



Denver VC Primary School

Annual Governance Statement 2024-2025



School Name	Denver VC Primary School
School Postal Address	19 Ryston Road Denver Norfolk PE38 0DP
Telephone number	01366 383272
Contact email address	office@denver.norfolk.sch.uk
Website	https://www.denver.norfolk.sch.uk/

The governing board must be only contacted via the school details given above, which is the legal business address for the whole governing board.

Category of school	Voluntary Controlled / Maintained
DfE number	121069
Ofsted grading and date of last inspection	'Good' 29-30/03/2023

Name of Headteacher	Mrs Louise Jones
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Date of Annual Governance Statement	07/07/2025
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The core functions of the governing board

As defined by the [Department for Education \(DfE\) in Governance handbook for maintained schools, academies and multi academy trusts, October 2020](#), the core functions of all governing boards, no matter what type of school or how many schools they govern, have three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

In exercising their functions, the governing board shall

- Act with integrity, objectivity, and honesty and in the best interests of the school; and
- Be open about the decisions they make and the actions they take and in particular shall be prepared to explain their decisions and actions to interested parties.

Our governing board has a Code of Conduct which is reviewed and agreed annually. All governors and associate members are obliged to abide by this code.

Legal constitution of the governing board

The governing board was formally constituted on

18/09/2024

Category of Governor	Appointed or elected to the governing board?
3 x Parent Governors	Elected on to the governing board by parents of pupils at the school
1 x Headteacher	Governor by virtue of employment by the school
1 x Staff Governor	Elected on to the governing board by all staff employed by the school
1 x Local Authority Governor	Nominated by the Local Authority (Norfolk CC), and appointed by the governing board
3 Foundation Governors	Ely Diocese
5 Co-opted Governors	Appointed by the governing board
Total number of governors = 14	

Who volunteers on the school's governing board?

Category of Governor	Full Name	Term of Office	
Parent	Sarah Dungay	21/09/22 - 20/09/26	
Parent	Claire Pope	26/03/25 - 26/03/29	
Headteacher	Louise Jones	30/04/12	
Staff	Dawn Henden	25/09/23 - 24/09/27	
Local Authority	Carole Reich	1/6/2023 - 31/5/2027	
Foundation	Jo Walton	01/01/24 – 31/12/27	
Foundation	Jonathan Webster	6/12/2023 – 5/12/2027	
Foundation	Jan Wilde	6/12/2021 – 5/12/2025	
Co-opted	Danielle Grummitt	resigned	
Co-opted	Emma Goulding	6/11/24 - 22/7/25	

The Clerk to Governors is	Stella Kaye
The Chair of Governors is	Carole Reich
The Vice Chair of Governors is	Jan Wilde

How the governing board delegates and distributes its duties

The governing board agreed to continue using the following committee structure on 20/09/2023. This is reviewed annually.

Strategic Direction	Curriculum	Foundation
Membership: Louise Jones Janet Wilde Emma Goulding Carole Reich	Membership: Louise Jones Dawn Henden Emma Goulding Carole Reich	Membership: Louise Jones Jan Wilde Jo Walton Carole Reich
Terms of reference	Terms of reference	Terms of reference
<ul style="list-style-type: none"> • Providing leadership on developing plans for the sustainable future of the school. • Approving policies specified by Scheme of Delegation 	<ul style="list-style-type: none"> • Monitor Curriculum Development • Approving policies specified by Scheme of Delegation 	<ul style="list-style-type: none"> • Ensure the Christian Foundation of the school is adhered to and developed • Approving policies specified by Scheme of Delegation
<ul style="list-style-type: none"> • At least 3 – one a term 	<ul style="list-style-type: none"> • At least 3 – one a term 	<ul style="list-style-type: none"> • At least 3 – one a term
Key decisions made and impact <ul style="list-style-type: none"> • Agreed SEF should be a shorter more concise document (happy with outcome / helps monitor more effectively) • Sustainability of School -EYFS Provision crucial for this & action plan in place. Working with LA on this. • Review of Governor monitoring – training held between staff and governors. Will base all subject monitoring on Action Plans • Concern regarding increase in SEND – agree to review SEND provision 	Key decisions made and impact <ul style="list-style-type: none"> • Monitoring of Primary Knowledge Curriculum (staff like the provision and are beginning to make it their own) • Seeking examples of tighter subject planning in ‘foundation’ subjects so as good as maths and English (PKC proving this for some subjects) • Approved Policies (school compliant) 	Key decisions made and impact <ul style="list-style-type: none"> • Approved Policies (school compliant) • Added volunteers & group leaders to the Allegation of Abuse Policy (broader coverage and ability to hold people to specific standards) • Agreed RSHE & Citizenship Policies be merged with the RSHE Appendix (less confusion if all in one document) • Seeking to agree a Parish Covenant with the local church – working with Rev Nigel on this. • Exploring new ways to monitor Collective Worship (greater child involvement) • Messy Church & SuperTots supported • Worked with school on a prayer spaces week (children very engaged and inspired by this) Working on the SIAMs SEF in readiness for next inspection

