

# Blundeston CofE VC Primary School Annual Governance Impact Statement

2024 - 2025



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The **3 core strategic** functions of Blundeston CofE VC Primary School's governing board are:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils
- Overseeing the financial performance of the school and making sure its money is well spent

*A Place to Flourish*

## Our Impact in 2024 - 2025

Every year we report on the progress we have made and how we have achieved what we set out to do.

Our annual governance impact report shows some of the great work we do and provides a check in to make sure we are still on track to meet our strategic objectives, as well as outlining where to go next.

### The aims for this year were:

- To focus on recruitment of numbers on roll for next year.
- To monitor the SIP with priorities: Maths Mastery, New school values, Greater Depth, Metacognition, Reading and Vocab.
- To recruit members to the governing board.
- Improve School premises conditions.
- To monitor the financial situation and make preparations for restructuring should the need arise.
- Succession Planning.
- To continue to monitor the implementation of metacognition as part the Pupil Premium strategy.



## The vision and ethos of the school

### Recruitment of numbers on roll

Our Chair, Claire Robertson, has lead a project with East Norfolk Sixth Form students to produce a short film to promote our school. Directing edits and amends with the students to produce a fabulous insight to our school. This is showcased on our website, and has been circulated on Facebook to promote the school on social media.

<https://www.blundestoncevcp.co.uk/parents/information-for-prospective-parents>

The agenda item to work on a social media marketing has been present on all the FGB action points this year. Natalie, a parent governor on the board, is working closely with senior leaders to ensure we have a steady stream of posts to let prospective parents know what



The **nursery leaflet** produced by the Chair that drops in the Autumn term continues to get the message out there to prospective parents that they have choices and what our school has to offer.



### Ofsted

We were due an ungraded Ofsted inspection this year. We made Ofsted the full governing board's focus for our one face to face training session this year.

We then met as a group to produce a crib sheet for answers to refer to at the impending inspection.

We discussed who would be present to represent the board at the inspection, and requested the presence of all the governors for the feedback. We are pleased to share that all the hard work from the SLT, staff and governors has paid off because our school continues to have a Good grading. The inspection was in February 2025.



*"Pupils are happy and nurtured in all aspects of their development at this warm and welcoming school. The vision that the school is 'a place to flourish' is truly lived out in all that it does. There are high expectations for pupils' conduct and achievement. Staff and pupils work together to make sure these expectations are fulfilled. Pupils are well prepared for the next stage in their education. Parents and carers are overwhelmingly positive about the school's work."*  
*excerpt from the Ofsted report.*

## Skills Audit

We are responsible for improving our board's skillset. The chair felt that an open and honest Skills Audit would be a good starting point. The Chair received the audits, reviewed them and provided feedback and insight to everyone advising how they can improve their knowledge and signposted governors where to upskill themselves.

## Recruitment

Claire Robertson was on the recruitment panel for x2 TA appointments and 1x Y5 teacher this year. We have made 3 excellent appointments. All staff are multi skilled with key skills in behaviour management and nurture which have the right culture fit for our school. These key members of staff will add an important dynamic to the staffing structure. Sarah Mann was on the recruitment panel for the Finance Officer. We made an appointment with an experienced candidate who is benefitting from time to shadow the current FO until the end of the academic year.

## Succession Planning

The Chair of Governors and Resources Chair are both stepping down at the end of this academic year. Claire having served 9 years, 3 years as Chair. David having served 10+ years, serving as Chair of Resources for many years. The Chair announced her retirement' in Feb 2024, but has been concentrating on succession planning this academic year. All governors have been encouraged to attend the termly Governor Briefings and to get involved in reporting back to the FGB. 1-2-1s have been offered and taken place over the course of the year. The Skills Audit has also clearly identified areas in need of development and feedback given to governors individually advising how to plug the gaps and upskill. Sarah Mann, our Vice Chair has agreed to step into the Chair's role from Sept 2025, and has already started the Chair of Governor training with School's Choice. Rev Andrew Avery has agreed to join the Resources Committee having recently agreed to take on the Role of Health and Safety/Premises governor.

