



MERIDIAN PRIMARY SCHOOL

ANNUAL GOVERNANCE STATEMENT 2024/25

The Core Functions of the Governing Body

- ensuring that the vision, ethos and strategic direction of the school are clearly defined;
- ensuring that the Headteacher performs their responsibilities for the educational performance of the school; and
- ensuring the sound, proper and effective use of the school's financial resources.

This statement seeks to outline the impact of governance arrangements at the school throughout the course of the 2024/25 academic year.

Governor Membership, Vacancies and Attendance

The Instrument of Government allows for 12 governors across different categories.

Current membership: 12

Current vacancies: 0

Through the course of the 2024-2025 Academic year, 2 Co-opted governors resigned (Chair of Governors and Vice Chair) and were successfully replaced with 2 new co-opted governors who were appointed at the end of Spring Term. One was appointed as the new Chair of Governors through successful recruitment support from the LA. No Vice Chair was appointed for the remainder of the school year, this role therefore remains open. Meridan Primary School therefore has had a full board of governors with 0 governor vacancies for this academic year.

There will be 3 vacancies going into the new academic year as 2 parent governors and 1 co-opted governor will step down from the board at the end of July 2025. A recruitment campaign will be carried out in the new academic year to appoint governors based on the skills required by the board following the NGA Skills Audit.

Chair: Rebecca Richards, appointed March 2025 (Previously Melanie Collins, resigned March 2025)

Vice-Chair: Vacant from Summer Term (Previously Debbie Jack, resigned March 2025)

Clerk: Ami Lil, CamsClerk Service

Attendance: The Governors at Meridian Primary School have demonstrated positive attendance, participation and engagement with their work. Further information about governor attendance can be found on the school website.

<https://www.meridianprimary.co.uk/governors/>

The Structure of Governance

As well as meeting as a Full Governing Board, there are also 3 committees, in order to ensure sufficient oversight, support and accountability towards areas of identified priority and statutory coverage.

The school names these committees as:

- **Chairs of Committee (CoC)** – deals with Agenda planning, identifying strategic priorities, policy reviews.
- **Finance, Premises, Personnel and Communications Committee (FPPC)**– deals with Finance, HR, Premises, Health and Safety, Communications.
- **Standards Committee** – deals with the curriculum, assessment and data, SEND and Pupil Premium expenditure and impact.

All groups have a continued oversight of the school's safeguarding responsibilities and manage the updates of school policies aligned to the particular areas of responsibility.

In addition to the above, the school also constitutes a Pay Committee and Headteacher Performance Management Panel annually.

Committees related to particular purposes such as dealing with complaints or exclusions are constituted as they are required, in line with the determining policy guidance.

Each governor is assigned 1 or more link roles across mandatory, curriculum and non curriculum monitoring areas. Link governors have met with their respective staff leads throughout the course of 2024-2025 and reported back to the governing body.

Impact of the work of the Full Governing Body

Over the course of the last academic year, the Governing Body has demonstrated notable impact with regard to;

- Worked with school leaders to address the findings from the September 2024 Ofsted inspection and worked closely with the LA in supporting all RIG meetings and producing and monitoring the Rapid Improvement Plan.
- Successfully appointed a new permanent Head Teacher from January 2025.
- Successfully appointed a new Chair of Governors from April 2025.
- Reviewed, developed and approved the 3 Year Strategy Plan with the HT and SLT.
- Changing the PAN from 45 to 30 from September 2025.
- Ensuring the School Improvement Plan, Safeguarding, SEND and Well Being are regular areas of priority for discussion at meetings and monitoring visits. Regular link visits on these areas are also scheduled.
- Monitoring that all curriculum related funding, including Pupil Premium, Recovery Premium and Sports Premium, is scrutinised to ensure there is a positive impact on pupils progress and attainment.
- Being confident that actions set by Local Authority Advisors have been met or plans are in place to address these recommendations.

- Scrutinising school policies and developing a tracker to ensure that policies are reviewed and approved within timescales.
- Challenged attendance figures and processes in place to improve pupil attendance.
- Challenge, scrutiny and approval of school budget to ensure that the financial deficit is reduced.
- Chair of Governors has attended Local Authority Termly Chairs Network sessions, LA Maintained Schools HT and CofG briefings and continued training over the academic year.
- Safeguarding is challenged and questioned at every meeting with notable questioning and scrutiny on My Concern recording.

The main challenges faced and addressed by the Board this year have been:

- Addressing the issues raised in the OFSTED inspection on 23 and 24th September 2024 and actions set by the RIG.
- Securing the appointment of a permanent Head teacher.
- Address the financial deficit and ensuring that the school takes responsibility for making efficient cost savings to reduce the deficit as quickly as possible.

Impact of the work of the FPPC Committee

Over the course of the last academic year, the FPPC Committee has demonstrated notable impact with regard to:

- Challenging leaders to ensure the school is addressing the recommendations, made from the LA finance team and RIG, are fulfilled.
- Challenging and scrutinising income and expenditure, large project spend.
- Reviewing and approving the school budget and large expenditure.
- Ensuring that the school adhere to the financial obligations and statutory requirements.
- Monitoring Health and Safety practices to ensure statutory requirements are met and school policies and procedures are being adhered to.
- Prioritising and supporting Staff health and well-being.

