



ANNUAL GOVERNANCE REPORT FOR THE GOVERNING BOARD OF BRITANNIA BRIDGE PRIMARY SCHOOL School Year 2024-2025

ROLE OF THE GOVERNING BOARD

The role of the governing board in a local authority maintained school is set out in education law, namely to 'conduct the school with a view to promoting high standards of educational achievement'. The board also has a legal responsibility to promote pupil wellbeing. It does this by:

Setting the strategic direction

- Ensuring clarity of vision and ethos
- Engaging with stakeholders
- Making sure statutory duties are met.

Creating robust accountability

- Accountability for teaching, achievement, behaviour and safety
- Strengthening and supporting school leadership
- Performance managing the headteacher
- Contributing to school self-evaluation.

Ensuring financial probity

- Making sure the school's money is well spent
- Monitoring the use of the pupil premium grant and other resources to overcome barriers to learning.

GOVERNANCE ARRANGEMENTS

The governing board is made up as follows:

- **2 Parent Governors**

- Rebecca Provost – first appointed on 15 January 2025
term of office from 15 January 2025 to 14 January 2029
- Geoff Newman – first appointed on 27 November 2024
term of office from 27 November 2024 to 26 November 2028

- **1 Headteacher**

- Carol Pidgeon-Duncalf – appointed 1 September 2020

- **1 Staff Governor**

- Jane Uzsoy – first appointed as a Co-opted Governor on 6 November 2014
term of office from 2 December 2022 to 1 December 2026

- **8 Co-opted Governors**

- Dorothy Harrison – first appointed on 1 August 1992
term of office from 21 June 2022 to 20 June 2026
 - Graham Ralphs – first appointed 28 September 2010
term of office from 21 June 2022 to 20 June 2026
 - Nicola Fishburn – first appointed on 30 September 2005
term of office from 22 November 2022 to 21 November 2026
 - Sheila McCarthy – first appointed on 28 September 2022
term of office from 28 September 2022 to 27 September 2026
 - Danielle Brooks – first appointed on 6 July 2023 (Parent Governor)
term of office as a Co-opted Governor from 5 December 2024 to 6 December 2028
 - Sharon Fairclough – first appointed on 24 March 2022 (Parent Governor)
term of office as a Co-opted Governor from 11 September 2025 to 10 September 2029
 - 2 Vacancies
- **1 Local Authority Governor**
 - Jim Moodie – first appointed on 21 March 2024
term of office from 21 March 2024 to 20 March 2028

In previous years, the Governing Board held committee meetings in addition to Full Governing Board meetings. However, the number of meetings has reduced to 4 Full Governing Board meetings per year from September 2025. There is a business meeting at the start of the

Autumn Term to review link governor roles and schedule monitoring visits. The school budget is reviewed and approved by the governors at the meeting in April each year ready for the start of the financial year in May.

Governors have links to Pupil Premium, Health & Safety and SEND and visit school regularly to meet pupils and staff. In addition, they monitor aspects of the curriculum or areas such as attendance monitoring along with Safeguarding.

A list of Governors and the positions of responsibility in 2024-25 are listed below:

Dorothy Harrison – Chair of the Governing Board and Link Governor for Pupil Premium.
Graham Ralphs – Vice Chair of the Governing Board and Link Governor for Health and Safety.
Danielle Brooks – Link Governor for Vulnerable Children (including Safeguarding and Looked After Children) and SEND.
Jim Moodie – Link Governor for Attendance Monitoring.

GOVERNORS' ATTENDANCE RECORD

Governing boards make decisions collectively, though they may choose to delegate responsibility to committees, or individuals (including the headteacher). Attending governing board meetings is an essential part of a governor's role and the attendance record for the governors of our school is average. This ensures that all governors receive the necessary information all at the same time and therefore important and informed decisions can be made as and when necessary on all aspects of the school, staff and pupils.

FCB Business
Standards & Curriculum
Resources Committee Autumn
FCB Autumn
Resources Committee Spring
Standards & Curriculum
FCB Spring
Budget Approval
FCB Summer

