



Governor Newsletter Spring Term 2017

Dear Parents and Carers,

We hope you are finding our Governor Newsletters helpful, in this term's newsletter we hope to give you an overview of what the governors have been working on, and want to remind everyone about the importance of E-safety and the need for partnership between parents and school in this area.

Annual Skills Audit: We have completed our annual process for our governing body to identify any skills gaps we may have that we may need to fill. You may have noticed from our last newsletter that the governing body has become slightly smaller, this is so we can work more effectively, in line with the governments recommendations.

Training and Continued Professional Development: As a governing body we have undertaken a training audit and are reviewing governor training plans to ensure we keep up to date with current best practice. Mr Bradbury attended face to face Safer Recruitment training this term.

Community Links: We have continued to increase links with other local primary and secondary schools at the governing body level and have arranged to meet with Governors from local schools.

Governor Visits: Link Governors have been undertaking their visits to school to monitor progress against specific target areas, this includes meeting with the Local Authority Advisers for our school. Mr Murray completed a 'Safer Recruitment' audit with the headteacher this term.

Policies & Procedures: A big part of governance relates to policies, procedures and ensuring things are up to date. Department for Education Guidance changes regularly. We have reviewed various school policies and most of these are available on our school website. If you can't see a policy you think we should have please get in touch. This term we adopted the new local authority complaints procedure, a copy of which is now on the website.

Planning for Ofsted: The headteacher and the Chair of Governors has been on a 'Preparing for Ofsted Course' this term. Ofsted visits are generally every three years and our last visit from Ofsted was in January 2014, therefore we are due any day. We have been reviewing the teaching and learning to ensure all teaching is now at least good. We are striving for good across all aspects of the school, however we know that outcomes at the end of Key Stage 2 have declined over the past two years.

Punctuality and Attendance

As you will know from our last newsletter one of the key areas for improvement at the school is attendance and punctuality. It has been widely proven that outstanding attendance = outstanding achievement. Being punctual and having good attendance is a skill which is vitally important in this school, for their secondary schooling, further and/or higher education and then eventually employment. Our attendance policy was widely distributed when we adopted it almost two years ago, we agreed to continue to adopt the local authority attendance policy earlier in the year, a copy is available on the website. The overall of attendance of most children has improved, however it is important that the school continues to monitor the attendance of all children using the 'Three Letter' system from the policy. The local authority sets the criteria for the letters being sent out -

1. Letter 1 is a general reminder about making sure a child attends school unless there is a valid reason. This is sent out when attendance drops to 96%
2. Letter 2 is sent out when attendance drops to 94% and invites parents/carers to a meeting in school. **This letter also warns parents that medical evidence is required before any further medical absences are authorised.**
3. Letter 3 is sent out when attendance drops to 92%. This letter warns parents that should attendance drop to below 90% they are at risk of having a penalty notice issued
4. Final letter is notification that a request for a penalty notice has been made

The governors require the headteacher to report to them each term on attendance. The governor responsible for monitoring attendance is Miss Chenery . We appreciate there are many reasons for absence and if any families need any help in this area they can contact the school in confidence or the Educational Welfare Officer for our school.

Website

The school website has a wealth of useful information and the governors pages are being developed. You should also be able to find copies of the minutes of meetings that have been approved since the website was launched.

We value the continued support of all our parents and with the School we encourage direct, open and honest communication with parents. If you have a suggestions for things we include in this newsletter do let us know via Chair@townley.cambs.sch.uk.

If as a parent you wish to discuss any school related matters, please contact the School directly via office@townley.cambs.sch.uk. If you wish to discuss the Governing Body you can contact them through the school office.