annual objectives and being 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 continues to closely monitor 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 audited the effectiveness of staffing during lunch sessions and have overseen changes in staff deployment. The committee have been robust in supporting senior management refusal of staff requests for leave and reviewed safeguarding practice in relation to volunteers and visitors. In the immediate future, the committee will focus on performance management across the school and future recruitment strategies.

The Premises and Health and Safety committee have been providing oversight in relation to any health and safety risks that arise at the school the challenges of maintaining the fabric of the building in the context of budget constraints and have reviewed the use of CCTV, e-safety, the impact of pupils' challenging behaviours and issues of accessibility. The newly merged committee with Staffing will continue over the next year to work with the Health Authority to ensure continuity in nursing and therapy support, to prioritise the building maintenance programme and continue to ensure 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 subjecting itself to external review, with view to focusing on enhancing the level of good governance within the school. The committees will continue to ask of themselves the questions 'what does the school do well, how do we know and what needs to improve'. The committees will be considering each of 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 always be mindful of our approach to succession planning with view to ensuring more parents are contributing to the governance of the school. We will need to review 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. We will monitor closely the new early years' school provision at Bell Lane to ensure there has been no impact on the educational attainment of the pupils and that there is no compromise on the quality of teaching and learning across the whole 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

			Term of Office
Janet Leach	–	Co-opted Governor and Chair	10 June 2015 – 10 June 2019
Marcia Andrew	-	Co-opted Governor	10 June 2015 – 9 June 2019
Simone Barnett	-	Parent Governor	17 December 2013 – 16 December 2017
Lucille Balcombe	-	Co-Opted Governor	8 June 2016 – 7 June 2020
Peter Fallart	-	Co-opted Governor	10 June 2015 – 10 June 2019
Martin Nield	-	Co-opted Governor	11 November 2015 – 10 November 2019
Sharezer Osei	-	Parent Governor	10 June 2015 – 13 June 2019
Imdadur Rahman	-	Parent Governor	24 February 2016 – 23 February 2020
Neil Taylor	-	Parent and Vice-Chair	7 June 2016 – 6 June 2020
Gail Weir	-	Head Teacher	
Graham Williams	-	Staff Governor	19 July 2014 – 18 July 2018
Paul Schwartfeger	-	Local Authority	

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