Governor	Governor Type	26 Sep 2024	08 Oct 2024	10 Oct 2024	05 Dec 2024	23 Jan 2025	04 Feb 2025	20 Mar 2025	24 Apr 2025	10 Jul 2025
Mrs Diane Beeston	Associate Member	Y		Y	Y	Y		Y	Y	Y
Danielle Brooks	Co-opted governor	Y	N		Y		Y	Y		N
Sharon Fairclough	Co-opted governor	Y	N		N		Y	Y		Y
Dr Nicola Fishburn	Co-opted governor	N			Y			Y		Y
Mrs Dorothy Harrison	Co-opted governor	Y		Y	Y	Y		Y	Y	Y
Sheila McCarthy	Co-opted governor	Y		Y	N	Y		Y	Y	Y
Mr Jim Moodie	Local Authority Governor	Y		N	Y	Y		Y	Y	N
Geoff Newman	Parent governor (appointed November 2024)	–			Y			Y		Y
Mrs Carol Pidgeon-Duncalf	Headteacher	Y	Y	Y	Y	Y	Y	Y	Y	Y
Rebecca Provost	Parent governor (appointed January 2025)	–			–			Y		Y
Mr Graham Ralphs	Co-opted governor	Y		N	Y	Y		Y	Y	Y
Mrs Jane Uzsoy	Staff governor	Y	Y		Y		Y	Y		Y

Y= Attended, N= Apologies accepted, NS= No apologies sent.

GOVERNORS' TRAINING RECORD

All Governors are required to attend annual safeguarding training. Additional training is undertaken relevant to the individual governor's specific roles and responsibilities on the board.

The training record for governors for the 2024/2025 school year is as follows:

Diane Beeston

Early Years Foundation Stage (Maintained Schools & Academies)	12 June 2025
HR Workshop (Part 1 Disciplinary)	3 Jun 2025
The School Financial Value Standard: Governors' Roles and Responsibilities (Maintained schools only)	21 Nov 2024
Safeguarding L2	19 Oct 2024

Danielle Brooks

Safeguarding for governance	1 Oct 2024
Finance 1: the basics	25 Sep 2024
Effective Monitoring Visits (Maintained Schools and	11 Sep 2024

Academies)

Sharon Fairclough

Induction for maintained school governors	1 Oct 2024
Parent governor/trustee	1 Oct 2024
Safeguarding for governance	1 Oct 2024
Safeguarding link governor	27 Sep 2024

Dorothy Harrison

Exclusions (Maintained Schools and Academies)	27 Feb 2025
Introduction to School Budgets (Maintained Schools and Academies)	30 Jan 2025
Chair / Vice Chair Forum (Maintained Schools and Academies)	22 Jan 2025
Local Authority Officers Briefing to Governors and Trustees (Maintained Schools and Academies)	28 Nov 2024
Safeguarding for governance	10 Sep 2024

Geoff Newman

New to Governance (Maintained Schools and Academies) - Part 2	26 Feb 2025
New to Governance (Maintained Schools and Academies) - Part 1	5 Feb 2025
Introduction to School Budgets (Maintained Schools and Academies)	30 Jan 2025
NGA Training -Governance: your role, your responsibilities, your organisation	11 Dec 2024

Carol Pidgeon-Duncalf

ABC of Trauma (Maintained Schools and Academies)	7 Feb 2025
Clerks Briefing (Maintained Schools and Academies)	16 Jan 2025
Attendance, Children Missing Education & Elective Home Education (Maintained Schools and Academies)	14 Jan 2025
Being Strategic; Effective Support and Challenge (Maintained Schools and Academies)	4 Dec 2024

Graham Ralphs

Introduction to School Budgets (Maintained Schools and Academies)	30 Jan 2025
Chair / Vice Chair Forum (Maintained Schools and Academies)	22 Jan 2025
Local Authority Officers Briefing to Governors and Trustees (Maintained Schools and Academies)	28 Nov 2024

Health and safety link governor	12 Sep 2024
Safeguarding for governance	12 Sep 2024
<u>Jane Uzsoy</u>	
ABC of Trauma (Maintained Schools and Academies)	13 May 2025
Local Authority Officers Briefing to Governors and Trustees (Maintained Schools and Academies)	28 Nov 2024
ASSESSMENT AND IMPACT OF THE GOVERNING BOARD DURING THE 2024-2025 SCHOOL YEAR	
Examples of the types of issues that have been discussed by the governing board over the school year are listed below, together with the impact of any decisions taken.	
Full Governing Board	
<ul style="list-style-type: none">• Governor visits to school focused on priorities for school improvement• School improvement plan• School self-evaluation• Governing board development plan• Governor training• Impact review• Financial Management, budget-setting and monitoring including use of pupil premium grant• Staff recruitment, performance and pay reviews• Meeting the Schools' Financial Value Standard• Building developments/improvements• Health and safety monitoring• Pupil attendance• Pupil behaviour and safety• Child protection and pupil welfare	
FUTURE PLANS FOR CONTINUOUS IMPROVEMENT	

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Agreed by the Governing Board on:

Signed by the Chair: