



# **Annual Statement of Governance**

**2024-25**

## ***Our Federation vision***

***'To realise the potential in all by creating a community of unique individuals who are guided by a shared light.'***

*"I can do this through him who gives me strength." Philippians 4:13*

## ***What is the Governing Body at The Tweed Learning Federation?***

The National Governance Association defines the roles and responsibilities of a school governor as:

- developing a vision and strategy for the school
- overseeing the financial performance of the school and making sure its money is well spent
- holding the school leader to account to ensure that every pupil has the best possible education
- engaging with pupils, staff, parents and the school community to understand their views of the school

In practice, this means looking at information and evidence in order to have conversations and ask school leaders questions about the school. You will decide how the school's budget is spent. In certain circumstances, you will also make decisions about things like pupil exclusions and staff disciplinary matters.

To fulfill the role you will need to:

- attend regular meetings (around 6 each year)
- visit the school(s) occasionally
- do some background reading
- take part in induction training and ongoing development

At The Tweed Learning Federation Governors also have a key role in ensuring the delivery of our Christian Vision and Values, and through this providing opportunities for the schools to act as a genuine support for the local community and families it serves.

The National Governance Association says that as part of the governing body team, a governor is expected to:

Contribute to the strategic discussions at governing body meetings which determine:

- The vision and ethos of the schools within our federation
- Clear and ambitious strategic priorities and targets for the schools
- That all children, including those with special educational needs, have access to a broad and balanced curriculum
- The school's budget, including the expenditure of the pupil premium allocation The school's staffing structure and key staffing policies
- The principles to be used by school leaders to set other school policies

Hold the senior leaders to account by monitoring individual school performance; this includes:

- Agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the School Development Plan
- Considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
- Asking challenging questions of school leaders
- Ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
- Ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
- Acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant school priority
- Listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local Employers

Ensure all school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises, and that the way in which those resources are used has impact.

## Governing Body membership

Name and Category	Category	Appointing body	Start Date / Term of office	Committees	Financial interest	Other interest
Douglas Watkin	Chair of Gov	Council	01/09/2024	Resources	None	
Joyce Guthrie	Vice Chair	Foundation	01/09/2024	Strategic Direction	None	
Rev Robert Kelsey		Ex-officio	01/09/2024	Strategic Direction	None	
Gary Hilton	Executive-Head teacher	Head teacher	01/09/2024	Resources / Strategic Direction	Executive-Head Teacher	Governor Prior Park First School
Pam Murray		Staff	01/09/2024	Strategic Direction	Staff member	
Flora Simpson		Co-opted	01/09/2024	Resources	None	
Richard Bolland		Co-opted	01/09/2024	Strategic Direction	None	Head teacher Red Row Community First School
Emma Baxter		Parent	01/09/2024	Resources	None	
Sandra Bond		Parent	TBC	Strategic Direction	None	

### ***Governor vacancies***

Once established, the new Governing Body will look to advertise for associate governors from interested members later in the year.

If you would like further information on the roles and responsibilities please contact Mr Gary Hilton via the school office on 01289306170 or if you prefer email her care of [admin@st-maryscofe.northumberland.sch.uk](mailto:admin@st-maryscofe.northumberland.sch.uk)

## Governor attendance at meetings over the last 12 months

### Berwick St Mary's CE First School

	Autumn			Spring			Summer	
	FGB	Resources	Strategic	FGB	Resources	Strategic	Resources	Strategic
Joyce Guthrie	X	X	N/A	X	X	X	X	X
Emma Baxter	X	N/A	X	X	N/A	X	N/A	X
Gary Hilton	X	X	X	X	X	X	X	X
Alisha Pearson	X	N/A	X	X	N/A	X	N/A	X
Flora Simpson	X	X	N/A	X	X	N/A	X	N/A
Richard Bolland	X	N/A	X	X	N/A	X	N/A	X

### Norham St Ceolwulf's CE First School

	Autumn			Spring			Summer		
	FGB	Resources	Strategic	FGB	Resources	Strategic	FGB	Resources	Strategic
Douglas Watkin	X	X	N/A	X	X	N/A	X	X	N/A
Rev Kelsey	X	N/A	X	X	X	N/A	X	ABS	X
Gary Hilton	X	X	X	X	X	X	X	X	X
Pam Murray	X	N/A	X	X	N/A	X	X	N/A	X
Sheelagh Hume	X	X	N/A	X	ABS	N/A	X	X	N/A
Claire O'Rourke	X	N/A	X	X	N/A	X	X	N/A	X
Jane Easton	X	N/A	X	X	N/A	X	X	N/A	X
Janet Young	X	N/A	X	X	N/A	ABS	ABS	N/A	X

### ***The Governing Body's Committee Structure and Membership***

The full Governing Body meets once a term and the 2 primary committees (Resource and Strategic Direction & Policy) also meet once a term. This collective work is supplemented by additional contributions, such as school visits, from individual governors in their respective roles as link governors.

Governors regularly undertake a skills audit which has confirmed a broad and balanced range of experience and expertise within the Governing Body and no significant shortage of specialist skill or understanding.

### ***The Strategic Policy and Direction Committee***

The overall purpose of the Strategy Policy and Direction committee is to:

- monitor standards achieved by pupils and help them achieve more;
- monitor the school's success in promoting inclusion;
- ensure that the school development plan is focused on appropriate priorities for raising standards at the school;
- ensure that policies are reviewed on a regular basis to promote improved standards and contain appropriate targets/success criteria.

### ***The Resources Committee***

The overall purpose of the Resource Committee is to:

- monitor the school budget, approve the annual and indicative budgets, contribute to the Schools Financial Value Standard process.
- contribute to, monitoring and evaluating parts of the self-evaluation summary, the school development plan and policies relating to resources issues, reporting or making recommendations to the full Governing Body.
- consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full Governing Body.
- act as a personnel and pay committee by making decisions on behalf of the Governing Body relating to individual members of staff, as set out in the Governing Body's personnel policies and procedures.
- take appropriate action on any other relevant matter referred by the Governing Body.

### ***Other secondary committees are:***

- The Headteacher Appraisal Group, which carries out the Governing Body's statutory responsibilities for the Performance Management of the Headteacher.
- The Support Committee which will be formed if there is a requirement to:
  - hear personnel appeals;
  - consider complaints;
  - review pupil exclusions; and

- take appropriate action on any other relevant matter referred by the Governing Body

**Primary Committee Membership**

Resource Committee	Strategy Policy & Direction Committee	Headteacher Appraisal Group
(Quorum 3) Douglas Watkin Gary Hilton Emma Baxter Flora Simpson	(Quorum 3) Joyce Guthrie Pam Murray Richard Bollands Rev Robert Kelsey Gary Hilton Sandra Bond	To be confirmed in the Autumn term each academic year.  2024-25 Joyce Guthrie Douglas Watkin

**Support Committees**

Complaints, personnel appeals, pupil discipline.	Appointment Selection Panel
(Quorum 3) For appeals, quorum equals the size of the committee which made the decision being appealed against .  Three governors subject to eligibility and availability  Anyone employed at the school cannot be selected	<i>Leadership group:</i> Three governors subject to eligibility and availability  <i>Teachers:</i> One governor subject to eligibility and availability  <i>All other appointments:</i> Delegated to the headteacher

## Governor Roles and responsibilities

Teaching and Learning Interests			
Safe guarding and e-safety	Joyce Guthrie	Pupil Premium	Douglas Watkin
SEND, Inclusion and Equality	Sandra Bond	Health and Safety	Douglas Watkin
Maths	Richard Bollands	Curriculum	Emma Baxter Flora Simpson Richard Bollands
English	Joyce Guthrie Richard Bollands		
Early Years	Flora Simpson Joyce Guthrie	SIAMs & Christian vision	Rev Robert Kelsey
Religious Education / Collective Worship	Rev Robert Kelsey	Performance Management / CPD	Gary Hilton Douglas Watkin Joyce Guthrie
Pupil Well-being / PSHE	Flora Simpson Joyce Guthrie		
Strategic Interests			
Well being	Joyce Guthrie	Community	Emma Baxter

### Governor Monitoring

Governors gather information about the performance of the school from a variety of sources, including:

- Supporting the leadership team in completing the school self-evaluation process and related school development plan,
- Reports presented at meetings,
- Visits to school to meet staff, pupils and parents,
- Reports from external sources such as the School Improvement Partner, the Local Authority and national organisations such as the Dept of education or Ofsted.

Each term Governors meet with the linked member of staff for their area of responsibility, during the meeting they will carry out a variety of tasks which may include:

- A discussion on the progress of agreed action plans,
- A review of school data,

- A scrutiny of pupil work,
- A discussion with pupils,
- Learning walks.

Action plans are then used to evidence the work of the Governors, enabling the Governing Body to ensure a consistent approach to holding all leaders accountable within the school.

### **Understanding pupil views**

The views and well-being of the pupils has always been a key priority of the Governing Body at The Tweed Learning Federation's, however due to the unprecedented times we are currently experiencing, the importance of hearing the pupil voices is without doubt our main focus.

Governors are encouraged to meet and talk to the children every time they come into school, thereby allowing a robust and fair approach to understanding the children's experiences within the school and any potential challenges.

Governors also have access to school data such as pupil surveys and the reports from staff and parents.

### **Engagement with parents and the community**

As a school focused on fulfilling its role as a community hub, Governors work collaboratively with all stakeholders in our community from the church to local businesses, from school families to local community action groups.

Parent interests are represented on the Governing Body by parent Governors who are available to all our families both through formal channels via the school, but also informally meeting in the school gates, etc.

Governors have an open door policy to listen to the views of parents and the community, and meetings can be arranged by contacting the school office on 01289306170, or if you prefer emailing Douglas Watkins (Chair of Governors) - [admin@st-maryscofe.northumberland.sch.uk](mailto:admin@st-maryscofe.northumberland.sch.uk).

Governors analyse parent feedback through the annual parent survey, (published on the school website) but also have access to the Government's Parent View website.

### **Governor training**

Governors are able to access a range of training to support their roles and development. The main route of support is via training offered by:

- Northumberland County Council (NCC) Governor services,
- The Diocese of Durham and Newcastle Education Board,
- The National Governance Association,
- The school's HR consultants.

All Governors are able to attend termly updates from NCC and the Chair and Vice Chair regularly attend Director briefings on behalf of the Governing Body from NCC and the Diocese.

The Governing Body is also supported by a clerk from NCC, who delivers updates to the whole Governing Body each term.

Other training opportunities are actioned once needs are identified, for instance this year support is to be provided to enable Governors to support middle leaders in school in developing an appropriate enriched curriculum, as well as the increased awareness of well-being for pupils, families and staff.

Each year Governors carry-out an audit of their skills, this is then analysed with the results used to determine training requirements. The Audit is carried out sometime in the Spring term, so Governors then have the opportunity to organise training so they are fully prepared for the next academic year.

### **Governing board priorities for the coming year**

The full detailed list of school priorities is published in the school development plan (SDP), which is available via the school office. However, the headline priorities are:

- Supporting the continuing improvement of education at Norham St Ceolwulf's.
- Preparation for change to a primary, including the curriculum, staffing and buildings.
- The consolidation of procedures and structures of The Tweed Learning Federation.
- Supporting staff and children in the restructure of the Berwick Educational Partnership.
- Preparation for the full opening The Tweed Special Unit at St Mary's.

**Appendix 1: Governors Pecuniary Interest Statement 2024-24**

<b>Full Name</b>	<b>Category</b>	<b>Pecuniary Interests</b>	<b>Date</b>
Douglas Watkin	LA	None	18/09/2024
Joyce Guthrie	Foundation	None	18/09/2024
Emma Baxter	Parent	None	18/09/2024
Flora Simpson	Co-opted	None	18/09/2024
Pam Murray	Staff	Staff Member	18/09/2024
Richard Bollands	Co-opted	Head Teacher Red Row First School	18/09/2024
Gary Hilton	Head Teacher	Head Teacher / Governor Prior Park First School	18/09/2024
Rev Robert Kelsey	Ex-officio	None	18/09/2024
Sandra Bond	Parent	None	18/09/2024