Impact of the work of the STANDARDS Committee

Over the course of the last academic year, the STANDARDS Committee has demonstrated notable impact with regard to:

- Conducting curriculum monitoring visits on majority of subjects.
- Challenging senior leaders on targets for pupils, their progress and attainment.
- Monitoring the introduction of new methods of teaching and assessment and challenging senior leaders on the impact of these on pupils attainment.
- Challenging senior leaders on safeguarding, SEND, Pupil Premium.

Governor Training

Governors work collectively, so we are always able to benefit from our different points of view and considerations within meetings. Governors are responsible for developing their own CPD via online training sessions and are logged on GovernorHub. Access to various training providers i.e. CCC, NGA, and other research. Governors are encouraged to attend/complete a variety of courses which are logged on their individual training records on Governorhub. The Governing Body has also benefited from group training courses during the FGB.

Training has included:

- PREVENT and Annual Safeguarding update on KCSIE – in order to effectively fulfil our duties in quality assuring the safeguarding arrangements for all children at Meridian Primary School.
- LA Termly Briefings - in order to remain up to date with latest Local Authority information and expectations.
- New Governor Induction
- Health & Safety Link Governor
- Understanding Childhood Anxiety and EBSA
- All governors receive Safeguarding Focus training at each meeting using the Safeguarding Wheel.
- Chair of Governors was a panel member for the Annual Governance Conference held by the LA on 19/06/25. Presented “Reflective practices to develop board effectiveness” to county governors. Chair of Governors also attended the Termly Chairs network and support meeting, LA Maintained Heads and Chairs Briefing, Termly briefing, Circle model research meeting,
- Understanding Assessments refresher course.
- NGA skills audit has been completed and will support future recruitment and succession planning, governor training for 2025-26.

Governor Monitoring

As well as attending meetings, governors are also expected to visit school to understand more about school life and particular areas of priority (typically linked with different areas of the curriculum, or school development).

Throughout the course of this year, governors have undertaken particular monitoring in relation to:

- **Compliance:** Safeguarding / Health & Safety / Behaviour management
- **Curriculum & Learning:** Early Years / English / Maths / PE & Sports Premium / Foundation subjects / SATs monitoring
- **Finance:** Budget & expenditure scrutiny
- **Leadership & Management:** Staff voice and CPD / Staff interviews / HT & CoG KIT meetings / Governor inductions / HTPM
- **Inclusion:** SEND & Accessibility / Pupil Premium
- **General:** Attendance at school event / Learning Walks & Tours

Compliance

The Governing Body has ensured that an effective safeguarding culture is in place. Our work includes:

- Ensuring a Safeguarding Link governor/s is assigned each academic year.
- Assigning an Attendance link governor to monitor how the school is addressing attendance.
- Meeting collectively as a board at FGB / Standards / FPPC meetings throughout the year.
- Ensuring all meeting agendas have Safeguarding as a set item with a further targetted safeguarding area for discussion, challenge and scrutiny.
- Ensuring monitoring link visits by the Safeguarding Governor take place regularly throughout the academic year staff/governor link Safeguarding Leads and primary advisors
- Ensures that the Single Central Record (SCR) is checked annually.
- Receives the Annual Safeguarding Audit Report annually from Head Teacher.

The Governing Body has ensured that the relevant policies and procedures are in place by:

- Having Policies as a standing item on FGB and committee agendas for review, approval and ratification of all policies.
- Regularly reviewing the master policy list, managed by the school and ensuring all mandatory and statutory policies in place.
- Adopting new polices which are recommended or enforced by the DfE and Local Authority.

Forward Planning

The Board look to develop the following areas over the next academic year:

- Develop group and individual training
- Ofsted preparation
- Restructure of Board to develop effectiveness.
- Develop new Governor Plan and long term strategy plan for the school.
- Recruit new governor to replace those resigning at the end of Summer Term 2025.
- Continue addressing the key focus areas set by the RIG and FIG.
- Work with school leaders to reduce the school's financial deficit.

'Inclusion for All Framework'

Inclusion is the removal of barriers and ensuring a culture of belonging for all pupils. Within the 'Inclusion for all Framework' we will create a sense of belonging and promote well-being and attendance through safeguarding, curriculum, special education needs and disabilities support, behaviour and transition.

Other information and Contact

Further information regarding the work of the Governing Body can be found at:

<https://www.meridianprimary.co.uk/governors/>

This includes information regarding attendance of governors and their Declarations of Interest.

Alternately, stakeholders are always welcome to engage with the work of the Governing Body by contacting the Chair of Governors via email to **chair@meridian.cambs.sch.uk** regarding the work of the Governing Body.

Rebecca Richards, Chair of Governors

Prepared on behalf of The Governing Body

Meridian Primary School

July 2025