Resources
Membership: Louise Jones Jo Walton Carole Reich Jonathan Webster Emma Goulding
Terms of reference
<ul style="list-style-type: none"> • Working with HT & LA to set budget • Regular scrutiny of finances at budget reviews • Approving policies specified by Scheme of Delegation • Monitoring Building safety and condition · • Practices across school meet Health & Safety standards • Support HT on HR issues · • Being party to selection panels · • HTPM
<ul style="list-style-type: none"> • At least 6 – two a term
Key decisions made and impact: <ul style="list-style-type: none"> • Budget set that was a pleasant surprise to committee (school sustainable although some resource impact was identified) • Concern about how to cover pay awards but thankfully we were able to cover this. • Approved Policies (school compliant) • Completed SFVS (school compliant) • Staff Absence is looked at regularly as is child absence (improved attendance by staff over the year)

Specific panels of the governing board are convened as required for

- School Complaints – one this year
- Staff Grievance and Discipline – none this year
- Pupil Discipline – none this year
- Head Teacher Performance Management – as per LA guidance

Governors visit the school for all kinds of reasons: attend events, provide voluntary support for activities, to monitor school actions, attend meetings, meet staff and be a presence. The governing board delegates some specific functions to some governors covering specific areas of school life. These governors are known as Link Governors. Our school has the following link governors

Area of responsibility	Named Governor	Number of visits to school in this role in academic year
Safeguarding	Carole Reich	8
Special Educational Needs and Disability (SEND)	Jan Wilde	
GDPR & Cyber Security	Carole Reich	4
Sport's Premium	Dawn Henden	
Attendance	Emma Goulding	
Behaviour	Carole Reich	
British Values	Carole Reich	
Collective Worship	Foundation Committee	2
EAL	Emma Goulding	
LAC	Emma Goulding	
HTPM	Jo Walton / Carole Reich	1
Pupil Premium	Jan Wilde	
Equality	Jan Wilde	
Health & Safety	Jan Wilde	1
Safer Recruitment	Carole Reich	2
Website	Carole Reich	1

The Governing board asks governors to link to specific subjects to monitor the subject action plans and development in the school.

Subject	Named Governor	Number of visits to school in this role in academic year
Art	Jonathan Webster	1
Computing / IT	Carole Reich	1
Design & Technology	Jo Walton	
English	Carole Reich	1
Geography	Carole Reich	1
History	Jo Walton	
Maths	Jan Wilde	2
MFL / EAL	Emma Goulding	1
Music	Emma Goulding	
Outdoor Learning	Jonathan Webster	
PE	Jo Walton	
RE	Carole Reich	
RSHE	Jan Wilde	1
Science	Jonathan Webster	

Governing board and committee meeting attendance

Governor name	Governing Board Meeting Dates and Attendance				
	Autumn Term 18/09/24	Autumn Term 11/12/24	Spring Term 27/02/25	Spring Term 26/05/25	Summer Term 07/07/25
Louise Jones					
Dawn Henden					
Emma Goulding					
Jan Wilde					
Jo Walton					
Danielle Grummitt					
Carole Reich					
Jonathan Webster					
Claire Pope					
Sarah Dungay					
KEY	Attended	Apologies given and accepted	Absent without consent	Resigned	

Membership	Strategic Direction Committee Meeting Dates and Attendance		
	Autumn Term 15/10/24	Spring Term 11/03/2025	Summer Term 29/04/25
Louise Jones			
Carole Reich			
Emma Goulding			
Jan Wilde			

Membership	Finance Committee Meeting Dates and Attendance		Became part of Resources Committee
	Autumn Term 03/12/24	Autumn Term 09/12/24	
Louise Jones			Became part of Resources Committee
Carole Reich			
Jo Walton			
Jan Wilde			

Membership	Human Resources Committee Meeting Dates and Attendance		Became part of Resources Committee
	Autumn Term 11/11/24	Autumn Term 02/12/24	
Louise Jones			Became part of Resources Committee
Carole Reich			
Jo Walton			
Jonathan Webster			

Membership	Curriculum Committee Meeting Dates and Attendance	
	Autumn Term 11/11/24	Summer Term 19/06/24
Louise Jones		
Dawn Henden		
Emma Goulding		
Carole Reich		

Membership	Foundation Committee Meeting Dates and Attendance				
	Autumn Term 19/11/24	Spring Term 12/02/25	Spring Term 14/03/25	Spring Term 30/04/25	Summer Term 01/07/25
Louise Jones					
Jan Wilde					
Jo Walton					
Carole Reich					
Jonathan Webster					

Membership	Buildings & Health & Safety Committee Meeting Dates and Attendance	
	Autumn Term 09/12/24	Became part of Resources Committee
Louise Jones		
Jan Wilde		
Emma Goulding		
Carole Reich		
Jo Walton		

Membership	Resources Committee Meeting Dates and Attendance						
	Spring Term 27/01/25	Budget Rev 3 07/02/25	Spring Term 24/03/25	Budget Setting 25/03/25	Summer Term 23/05/25	Budget Rev 1 24/06/25	Summer Term 25/06/25
Louise Jones							
Jan Wilde							
Emma Goulding							
Carole Reich							
Jo Walton							
Jonathan Webster							

Membership	Online Safety Meeting Dates and Attendance		
	Summer Term 16/06/25	Summer Term 30/06/25	Summer Term 01/07/25
Louise Jones			

Craig Rackham*			
Carole Reich			
Claire Pope			
Rachel Blount*			
<ul style="list-style-type: none"> • Non-governor members 			

Governing board effectiveness and impact

What were the significant challenges for the governing board in 2024/25?

1. Financial uncertainty
2. Changes to SEND Funding from the LA.
3. Finding the finances to support the development of EYFS
4. Improving the attendance of children aiming for pre-covid levels.
5. Change of management at DMA meant possible new Catering Contract not feasible.
6. Well-being concerns for staff with increasing SEND & Safeguarding demands
7. Moving on plans to develop Nursery – uncertainty around new government funding.
8. SIAMs inspection due.
9. Small Governing Body – pressure on small number of people to ‘do it all’
10. Four members of staff retired – new staff appointed

How were the challenges met?

1. Balanced budgets set, savings sought wherever possible, grants applied for wherever possible.
2. Sought support / followed guidance / kept asking/ challenged outcomes
3. Grants for EYFS secured
4. Regular reminders to parents, implementing fines for unauthorised absences of 5 days plus, engaging social work support for families with social care involvement.
5. After LA renegotiated catering contract with Norse we renewed our contract.
6. Continued support by governors to staff / Diocese offering limited supervision
7. Strategic Directions Committee driving this, discussions with LA continue, wraparound provision developed with LA support
8. Started preparing for SIAMs / Pre-SIAMs visit by Diocese / Training attended / postponed till 2025-26
9. Considered alternative ways to organise ourselves, will use Circular Model of Governance from September 2025 as a trial. Two new governors appointed.
10. New staff appointed where funding allowed

What were the achievements of the governing board for 2024/5?

1. Continued to support staff and built positive relationships across the school.
2. New staff are of a very high quality.
3. Set balanced budget despite changes in SEND funding
4. Attendance has improved, not quite to levels we want but to a reasonable level.
5. Appointed a SEND Admin person who has had a significant impact on HT and children.
6. Reviewed & implemented new subject monitoring process which has proved more efficient and gives greater opportunity for governors and staff to engage.
7. Supported the development of EYFS area in readiness for new academic year
8. By working with staff, Foundation Governors have developed improved understanding.
9. Link with the church has been strengthened.
10. Greater sense of community across all aspects of the school.
11. Governors more visible in school.

How have these achievements have improved areas of school life (impact)?

1. Monitoring more cooperative with teaching staff – schedule developed for new academic year.

2. HT has admin support in preparing EHC Plans and developing provision for individual children
3. High quality staff appointed and making a difference for the children.
4. Budget is balanced and allows HT to deploy staff as she wishes.
5. Meeting Ofsted recommendations

Find out more about our school ...

- [Link to Ofsted report](#)
- [Link to school's website](#)
- [Link to school's Pupil Premium statement on the school's website](#)
- [Link to school's PE and Sport Premium information on the school's website](#)
- [Link to Parent View Portal, which seeks parents' opinions on aspects of our school, from the quality of teaching, to dealing with bullying and poor behaviour.](#)

Governing Board Register of Interests 2023-2024

This register must

- state the name and category of each governor
- set out any relevant business interests
- set out details of any other educational establishments that they govern
- set out any relationship details between governors and members of staff, including spouses, partners, and relatives.

Full Name	Category of Governor	Declarations of Members' Interests: Business, Educational and Personal
	Parent Governor	<ul style="list-style-type: none">• None
Emma Goulding	Parent Governor	<ul style="list-style-type: none">• None
Janet Wilde	Foundation Governor	<ul style="list-style-type: none">• Sister to Carole Reich• Chair of Governors of Primary School in Brighton
Jo Walton	Foundation Governor	<ul style="list-style-type: none">• None
Carole Reich	LEA Governor	<ul style="list-style-type: none">• Sister to Janet Wilde• Former Executive Head Teacher for DEMAT
Dawn Hendon	Staff Governor	<ul style="list-style-type: none">• None
Louise Jones	Headteacher	<ul style="list-style-type: none">• Member of Staff of Denver School
Jonathan Webster	Foundation Governor	<ul style="list-style-type: none">• None
	Parent Governor	<ul style="list-style-type: none">• None

Each governor has declared their interests as given above in writing to the governing board.

Chair of Governor's signature



Date

Planned review date

July 2026
