



Denver VC Primary School Annual Governance Statement 2025-2026



School Name	Denver VC Primary School
School Postal Address	19 Ryston Road Denver Norfolk PE38 0DP
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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
SIAMS outcome and date of last inspection	'The school is living up to its foundation as a Church school and is enabling pupils and adults to flourish' 25/03/2026

Name of Headteacher	Mrs Louise Jones
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Date of Annual Governance Statement	06/07/2026
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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

29/09/2025

Category of Governor	Appointed or elected to the governing board?
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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	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	01/06/2023 - 31/05/2027	
Foundation	Jo Walton	01/01/24 – 31/12/27	
Foundation	Jonathan Webster	6/12/2023 – 5/12/2027	
Foundation	Jan Wilde	6/12/2021 – 5/12/2029	

We have a new Parent Governor starting with us shortly.

The Clerk to Governors is	Julie Mayer
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 on the 7th of July 2025 FGB that we would trial working under the circle model of governance for the academic year 2025/2026 without any committees. Any working parties in place would continue. This would be reviewed at our July 2026 meeting. Our current governance guidelines are as follows:

Main duties of the Governing Board

- To agree constitutional matters, including procedures where the Governing Board has discretion.
- To seek to fill vacancies as they arise and to appoint new governors where it is possible for the governing board to do this, e.g. Community governors.
- To hold at least five Governing Board meetings a year
- To appoint or remove the Chair and Vice Chair
- To appoint or remove a Governance Professional (Governance Professional) to the Governing Board
- To establish the committees or working party of the Governing Board and their Terms of Reference (where a committee is required, for example a separate Pay Committee)
- To elect the Chair of any committee, or to delegate this to the committee itself
- To appoint or remove a Governance Professional (Governance Professional) to each committee or working party
- To suspend or remove a governor
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals, and review these annually
- To work effectively for succession planning
- To be able to make effective and timely decisions, to allow on exceptional occasions the ability for a governor to attend through the use of virtual technology such as Microsoft Teams or on speaker phone where a key vote is crucial.
- To receive reports from any individual governor to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary
- To approve the first formal budget plan of the financial year
- To keep school policies and practice under review and to make revisions where appropriate unless delegated to a committee.
- Maintain a current pecuniary/ business interest register for governors.
- Provide induction and support and training for governors.
- To ensure that governors fulfil their monitoring responsibility.
- To ensure three governors have been suitably trained to undertake the Headteacher's performance management.
- To ensure that governors fulfil their responsibilities for safeguarding under section 157/175 of the Education Act including accessing relevant training.
- Monitor incidents of racism, disability discrimination and safeguarding.
- Annually agree the Published Admission Number (PAN).
- Annually agree Governors with statutory responsibilities.

Quorum

At least 50% of the number of governors in post

Core responsibilities

- To ensure that all aspects listed in each responsibility area are undertaken and reported back through minutes, clear monitoring reports and followed up where necessary through delegated actions.
- To review as necessary all policies/ documents according to the policy and document schedule.
- To make decisions that are delegated to the FGB.
- To abide by the governor protocols concerning conduct and visits to the school.

Responsibilities: School Improvement

- To ensure the School Self Evaluation (SEF) is accurate and up to date and to develop sections relevant to the need for focused governor monitoring in conjunction with the senior leaders.
- To respond as an FGB on matters relating to the preparation for, or action following, an Ofsted inspection.
- To monitor key issues of the School Improvement Plan
- To receive and, where necessary, recommend action on reports of:
 - behaviour of pupils both in lessons and around the school
 - Bullying

- views of pupils and parents

Responsibilities: Financial policy planning and monitoring

- To provide guidance and assistance to the headteacher in all matters relating to budgeting and finance, with reference to the 'Norfolk Scheme for Financing Schools'
- To review, adopt and monitor a Finance Policy.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To recommend the level of delegation to the headteacher for the day-to-day financial management of the school.
- To review any internal / external audit reports as to the effectiveness of the financial procedures and controls.
- To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing board for adoption an annual school budget considering the priorities of the School Improvement Plan.
- To make decisions in respect of service level agreements and to consider the awarding of contracts by tender according to the stated amount within the Finance Policy.
- To ensure that enough funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan and to approve any budget virements that will from time to time be necessary in response to the evolving requirements of the school
- To monitor the impact of spending decisions upon educational achievement in school.
- To receive at least half termly budget monitoring reports from the Headteacher.
- To report back to each meeting of the Governing Board and to alert them of potential problems or significant anomalies at an early date and provide them with the information they need to perform their duties.
- To review, complete and submit the School Financial Value Standard (SFVS). To undertake any remedial action identified as part of the SFVS. To receive and act upon any issues identified by a local authority audit.
- To recommend the amount which can be spent between budget headings by the Headteacher without prior agreement of the board.
- To consider each year's School Improvement Plan (or post-Ofsted Action Plan) priorities, and to draw up an annual budget plan for reporting to the Governing Board.
- To ensure the audit of unofficial school funds (where in place).
- The Chair of Governors should ensure a financial skills matrix has been completed by those governors directly responsible with financial management and signpost training where required

Responsibilities: Premises

- To provide support and guidance for the Governing Board and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Governing Board.

- To arrange professional surveys and emergency work as necessary.
 - The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee chair at the earliest opportunity.
 - To create a project committee where necessary to oversee any major developments.
 - To establish and keep under review an Accessibility Plan and a Premises Development Plan
 - To review, adopt and monitor a Health and Safety policy.

Responsibilities: Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the Governing Board for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing board staff selection procedures, ensuring that they conform with safer recruitment practice and the requirements of 'Keeping Children Safe in Education', and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Responsibilities: Safeguarding in line with 'Keeping Children Safe in Education'.

- To monitor and review all requirements under Safeguarding to ensure that the FGB complies with their duties under legislation. To do this, they must ensure that:
 - policies, procedures and training in their schools or colleges are always effective and comply with the law.
 - they have a senior board level (or equivalent) lead to take leadership responsibility for their school's or college's safeguarding arrangements.
 - appropriate policies and procedures in place for appropriate action to be taken in a timely manner to safeguard and promote children's welfare including an effective child protection policy that is updated at least annually and is compliant with national and local guidance.
 - appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, are in place to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risk of them going missing in future.
 - a proportionate risk-based approach is in place to the level of safeguarding information that is provided to temporary staff and volunteers.

- policies and procedures, adopted by governing bodies and proprietors, and particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
 - all staff undergo safeguarding and child protection training (including online safety) at induction. The training should be regularly updated in line with local guidance.
 - all staff should receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings) as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- all governors and trustees should receive appropriate safeguarding and child protection training at induction. This training should be updated regularly.
 - that children are taught about safeguarding, including online safety.
 - recruitment and selection policies and procedures prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised.
 - there are procedures in place to manage concerns/allegations, against staff (including volunteers) that might indicate they would pose a risk of harm to children.
 - To receive regular reports on Safeguarding and act where necessary to address any issues.

Other committees are established for areas of specific need e.g. Headteacher's Performance Management Panel, Pay Committee, panels for exclusion, discipline, complaints etc. These are formed as the need is required for specific instances.

Governors visit the school for all kinds of reasons: attend events, provide voluntary support for activities, 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	4
Special Educational Needs and Disability (SEND)	Jan Wilde	1
GDPR & Cyber Security	Carole Reich	2/3
GDPR & Cyber Security	Claire Pope	2/3
Sport's Premium	Dawn Henden	
Attendance	Claire Pope	2
Behaviour	Jo Walton	1
Collective Worship	Jonathan Webster / Jo Walton / Jan Wilde	2
EAL	Dawn Henden	
LAC	Claire Pope	
Greener Governance	Jonathan Webster	1
HTPM	Jo Walton / Carole Reich / Claire Pope	2
SIAMs	Jan Wilde	1
Pupil Premium	Jan Wilde	
Equality	Jan Wilde	
Health & Safety	Jan Wilde	1
Safer Recruitment	Carole Reich	2
Website	Carole Reich	1

General Expectations	Dawn Henden	1
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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	Janet Wilde	2
Art	Dawn Henden	1
Computing / IT	Carole Reich	1
Design & Technology	Jan Wilde	1
English	Carole Reich	
Geography	Carole Reich	
History	Jo Walton	1
Maths	Jan Wilde	2
Maths	Dawn Henden	1
MFL / EAL	Jo Walton	1
MFL / EAL	Dawn Henden	1
Music	Jan Wilde	
Outdoor Learning	Jonathan Webster	
PE	Jo Walton	
RE	Jo Walton	1
RE	Jonathan Webster	1
RE	Carole Reich	2
RE	Dawn Henden	1
RSHE	Jan Wilde	1
Science	Dawn Henden	1

Governing board and committee meeting attendance

Governor name	Governing Board Meeting Dates and Attendance					
	Autumn Term 29/09/25	Autumn Term 15/12/25	Spring Term 02/02/26	Spring Term 23/03/26	Summer Term 18/05/26	Summer Term 06/07/26
Louise Jones						
Dawn Henden						
Jan Wilde						
Jo Walton						
Carole Reich						
Jonathan Webster						
Claire Pope						
Jorgina Williams						
KEY	Attended	Apologies given and accepted	Absent without consent	Resigned		

Membership	SIAMs Readiness Working Party Meeting Dates and Attendance				
	Summer 13/08/2025	Autumn Term 22/09/25	Spring Term 12/01/26	Spring Term 19/01/26	Spring Term 25/03/26 Inspection
Louise Jones					
Jan Wilde					
Jo Walton					
Carole Reich					
Jonathan Webster					

Budget Setting 25/03/25	Budget Rev 1 24/06/25	Budget Rev 2 15/11/25	Budget Rev 3 20/01/26	
Louise Jones				
Jan Wilde				
Claire Pope				
Carole Reich				
Jo Walton				
Jonathan Webster				

Membership	Online Safety Meeting Dates and Attendance	
	Autumn Term 15/09/25	Summer Term TBC
Louise Jones		
Craig Rackham*		
Carole Reich		
Claire Pope		
Rachel Blount*		
Non-governor members		

Governing board effectiveness and impact

What were the significant challenges for the governing board in 2025/26?

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. Moving on plans to develop Nursery – uncertainty around new government funding.
6. SIAMs inspection due.
7. Small Governing Body – pressure on small number of people to ‘do it all’

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. Continued support of research and CPD for EYFS
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. Nursery Working Party have driven this, LA
6. Started preparing for SIAMs / Pre-SIAMs visit by Diocese / Training attended / Introduced school wide exploration of ‘Spirituality’
7. Implemented the Circular Model of Governance as a trial which will be reviewed July 2026. New parent governor appointed.

What were the achievements of the governing board for 2025/6?

1. Set balanced budget despite external pressures.
2. Continued to support staff and built positive relationships across the school.
3. EYFS beginning to develop.
4. Attendance has improved, not quite to levels we want but to a reasonable level.
5. Perseverance in continuing with Nursery Project.
6. Met regularly to evaluate progress in meeting SIAMs expectations. Work on Spirituality was powerful and provided a new vocabulary for children. Link with the church has been strengthened. Successful SIAMs Inspection where school highly praised. Understanding of Foundation of the school is better understood.
7. Governors met the expectations despite being so small.

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

1. Budget is balanced and has allowed HT to deploy staff as she wishes.
2. SEND children have their needs met to a high standard.
3. Changes in staffing structure working with staff strengths.
4. The more the children attend the better they will learn and develop.
5. Seeking nursery or foundation unit will bring even greater stability to the school.
6. Successful SIAMs
7. School well managed

Find out more about our school ...

- [Link to Ofsted report](#)
- [Link to SIAMs 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
Claire Pope	Parent Governor	• None
Emma Goulding	Parent Governor	• None
Janet Wilde	Foundation Governor	• Sister to Carole Reich • Chair of Governors of Primary School in Brighton
Jo Walton	Foundation Governor	• None
Carole Reich	LEA Governor	• Sister to Janet Wilde • Former Executive Head Teacher for DEMAT
Dawn Hendon	Staff Governor	• None
Louise Jones	Headteacher	• Member of Staff of Denver School
Jonathan Webster	Foundation Governor	• None
Jorgina Williams	Parent Governor	• 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
