

# Westminster Nursery School Governance Statement

## **Annual Governance Statement for the Governing Board of Westminster Nursery School July 2024**

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of Westminster Nursery School Governing Board are:

- 1. Ensuring clarity of vision, ethos and strategic direction;**
- 2. Holding the headteacher 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.**

### **Governance arrangements**

The Governing Board of Westminster Nursery School in Crewe was re-constituted in November 2013 and, going into the 2024/25 school year, will be now made up of the Headteacher, 1 staff governor, 1 elected Parent Governor (election for 1 further Parent Governor to take place in Autumn term), 1 Local Authority Governor and 5 Co-opted governors. Co-opted governors are appointed by the Governing Board and are people who, in the opinion of the governing board, have the skills required to contribute to the effective governance and success of the school: on our Governing Board 2 of the Co-opted governors are qualified teachers, including a retired Headteacher from a local primary school.

The full Governing Board meets once each term, and we also have a number of committees to consider different aspects of the school in detail. At Westminster Nursery School we have a Chairs/Personnel Committee who have a strategic and co-ordinating role and add greatly to the effectiveness of the work of the Governing Board as a whole; Finance Committee which monitors the finances of the school; an Engagement and Premises Committee which focuses on Health and Safety and Site Maintenance, and a Curriculum Committee which monitors the impact of the curriculum on the children's education and standards. We also have committees that meet if required to

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|                                                                               | <p>consider pupil discipline and staffing matters. In addition, some governors have a specific responsibility, such as training, SEN, safeguarding, pupil premium, health and safety.</p> <p>See p4 for a list of Governors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Attendance record of governors</b>                                         | <p>Governors have good attendance at meetings and we have never cancelled a meeting because it was not “quorate” (the number of governors needed to ensure that legal decisions can be made).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>The work that we have done on our committees and in the governing body</b> | <p>The Governing Board has had a particularly busy year, focusing on school improvement. Following the latest Ofsted inspection in September 2023 when the school was rated good, the governing body have been working closely alongside staff to achieve the objectives within the post Ofsted next steps and the SDP of 2023/24.</p> <p>All staff continue to attend additional training (including online courses) to refresh and extend their early years knowledge, linked to providing education and care for our children. Looking ahead to 2024/25 one of the teachers will complete the SENCO qualification during the Autumn term.</p> <p>Our Curriculum Committee has spent time scrutinising pupil performance data and the improved tracking system which continues to be monitored and adapted to suit the needs of the school. This tracking now provides an overview of individual progress as well as their group progress and clearly demonstrates pupil achievements. Governors meet with staff throughout the term to discuss the data results for pupil achievement and progress. This ensures that we can be confident that the school is on track to fulfil its ambitious targets for all pupils. School will continue to focus on our “vulnerable groups” of children with a focus on how the Early Years Pupil Premium Grant is spent by the school and what impact it has on the children’s outcomes.</p> <p>The Premises Committee looks at the maintenance and development of the school premises and makes decisions about how the school should use its appropriate budget to improve the premises and support learning delivery within. Mrs Austin is our Health and Safety Governor and she carries out termly checks to ensure that all Health and Safety requirements are being met.</p> |

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|                                                               | <p>School continues to have a very high focus on safeguarding and we have a Nominated Governor for Safeguarding (Mrs Reed) who gives a termly report to the governors about any safeguarding matters. Termly meetings between the Safeguarding Governor and the Head Teacher take place as well as extra meetings being convened when required.</p> <p>Early in the summer term, the Finance Committee chaired by Mrs Reed approved the 2025/25 budget plan for the school. This has been ratified by the Full Governing Board.</p> <p>One of the roles for governors is reviewing and agreeing school policies relevant to the individual committees prior to ratification at the next full Governing Board meeting.</p> <p>Governors also make regular visits to school related to an area of the School Development Plan and complete a proforma which is published on Governor Hub and discussed at Full Governor Board meetings.</p> <p>Minutes of Governing Board and Committee meetings are public documents – you 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.</p> |
| <b>Recent developments and future plans for the governors</b> | <p>The use of budgetary reserves has allowed the school to implement a number of projects during this school year.</p> <p>The school has used a combination of capital grant funding, sustainability grant funding and ear-marked reserves to replace inefficient heating with a more efficient, environmentally friendly solution heating and cooling solution going forward.</p> <p>Effective use of ear-marked reserves have also allowed the school to continue its interior maintenance programme with a comprehensive painting and decorating refresh of many classroom and public areas.</p> <p>Going forward, school will be using identified ringfenced funding to provide a major exterior playground upgrade to one side of the school premises during the 2024/25 school year.</p>                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>How you can contact the governing body</b> | We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mrs Reed, 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. |
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## **WESTMINSTER NURSERY COMMITTEES 2024 – 2025**

|                      |                                                                                                                          |
|----------------------|--------------------------------------------------------------------------------------------------------------------------|
| Curriculum Committee | Donna Reed<br>Liz Austin<br>Emma Connor<br>Linda Buchanan<br>Graham Chadwick<br>+ (teacher)<br>Neil Smith = minutes      |
| Finance Committee    | Donna Reed<br>Neil Smith<br>Jill Chadwick<br>Emma Connor<br>Steve Hogben<br>Neil Smith / Jill Chadwick = minutes         |
| Premises Committee   | Liz Austin<br>Graham Chadwick<br>Emma Connor<br>Leanne Jennings<br>Steve Hogben<br>Jill Chadwick<br>Neil Smith = minutes |
| Chairs Committee     | Emma Connor<br>Neil Smith = minutes<br>+ chair and vice-chair of governors<br>+ any governor. who is a committee chair   |
| HTPMP                | Donna Reed<br>Liz Austin<br>External Advisor: Tim Nelson                                                                 |

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| SEND                                | Linda Buchanan  |
| Safeguarding/<br>Cared for children | Donna Reed      |
| Training                            | Graham Chadwick |
| Health and Safety                   | Liz Austin      |
| E-Safety                            | Leanne Jennings |
| Staff well being                    | Donna Reed      |