



**PETERSFIELD CHURCH OF ENGLAND AIDED PRIMARY SCHOOL  
ANNUAL GOVERNANCE STATEMENT 2024/25**

This statement seeks to outline the impact of governance arrangements at Petersfield Primary School throughout the course of the 2024/2025 academic year.

**Governor Membership, Vacancies and Attendance**

The Instrument of Government for Petersfield Primary School provides for sixteen Governors across six different categories.

At the end of the 2024/25 academic year the Governing Body membership stands at eleven, with five vacancies. Three vacancies are for Principal Officiating Ministers. One vacancy is for a Foundation Governors and the school continues to actively recruit in this area. The final vacancy is for a Co-opted Governor. Governors have voted to reduce the Instrument of Government for Petersfield to 14 Governors from September 2025.

In 2023/24 the Governing Body recruited 1 Foundation Governor.

Recruitment will continue in respect of all other vacancies, although recruitment to the Principal Officiating Minister vacancies is outside the school's control.

The Co-Chairs of Governors are Mrs Linda Meredith and Mrs Jane Johnson

The Vice Chair of Governors is Mr Colin Wilson

The Clerk to the Governors is Mr Andrew Pulham

Over the course of 2024/25, Governors have continued to demonstrate a high level of attendance and a supportive role in the governance of the school. Further information about Governor attendance over the year can be found on the school's website at [www.petersfield.cambs.sch.uk](http://www.petersfield.cambs.sch.uk)

**The Structure of Governance**

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

The school names its primary committees as follows:

- RESOURCES COMMITTEE – which mainly deals with HR, finance, health and safety and premises issues.
- STANDARDS COMMITTEE – which mainly deals with the curriculum, assessment and data, SEND, Sports Premium and Pupil Premium expenditure and impact.

In addition to the above the school operates the following sub-committees:

- Pay Committee
- Headteacher's Performance Management Committee.
- Additional committees are constituted as required. More information can be found [here](#).

ALL committees and the Governing Body overall have continued oversight of the school's safeguarding responsibilities and manage the review and update of school policies aligned to their particular area of responsibility.

### **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:

- Allocating all key Governor posts, committee appointments and monitoring responsibilities for the year.
- Appointing a substantive Co-Headteacher.
- Adopting a large number of policies and procedures.
- Reviewing the school's strategic planning arrangements for the year.
- Appointing a Foundation Governor.
- Commissioning and reviewing a number of Governor monitoring visits.
- Agreeing and then reviewing the success of a number of school improvement projects undertaken during the year.
- Reviewing the findings of the annual Parent Questionnaire and agreeing a programme of feedback to parents.
- Contributing to the Ofsted inspection process.

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

- Funding
- Recruitment
- Governor recruitment
- External requests and deadlines that detract from the work of the FGB

### **Impact of the work of the Resources Committee**

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

- Taking the required steps in respect of the school's reporting requirements at the end of the financial year.
- Ensuring financial processes are robust when using the new Finance system.
- Reviewing the positive findings arising from an external financial audit of the school.
- Reviewing and (re)approving a number of school policies.
- Addressing the national, local and contextual challenges faced by the school, the impact on staff workload and wellbeing and acknowledging the steadfast commitment of staff that enables the school community to thrive.

### **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:

- Receiving presentations from a number of subject leads, to identify evidence of clear and sustained progress in these areas.
- Analysing data relating to other areas of academic and wider performance at the school to identify clear and sustained progress in many areas, including pupil attendance.
- Analysing reports on a number of Governor and external monitoring visits, and discussing how these were being used to drive up standards across the school.
- Reviewing and re-approving a number of school policies.
- Supporting the school through its implementation of a new curriculum.

### **Governor Training**

Governors work collectively, and so are always able to benefit from a range of expertise and differing points of view within meetings. However, the Governing Body has also benefitted from training courses on the following topics throughout the course of the year:

- **Safeguarding** – in order to effectively fulfil Governors' duties in quality assuring the safeguarding arrangements in place for all pupils at the school.
- **Prevent** – to ensure all Governors remain aware of their responsibilities in this area.
- **HTPM** – to ensure Governors are equipped to discharge their responsibilities in this area.
- **Induction training** – in respect of new joiners on the Governing Board.

- **Curriculum** – training linked to Governors’ monitoring roles in areas such as phonics, cyber security, financial management, school improvement and wellbeing.
- **LA briefings and annual conference** – to remain up to date with initiatives being promoted by the Local Authority.

### **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:

- Safeguarding
- Curriculum
- RE
- Premises (including health and safety)
- Collective worship
- Wellbeing
- SEND, Pupil Premium and other identified groups

### **Compliance**

The Governing Board has ensured that an effective safeguarding culture is in place. The Board’s work includes:

- Undertaking a range of actions and monitoring detailed in the minutes and visit reports.
- Reviewing and approving safeguarding policies and procedures.
- Undertaking visits to monitor safeguarding and Health and Safety arrangements at the school.
- Reviewing information gathered from range of sources including staff, pupils & parents.

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

- Maintaining a three-year cycle of policy review checked annually against the statutory policy list.
- Ensuring policy reviews are allocated to the appropriate committees
- Ensuring agreed policies are communicated to staff and parents as appropriate.
- Governor monitoring ensures compliance and informs policy review

Key policies can be found [here](#) and on the school’s safeguarding policies page [here](#).

### **Forward Planning**

During 2025/26 the Governing Body expects to be particularly active in the following areas:

- Providing continued oversight regarding the impact of expenditure on outcomes for children.
- Ensuring continued statutory compliance.
- Supporting the school through embedding a new curriculum.

### **Other information and contact**

Further information regarding the work of the Governing Body can be found at [www.petersfield.cambs.sch.uk](http://www.petersfield.cambs.sch.uk) This includes information regarding the work of the Governing Body, their attendance at meetings, their declarations of interests and minutes of Full Governing Board meetings.

Stakeholders are welcome to engage with the work of the Petersfield Governing Body by contacting the Clerk to the Governors by email at [clerk@petersfield.cambs.sch.uk](mailto:clerk@petersfield.cambs.sch.uk)