## Board Self -Evaluation

We completed the evaluation document together at a board meeting. We identified 4 actions. One to include a paragraph of Governance related news/actions for the school newsletter. All completed.

## Afterschool/Breakfast club and Nurture

The **afterschool and breakfast clubs** that started in Autumn 2022 continue to be popular for our children and are a fantastic Early Help offering for our families. **Nurture** continues to be a whole school approach with strategic deployment of TAs across the school based on where the need is. We have been able to balance the books to enable a valued member of staff on a temporary contract, to remain at our school for the next academic year,



Claire



David



Sarah



# Meetings and Monitoring

We have continued to use of the flexibility for governors/clerk to be able to attend remotely this year. When needed, due to illness or circumstance governors/clerk have joined meetings online to enable meetings to take place with increased numbers.

### Collective Worship monitoring

Elizabeth Lewis has attended the various collective worships to monitor the impact of collective worship on the children. We were really pleased to see such a positive effect on children not only receiving the Flourisher's award but the children who feel happy for their friends to receive the reward.

### Subject/SIP monitoring

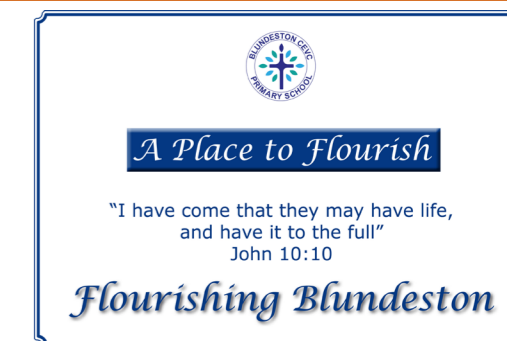
All the governors have continued to be responsible for 1 or more subjects this year. The subject monitoring and pupil perceptions completed in the **Autumn term** focused on the School Improvement Plan priorities of the impact of Greater Depth, Behaviour and Values. Behaviour and Values were seeing clear evidence of being embedded across the school. Greater Depth needs further scrutiny. **Spring term** - We were planning to continue monitoring the new school values and greater depth however with Ofsted's inspection taking place this term, and noting multiple scrutinies already taking place such as: the school's SEP Tom Cooper conducted pupil perceptions on Values, the Ofsted Inspector conducted an in depth scrutiny across a wide range of areas, and also Wensum Hub English/phonics were doing a piece of work for the school. Evidence from all these were supporting the monitoring aims/focus so we decided to take a step back and focus on the Summer Term's monitoring.

Summer term monitoring is focusing on pupil perceptions around Behaviour, Reading - progression of texts up the school, and maths mastery. These will take place after the submission of this statement.

All monitoring forms are uploaded to Governorhub for easy referral, and for continuity for planning questions for the next monitoring round. These are reported back to FGB by the governors who have completed the monitoring.

### FGB meetings

At the Full Governing Board meetings we scrutinised information provided in the termly Headteacher's report. Regular discussions around school marketing were minuted to try improve the numbers on roll. Attendance is always an agenda item to review trends/persistent absence to always look for ways to improve our attendance figures. We are above the national average for both attendance (95.8% - National is 94.6%) and persistent absence (11.7% - National is 16%). Our link governor Andrea Whiting works closely with the Attendance Officer to report back to the FGB. The governing board also reviews and questions the annual SEND report in the autumn term. As named governor for Safeguarding Claire Robertson was involved in the annual **Safeguarding audit**. Due to numerous safeguarding actions already taken/reviews been involved in with the LA, there are very few actions as a result.



### Headteacher Appraisal

The committee met in the Autumn term to set the targets for the coming year for our New Head Teacher - Christian Ethos, Challenge/deeper thinking, and Values. This was followed up with a mid-term review in March 2025 which showed progression across all objectives. Areas to be reviewed in Autumn 2025 to set new targets.

### Resources Committee

As well as twice termly FGB meetings, the Resources committee also met twice termly to discuss Premises, Personnel and Finance issues and perform site inspections.

### Policies

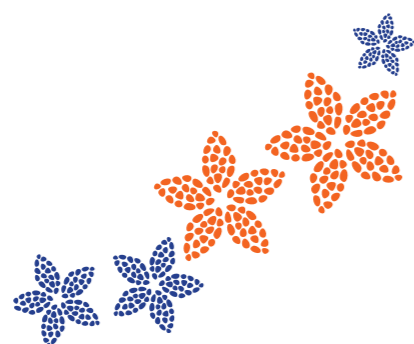
At the relevant review period, all governors review and feedback on policies to ensure that they are relevant, up to date, and are in keeping with the school ethos and vision. Revisions are proposed when relevant.

### Parent's evening

Governors have been present at all of the Parents' evenings this year, gathering feedback about our school for Ofsted preparation and making ourselves available to talk to.

### Training

Members attended a variety of training courses e.g. Safeguarding, Ofsted whole FGB training, Cyber Security, Governor briefings, Headteacher appraisal, Finance, Attendance



## All the governor link roles are confirmed as follows for Autumn 2025:

Critical Incident	Sarah
Safeguarding	Sarah
Prevent	Sarah
Online Safeguarding	Sarah
Early Years	Andrea
Attendance	Andrea
Pupil Premium	Natalie
LAC	Natalie
PE Premium	Natalie
H&S/Premises	Andrew
SEND	Andrew
IT/Website	Jason
GPDR	Jason
Collective Worship	Liz
Staff Wellbeing	Liz
Training/Link Gov	Liz

## Premises and Facilities

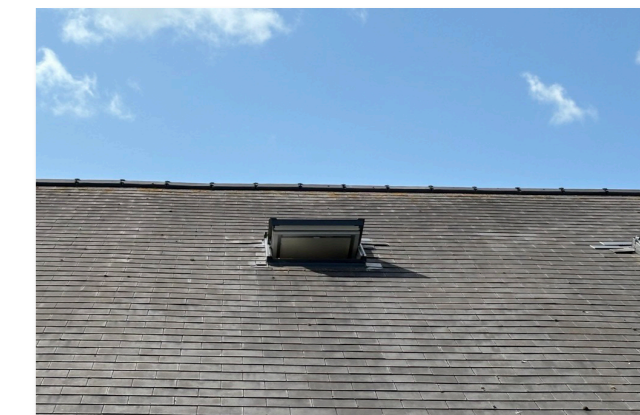
### IT

This has been a constant thorn in the committee's side. We did extensive research to appoint AIT in 2023 however we lost confidence and trust completely over the first year so we tendered the contact out again to appoint Ergo in Feb 2024 after seeing positive reviews via the DoFE approved supplier's site. Sadly they have proved to be equally ineffective particularly with our Finance Officer computer and system support. Therefore we have tendered out again and have appointed Osiris the contract in the hope that they will provide the school good value for money and the support we need. The initial meetings have gone well so we hope to see this continue into the Autumn 2025 term.



### Playground and front of school

After numerous incidents being reported to premises David Gallagher assisted in the playground risk assessment in the Summer term 2025. This led to meetings with the LA in Autumn 2025 who, after some time, agreed to cover the costs to tarmac the playground and the front of the school. The resurfacing is now complete. The playground markings are planned for the summer holidays.



### Hall Floor and Roof

A leak in the roof has led to water damage on the hall floor. The Resources committee have been supporting the Admin and Facilities manager to take this to the LA to gain their committal to support the school to cover the costs for the School roof repairs. After a long process we have been able to secure the funding from the LA and the works to replace all the velux windows in the roof were completed over Easter 2025. The damaged floor was also repaired.

## New Boiler

After 5+ years of the boiler being on the conditions survey with Life Remaining set at 1 year, we have finally been advised that the boiler will be replaced over the summer 2025 school holidays. This has been a constant pursuit for the Resources committee and Admin Facilities Manager. A great result fully funded by the LA.

Element Path		Mechanical services/Heat source and equipment			
Location/Component Name	Defect/Comments/Secondary Code	Life Remaining	Condition Priority	Monetary Value	Condition Record Number
Boiler Room/2 no Broag Gas Boilers	School remarked that their preferred PPM engineer company have said that boiler are in poor condition and are becoming obsolete - School have been requested to forward all servicing documents and call out records on boiler system - Highly recommend upgrade to new gas boilers on a like for like boiler room refurbishment	1	C1	£180,000	122161

## Repointing

After many months or pressure on the LA the front of the school has received full funding for the repointing, eaves and inside decoration to the affected classrooms. This should resolve the water leaks and damage to the KS2 classrooms. The repointing and eaves work is complete. The decoration date has yet to be set, but we are hoping this will be complete over the summer holidays.



## Resources committee

- The Resources committee chaired by David Gallagher, followed its nine-term plan to keep track of H&S and premise-related tasks, including statutory checks. The use of Smartlog continues to streamline the management of premises and facilities and inform governors with regular compliancy updates.
- David Gallagher completed the Health and Safety audit with Admin and Facilities manager in the Spring term, only very minor issues identified.
- David Gallagher assisted in completing the **School Financial Value Standards**, an exercise that checks that effective financial management procedures are in place. This ensures that money is wisely and properly spent and resources spending is optimized. Only 7 actions this year, none considered major concerns.
- The committee voted to increase the school meals costs to £2.80 in Autumn 2025 to be able to close the gap from making a loss to breaking even.
- The budget was set in March, taking into consideration 3 year strategic forecasts provided by the Finance Officer. Governors are aware of the deficit budget set for Year 3 and to review the position termly. The Headteacher is continuously reviewing the budget to make adjustments at contract renewals; resignations; planning staffing structures; TA deployment; recruitment opportunities to employ multi skilled staff and adjusting the governor monitoring visit times. A key focus for income is going to be numbers on roll for the Headteacher and Deputy Headteacher.
- David Gallagher has been supporting the Facilities and Admin Manager by being present at LA meetings to discuss the issues with the Hall roof, the playground resurfacing and the resurfacing works at the front of the school.



## Changes to the Governing Board

Claire Robertson was appointed Chair of Governors in the Autumn term of 2024.  
Sarah Mann was appointed Vice Chair of Governors in the Autumn term of 2024.

### Resignations:

Ruth Jooste - Autumn 2024  
Claire Robertson - Summer 2025 after 9 years service, 3 years as Chair  
David Gallagher - Summer 2025 after 10+ years service, numerous years as Resources Chair  
Jon Salisbury - Summer 2025

### Appointments:

Dr Natalie Thurston, co-opted governor, was appointed Autumn 2024  
Jason Rose, parent governor, was appointed Autumn 2024  
Reverend Andrew Avery, Foundation governor, was appointed Summer term 2025

In light of the Chair stepping down at the end of this academic year, Sarah Mann has been voted in to stand as Chair from Autumn 2025.  
Vice Chair TBC at the time of writing.

### Vacancies for 2025/2026

1 parent governor  
1 co-opted governor  
1 Local Authority governor  
1 PCC Foundation governor

**Information about becoming a governor, details on the roles and what is involved can be found on the website [www.blundestoncevcp.co.uk](http://www.blundestoncevcp.co.uk) under About Us > Governance**





## “A Place to Flourish”

### Focus for next year

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- To monitor the new SIP priorities. The new SIP is to be confirmed - Governors and staff are meeting on 25th June 2025 to collaborate.
- To recruit members to the governing board.
- To appoint a Vice Chair.
- To monitor the financial situation and make preparations for restructuring should the need arise based on the numbers on roll.
- To continue supporting the school with social media marketing to promote the school’s successes, opportunities and sporting events focusing on recruitment of numbers on roll for next year.
- Monitor IT provision with new provider Osiris.
- Support Finance Officer, Maria in her new role.

