

Governance Statement
Annual Governance Statement for the Governing Body of
Collingham Lady Elizabeth Hastings C of E (Aided) Primary School
September 2025/ 2026

Welcome to the Governors' section of our school website. The Governing Body plays a vital role in supporting the school, ensuring high educational standards, and managing resources effectively.

The day to day management of the school is the responsibility of the head teacher and senior leadership team.

The constitution of the governing board

The governing body re-constituted in February 2015 and comprises 15 governors in total. Every governor appointment is based on the skills required to contribute to the effective governance and success of the school. The number of governors in each category is determined through the Instrument of Government and is:

1 Head teacher

1 Staff governor formally elected by staff employed at the school

2 parent governors, formally elected through a ballot of parents

1 Local Authority governor, recommended by the LA and approved by the governing board

9 foundation governors, appointed by the Diocese of Leeds

1 co-opted governors, appointed by the governing board

Please see **appendix 1** for the names and terms of office for the governors.

Governance at Our School: Chair of Governors' Report

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Leadership & Structure

Chair of Governors: Mary Wood

Vice Chair: Diane Talbot

Meetings: The full governing body meets four times a year, clerked by a trained professional, with additional meetings scheduled as needed.

- **Delegated Roles:** Individual governors take on targeted responsibilities, including Committee Chairs, Class Links, and lead roles for SEND and the Early Years Foundation Stage (EYFS).

Key Responsibilities & What We Do

- **School Oversight & Improvement:** At our initial autumn meeting, we assign roles and establish the annual School Improvement Priorities (SIP). Before every full meeting, Governors review a detailed report from the Headteacher to monitor school performance and ask targeted questions.
- **Safeguarding & Policy Management:** Statutory policies are reviewed and approved throughout the year. A core priority for all governors is reading and approving the Safeguarding, Child Protection, and *Keeping Children Safe in Education* policies.
- **Financial Management:** Governors oversee the school's financial health and are required to review and approve the budget.
- **Training & New Initiatives:** We participate in regular training to keep up with educational developments. This year, training included the *Little Wandle* EYFS Phonics Programme, Key Stage 2 Reading and Writing strategies, and *MindMate* mental health support.
- **Inspection & Assessment Support:** Governors prepare for Ofsted inspections, as leadership and governance are key evaluation criteria. During SATs exam periods, governors oversee test security and assist with classroom support.

- **Future Planning:** We are actively involved in strategic projects, including supporting the Headteacher with the planned opening of our new Pre-School.

There are also three main committees which meet at least three times a year and which have delegated authority to make decisions on behalf of the governing board (**appendix 1**). Committee Terms of Reference are approved by the full Governing Body at the first meeting of each academic year.

Resources Committee:–

Responsible for finance; equality and diversity; staffing including the appointment of the headteacher and deputy headteacher and SENCO; property management and health and safety.

Committee chair: Caroline Hooper

Chair's Report.

During the 2025/26 academic year, the Resources Committee met on three occasions to discharge its responsibilities for financial oversight, staffing, premises, health and safety, and statutory compliance. Throughout the year, the committee worked closely with the Headteacher and School Business Manager to ensure that the school's resources remained aligned to its strategic priorities while maintaining strong governance and financial sustainability.

The committee's work has focused on four key areas:

Financial management and sustainability

The committee maintained close oversight of the school's financial position through regular budget monitoring, three-year financial planning and review of pupil number forecasts. Key activities included approval of the 2026/27 budget, scrutiny of Out of School Club (OOSC) finances and fee structures, review of grant funding allocations, completion of statutory financial governance requirements including the SFVS return, and consideration of the financial impact of SEND provision and staffing pressures. The committee also reviewed opportunities to strengthen financial controls and reporting processes, including arrangements relating to OOSC income and governance.

Premises, health and safety, and risk management

The committee has overseen a significant programme of premises and health and safety activity. This included annual site inspections, review of health and safety compliance arrangements, development and implementation of a school risk register, review of risk assessments, monitoring of fire safety and emergency planning arrangements, and oversight of cyber security preparedness. Governors also monitored major premises projects and maintenance activity, including roof repair and funding applications, progression of plans for the former caretaker's bungalow, asbestos removal works, and development of the future pre-school provision.

Staffing, recruitment and wellbeing

The committee monitored staffing structures, recruitment activity and staff wellbeing throughout the year. Particular attention was given to supporting the school through ongoing SEND-related staffing pressures, succession planning following staff retirements, recruitment challenges, Headteacher appraisal and performance management processes, and ensuring sufficient staffing capacity to support pupils effectively. The committee also considered wider issues affecting staff wellbeing and morale, including parental conduct and the demands associated with Ofsted readiness.

Governance, policies and statutory compliance

A substantial programme of policy review and governance activity was completed during the year. The committee reviewed, updated and approved a wide range of statutory and operational policies covering areas such as data protection, information security, freedom of information, health and safety, educational visits, recruitment, whistleblowing, flexible working, first aid, disaster recovery and safeguarding-related matters. This work has helped ensure that the school continues to meet its statutory obligations and operate within a robust governance framework.

Teaching and Learning/Pupil Support Committee –

Teaching and Learning - responsible for teaching and learning matters including target setting; standards and achievement. SEN (including reporting annually on the success of the RSE policy); monitoring teaching and learning and curriculum provision and ensuring that the governing board is represented at school improvement discussions. Pupil Support - responsible for behaviour; safeguarding; attendance; children, parent and staff voice; nutritional standards; extra-curricular activities; after school club; cluster and other partnerships.

Committee Chair: Hannah Clarke

Chair's Report:

Throughout the year, the Teaching, Learning and Pupil Support Committee has worked closely with school leaders to celebrate successes, provide support and ensure that every child continues to receive the highest quality education. Governors have monitored the school's improvement priorities, visited classrooms, met with staff and reviewed pupils' progress, with a particular focus on the successful implementation of the Little Wandle phonics programme, developing a love of reading through the school's reading-for-pleasure strategy, strengthening the wider curriculum and ensuring that all children, including those with additional needs, are supported to achieve their very best.

The committee has been delighted to see the excellent outcomes achieved by pupils this year, reflecting the dedication, skill and commitment of our staff. Strong results in Early Years, phonics, reading, writing and mathematics, alongside high-quality teaching and carefully targeted support, demonstrate the positive impact of the school's approach. Governors have also seen the benefits of continued investment in curriculum development, including reading fluency, science, computing, PE and adaptive teaching, as well as the exceptional work undertaken to support pupils' wellbeing, attendance, behaviour and successful transitions, ensuring that every child feels safe, valued and ready to learn.

Governors are incredibly grateful to all staff for their hard work, professionalism and unwavering commitment to our children. By continuing to offer both support and constructive challenge, the committee has helped ensure that the school remains ambitious for every pupil. It has been a year of significant achievement, and governors are proud of the positive learning experiences, opportunities and outcomes that have been made possible through the dedication of the whole school community.

Foundation Governors Committee :

This is responsible for children's spiritual, moral, social and cultural development. RE curriculum; collective worship and the Christian distinctiveness of the school.

Committee Chair: Helen Barrett

Chair's Report

RE Curriculum and Monitoring

We work closely with RE Lead Sally Duggleby-Letheren and the Reverend Carolyn James, Vicar of St. Oswald's. The committee is regularly updated on all RE curriculum developments. To evaluate impact, governors meet directly with pupils, review workbooks, and discuss learning outcomes with the children.

Church and Community Links

Strong links with St. Oswald's Church remain central to our school identity. Throughout the year, children attend class worship sessions centred on this year's theme, **"We are Family,"** directly aligning with our school vision: **"We are Family. All are Welcome, You are Loved."** Parents, grandparents, carers, and siblings are all warmly invited to join these gatherings.

During the year, pupils were taught the Lord's Prayer as part of the Church Family prayer initiative. Learning of this achievement, the Archbishop of York, Stephen Cottrell, visited the school and led a collective worship session with the children. Pupils also regularly create artwork and written pieces to be displayed in St. Oswald's Church.

Collective Worship and Services

Collective worship is a deeply valued part of the daily routine. These sessions are led by Rev. Carolyn, teaching staff, and pupils. Notably, a team of 25 children volunteered to lead collective worship during the summer term.

Governors regularly attend these services.

In addition to weekly worship, children attend special Christmas and Easter services at St Oswald's: each class has a dedicated worship at St Oswald's. Year 6 pupils participate in a Leavers' Service attended by parents and carers..

Charitable Giving

Charity work is a core priority for the school community. The committee receives regular updates on all fundraising and outreach projects undertaken throughout the year.

