



**ANNUAL GOVERNANCE REPORT FOR THE GOVERNING BOARD OF
Chowbent 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 | <ul style="list-style-type: none">- Ensuring clarity of vision and ethos- Engaging with stakeholders- Making sure statutory duties are met. |
| Creating robust accountability | <ul style="list-style-type: none">- Accountability for teaching, achievement, behaviour and safety- Strengthening and supporting school leadership- Performance managing the headteacher- Contributing to school self-evaluation. |
| Ensuring financial probity | <ul style="list-style-type: none">- 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 at Chowbent is made up as follows:

Type of Governor	Number
Co-opted	2 Mrs Susan Heapy Miss Ruth Blakemore
Parent	2 Mr Russell Kelly Vacancy
Staff	1 Mrs Vicki Wright
Headteacher	1 Mr James Randle
Local Authority	1 Mrs Holly Dunsby Hughes
Foundation	1 Rev Lynne Readett
Foundation Ex-officio	1 Mrs Jill Coles

Mrs Susan Heapy

Chair of Governors

Date of appointment - 31/08/10

Term of office - 20/06/23 - 19/06/25

Co-opted Governor (elected by the governing body)

Specific Responsibility - Headteacher's Performance Management

Pecuniary & Personal Interest - None

Voting rights

Mrs Heapy has a long standing association with school, having worked as a teacher here. Her children also attended the school. She has been a staff governor. On her retirement from teaching she was co-opted to the governing body and subsequently made chair. She also helps out with the PTFA.

Mrs Holly Dunsby - Hughes

Vice Chair of Governors

Date of appointment - 23/09/20

Term of office - 11/03/25 - 10/03/29

LA Governor (elected by the LA and Governors)

Specific Responsibility - Headteacher's Performance Management, Looked After Children, Child Protection & Safeguarding, Vulnerable Children, Equality, Pupil Premium, Staff and Pupils Health & Wellbeing.

Pecuniary & Personal Interests - None

Voting rights

Holly has two children, a daughter in Y4 and a son who now attends high school. Holly is a valued member of the governing body and recently moved from being a parent governor to an LA governor.

Mr J Randle

Headteacher

Term of office - 01/09/2010 - ongoing

Specific Responsibility - Safeguarding Officer

Pecuniary & Personal Interest - The Perry Hall Multi Academy Trust (member of the board)

Voting rights

Mrs Vicki Wright

Date of appointment - 01/10/19

Term of office - 01/09/23 - 31/08/27

Staff Governor

Specific Responsibility - Health & Safety

Pecuniary & Personal Interest - None

Voting rights

Vicky also has a long association with Chowbent, having been once a pupil herself. She now works as a teacher in KS2.

Miss Ruth Blakemore

Date of appointment - 01/01/15

Term of office - 08/11/22 - 07/11/26

Co-opted Governor (elected by the governing body)

Pecuniary & Personal Interest - none

Voting rights

Ruth also started on the governing body as a parent governor. Her two boys both now are in higher education. The board valued her input so much that she co-opted the board once her boys left.

Rev Lynne Readett

Date of appointment - 01/09/14

Term of office - 01/09/22 - 31/08/26

Foundation Governor (elected by Chowbent Chapel)

Specific Responsibility - Headteacher's Performance Management, Numeracy

Pecuniary & Personal Interest - none

Voting rights

Lynne is elected by the chapel to serve as a governor. She also has a long association with the school and her 2 grown up sons also attended Chowbent.

Mrs Jill Coles

Date of appointment - 12/07/23

Term of office - 12/07/23 - 11/07/27

Ex-officio (elected by the Chapel)

Pecuniary & Personal Interest - friend of Delve into History owner.

Specific Responsibility - Headteacher's Performance Management,

voting rights

Jill has a background in teaching as she was once a teacher. Her grown up boys also attended Chowbent

Mr Russell Kelly

Date of appointment - 10/10/24

Term of office - 10/10/24 - 09/10/28

Parent Governor (elected by parents)

Pecuniary & Personal Interest - none

Voting Rights

Russell is our newest member of the governing body. His daughter is just entering Y1

As you can see our governing body is made up of people who have a connection with our school. Everyone wants Chowbent to be the best school possible.

We have a vacancy for a parent governor - Could it be you ?

The full governing board meets once every half term

In these meetings we look at standards & curriculum, Resources (finance, staffing, premises, health & safety) Governors also visit school regularly to meet pupils and staff, in addition to monitoring specific aspects of the curriculum or areas such as the provision for pupils with special educational needs and disabilities (SEND) and safeguarding.

There are also committees that meet, if required, to consider pupil discipline, staffing appeals and complaints.

GOVERNORS' ATTENDANCE RECORD

This can be found on the website

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 excellent 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.

The attendance record for all governors can be found on the school website.

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. Many of these courses are online training.

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

Susan Heapy

Wigan Governors' Forum (Maintained Schools and Academies) 18 Jun 2025

Wigan Governors' Forum (Maintained Schools and Academies) 26 Feb 2025

NGA Safer Recruitment 8 Jan 2025

NGA Essential Safeguarding for Governors & Trustees 3 Jan 2025

Holly Dunsby - Hughes

Cyber security for governors/trustees 24 Jun 2025

UK GDPR and data protection for governance 24 Jun 2025

GDPR Training for Governors 6 Jun 2025

Safeguarding for governance 2 Feb 2025

Safeguarding link governor 2 Feb 2025

The Prevent duty 2 Feb 2025

Induction for academy trustees 2 Feb 2025

Introduction to Cyber Security 10 Jan 2025

Essential Safeguarding for Governors and Trustees 5 Dec 2024

Governors Conference 2024 28 Sep 2024

Ruth Blakemore

GDPR June 2025

Data protection May 2025

Jill Coles

Introduction to School Budgets (Maintained Schools and Academies) 1 Jul 2025

NGA Essential Safeguarding for Governors & Trustees 2 Jan 2025

Headteacher's Performance Management (Maintained Schools) 30 Sep 2024

GDPR - May 2025

Russell Kelly

NGA Essential Safeguarding for Governors & Trustees 28 Jan 25

Russell has also completed the following training within his job. These often overlap with his role as a governor.

Restorative justice

Family mediation and group conference

Safeguarding

Prevent

LADO

Carbon literacy

Health and safety

Systemic supervision and practices

Safer recruitment

Better recruitment

Level five in leadership and management

CSE and CCE

AIM

Cyber security

PRICE (Triner) behaviour support, de escalation and physical intervention

First aid

Fire bomb awareness

Information governance

Equality and diversity

Autism and disability awareness

Whistle blowing with confidence

Data protection

Fraud awareness

Essential safeguarding for governors and trustees

Procurement act

Lynne Readett

NGA Essential safeguarding for governors and trustees 10 Dec 2024

**ASSESSMENT AND IMPACT OF THE GOVERNING BOARD DURING THE 24/25
SCHOOL YEAR**

In April school were visited by OFSTED and as part of their visit they met with several governors and discussed their role with her. In the report she made the following observation on governors and their role.

The school's governors bring valuable experience to their roles. They make sure that they know the school well and use this information to inform decisions. They contribute strongly to the continued development of the school.

At the termly meetings governors look at the termly progress and attainment data for each year group. Governors ask questions relating to the support children are given to ensure the best possible outcomes for all of our children.

We also scrutinise the school improvement plan and keep updated with the progress of the plan. We provide support and challenge to the school leadership team.

We also look at the finances and make sure that as a school we are financially sound. Our school business manager attends and presents us with a breakdown of spending.

If this is something that you think that you might like to be involved in then please consider joining us. We are a welcoming group of people all committed to Chowbent.

Agreed by the Governing Board on:

Signed by the Chair: