



# Culverstone Green Primary School

Wrotham Road, Meopham, Kent DA13 0RF

Mrs Ruth Doughty BEd (Hons) NPQH Headteacher  
Mr Phil Jack BA (Hons) PGCE Deputy Headteacher

January 2018

## Local Governing Body Information & News Update

Dear Parents/ Carers,

Happy New Year from Culverstone Green Primary School's Governing Body! The findings of the CGPS Parent & Carer Survey 2017 highlighted the need to improve on the Governing Body providing information for parents. We hope that you find this update useful.

The CGPS Governing Body mainly works behind the scenes and, with the exception of the Head Teacher and Deputy Head Teacher, we are volunteers. This document provides an overview as to what we do, who we are and an insight into recent activity at the school.

**What is the role of the Governing Body?** At CGPS the Governing Body has clearly defined roles and responsibilities that sit within the overall governance structure of The Pathway Academy Trust. The Trust was set up originally by CGPS and Riverview Infant School and has since grown to include three Gravesham schools – Culverstone Green Primary and Riverview Infant and Junior schools. The Governing Body of each school works to exercise leadership on behalf of the Trust in the running of their school. This work is undertaken in line with the overall vision, ethos, strategy and broad policies of the Trust.

Simply put, the primary role of the CGPS Governing Body is to oversee **the quality of teaching and learning** at the school. More specifically the Governing Body:

- Helps the school **set high standards** by planning the school's future, sets the direction for the school, agrees targets for improvement and monitors and evaluates its performance.
- As a critical friend, holds school leaders (the Head Teacher and Senior Leadership Team) to account for the pace, rate of improvement and **achievement of all pupils**. This includes evaluating the impact on pupils of the Pupil Premium and PE funding.
- Sets the school standards of **conduct and values**.
- Ensures sound management and administration of the school.
- Ensures compliance with all financial, statutory and regulatory requirements.
- Helps the school respond to, and meet, **the needs of parents and the wider community**.
- Ensures all school governors are skilled in **understanding, interpreting and comparing school data** (performance, attendance, admissions and exclusions) and keeps fully informed of the school's performance at all times.
- Is involved in **staffing** decisions, including staff appointments and pay recommendations for teaching and support staff (excluding the Head Teacher – where these responsibilities fall to the Trust board).
- When required will form a panel to hear complaints or exclusion appeals.





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**Who are the members of the CGPS Governing body?** The Governing Body is a minimum of five and a maximum of ten members, to include:

- At least two parents of children at the school
- Head Teacher
- One staff member of the school

Your school governors are: **Mrs Ruth Doughty** – Head Teacher; **Mr Phil Jack** – Deputy Head Teacher; **Mrs Gail Cox** – Chair & Special Educational Needs (SEN) Governor; **Mrs Helena Gula** – Vice Chair and Parent Governor; **Mrs Faye Howlett** – Parent and Pupil Premium Governor; **Mrs Tricia Warner** – Co-opted and Early Years Governor; **Mrs Priya Shome** – Parent and Safeguarding Governor; **Mrs Nicola Vincent** – Parent Governor.

**What activity has been undertaken so far in this academic year?** We meet regularly and actively monitor the school's priorities for improvement. Minutes of our meetings are shared with the Trust Board and noted at their meetings. In our meetings, a member of the Trust Board (the Trust Liaison Officer) attends for part of the meeting to share relevant information and answer any questions we may have. The minutes of our meetings (with the exception of matters deemed confidential) are a public record and are available to look at. Below is an update on our recent meetings:

**September 2017:** We reviewed preliminary pupil data for the 2016/2017 academic year and Mrs Doughty explained to Governors how this information feeds into the core priorities set out in the annual School Improvement Plan.

**November 2017:** This was a full day in school for Governors, with the morning taken up with visiting each classroom to observe the new 'Maths No Problem' scheme and later on in the day Mrs Shamsaddini (Maths Subject Leader) joined us to provide an overview. Governors also made general observations on learning environments within the school as part of a first look at the new building. In our afternoon meeting, we received the Head Teacher's Report (containing updates on Finance, Staffing, Premises and Health & Safety). We agreed the School Improvement Plan, discussed how Governors will monitor it and received current Governor monitoring reports (this included a report on the last Parents' Forum meeting, which was attended by parents of the school, the Head Teacher and two Governors.). We then discussed the findings of the Parent & Carers 2017 survey and noted action points (you are reading one of them!). Finally, we noted any updated policies and Governors provided an update on any training attended or planned.

**January 2018:** Mrs Doughty took us through the attainment targets for each class. When we evaluate pupil data we look at attainment measures, progress measures, how pupil sub-groups (e.g. SEN pupils, those in receipt of Pupil Premium funding, boys and girls, summer born children etc.) are performing on these measures and whether the gap is narrowing in attainment/progress between disadvantaged pupils vs. the rest of the cohort.

We will meet again in February. We hope that this provides you with some insight into our work. Please do not hesitate to contact one of us via the School Office, if you would like more information.

Kind regards,

The Culverstone Green Primary School Governing Body members

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