Appendix 1 **Governors Responsibilities**

Name	Category	Committees and responsibilities	Appointment Date	Term 4 yrs End date
Carolyn Barraclough	Foundation	Teaching & Learning; Foundation; Training; Eco-schools, Training Governor, Reading Governor, Class Link	10/02/2019	09/02/2027
Helen Barrett	Foundation	Foundation; (Chair) Class Link	06/10/2022	06/10/2026
Hannah Clarke	Foundation	Foundation; (Chair) of Teaching and Learning, Pupil Support	01/09/2024	01/09/2028
Paul Cook	Head teacher	Foundation; Resources; Teaching and Learning Pupil Support; Admissions; Attendance.	01/09/2017	Ex officio
Christine Lord	Foundation	Foundation, Resources, Attendance, Class link	01/009/23	01/09/2027
Kevin Johnson	Local Authority	Teaching and Learning Pupil Support	30/9/2025	30/9/2029
Dr Claire Davidson	Parent	Safeguarding, Children Looked After, Class Link	01/09/23	01/09/2027
Caroline Hooper	Foundation	Resources (Chair); Foundation; Equalities; PE & Sports Premium	06/11/2016	3/11/2028
Rev. Carolyn James	Foundation	Foundation; Admissions.	14/10/2021	Ex officio
Paul Mc Cann	Parent	Resources, Class link	01/09/23	01/09/2027
Lindsay Hicks	Co -opted	Teaching & Learning/ Pupil Support.	30/9/2025	30/08/2029
Dr Julian Harrison	Foundation	Foundation, Class Link	01/09/2024	01/09/2028
Diane Talbot	Foundation	Foundation EYFS Teaching and Learning/Pupil Support, Class Link	01/09/2023	01/09/2027
Kara Swift	Staff	Teaching and Learning/Pupil Support	01/09/2014	06/10/2026
Mary Wood	Foundation	Chair of Governing Body; Foundation; Resources; Teaching and Learning/Pupil Support; Attendance; Admissions; Complaints	16/11/ 2016	03/11/2028

Appendix 2

Collingham Lady Elizabeth Hastings C of E (A) Primary School

Governors' Register of Interests September 2025- 26

Governor	Category of governor Elected by	Nature of Interest	Date Acquired
Carolyn Barraclough	Foundation	None	25/9/2025
Hannah Clarke	Foundation	Assistant Head Teacher Bishop Young Academy	30/9/2025
Helen Barrett	Foundation	None	5/10/25
Paul Cook	Headteacher	Headteacher – Collingham LEH School Non-Executive Director, West Riding Football Association	28/9/2025
Christine Lord	Foundation	None	29/9/2025
Kevin Johnson	Local Authority	Swarcliffe Primary School Governor	2/9/2025
Claire Davidson	Parent	None	29/9/2025
Caroline Hooper	Foundation	None	12/01/2026
Rev. Carolyn James	Foundation	Foundation governor – Harewood CE Primary School	26/09/2025
Paul McCann	Parent	None	30/9/2025
Lyndsay Hicks	Co-opted	Assistant Headteacher – Collingham LEH School	29/9/2025
Dr Julian Harrison	Foundation	Wife employed by LEH	30/9/2025
Diane Talbot	Foundation	None	21/9 2025
Kara Swift	Staff	Assistant Teacher – Collingham LEH School	30/9/2025
Mary Wood	Foundation	None	30/9/2025

Appendix 3

Collingham Lady Elizabeth Hastings C of E (A) Primary School

Governors' Attendance Record September 2025 to July 2026

<i>Governor</i>	<i>Full Governing Body</i>	<i>Resources</i>	<i>Foundation</i>	<i>Teaching & Learning Pupil Support</i>
	4 meetings	3 meeting	3 meetings	3 meetings
Carolyn Barraclough	3		3	3
Hannah Clarke	4		2	3
Paul Cook	4	2	2	3
Rev Carolyn James	3		3	
Dr Claire Davidson	4			
Paul McCann	3	1		
Kevin Johnson	4			2
Caroline Hooper	2	3	2	
Helen Barrett	3		2	
Diane Talbot	1		1	
Lindsay Hicks	4			3
Dr Julian Harrison	3	3	1	
Christine Lord	3	3	2	2
Kara Swift	4			3
Mary Wood	4	3	3	3