Annual Governance statement for the Governing Board of Toftwood Infant and Junior school Federation for the year 24-25.

In accordance with the Government's requirements for all Governing Boards, the 3 core strategic functions of the Federation Governing Board are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the schools to account for the educational performance of the schools and their pupils.
- Overseeing the financial performance of the schools and making sure its money is well spent.

This has been a positive year for the Federation. The Senior Leadership Team have stepped up to cover the absence of Jenna Ray, AHT, on maternity leave. Their commitment has meant that all areas have been covered within the existing staffing available, including using a member of teaching staff to be involved in the curriculum development work. Our thanks to all of them.
The proposed SRB for SEMH needs has been a cause of frustration with dates being constantly rescheduled – see below.
Staff and Governors are kept up to date with the Ofsted requirements.

Governance Arrangements
As of July 2026 the Governing Board consists of :

1 Head Teacher	Jo Pedlow Executive Headteacher – ex officio
3 Co-opted Governors	Amanda Bell(Deputy Head), Emma Adcock, Jill Wilson
1 Staff Governor	Laura Rudd
2 Foundation Governors	Mark Barnett (also a parent) 1 vacancy
2 Parent Governors	2 vacancies
1 Local Authority Governor	Deborah Leahy

In April 2026 a new Governors' Constitution was adopted to make the Board membership more realistic and manageable. However, we still have vacancies including 2 in the parent governor role. Anyone interested in becoming a governor can contact the school office or the Chair of Governors Jill Wilson (jwilson.gov@toftwoodfederation.co.uk)

In attendance at the majority of the meetings where the finances are discussed is the Federation finance officer. All members of the SLT attend so they can be held to account for their individual responsibilities and roles and give feedback on what has gone well and the impact of the schools' work.
The Governing Board has met 5 times during the year. We do not have committees but meet as a whole Governing Board as this reduces duplication and ensures all governors are fully involved and informed.
Whilst face to face meetings are in place, meetings are hybrid to allow all Governors maximum access.
Between meetings Governors Federation events and are part of the recruitment process and also undertake monitoring visits to the Federation, meeting with staff pupils and parents where appropriate.

Governance Attendance

Of the 5 meetings held this year 3 had 100% attendance. On the two other occasions one governor was absent and apologies were received and accepted.

Items discussed at meetings 2025/26
Safeguarding (including attendance) and finance are standing agenda items and reported on at least termly.

Policies have been reviewed as necessary and all policies looked at during the summer break for approval. These are marked as read and accepted on the system and then minuted at the next FGB to avoid delays and ensure polices such as Safeguarding and Behaviour have been reviewed and agreed before the start of the Autumn term.

Premises and Health and Safety are regularly discussed, including the proposed SRB

For each school term one meeting has a written report from the SLT. Topics covered include:

- pupil numbers
- pupil movement
- Inclusion
- curriculum development and outcomes
- safeguarding
- behaviour
- staffing
- progress data.

For the other meetings in the term the information is given verbally.

Through Teams Governors have access to reports and monitoring information from the subject co-ordinators so they can keep up to date with curriculum matters, progress, outcomes and developments and their impact.

Governors are kept informed of the financial situation through comprehensive written and verbal reports from the finance officer. In addition, a Governor is typically present at the budget setting and review meetings held with the LA.

Other subjects covered include liaison with the community and the Federation's neighbours.

The proposed SRB has been a source of frustration all year. It was due to open in September 2025, but as of yet the build has not been started. This relates to the planning process, and not the Federation's commitment to it.
Plans have been implemented to train and recruit the required staff, however in the Summer the news was received that the building contractor chose by the LA had gone

into liquidation. To try and bridge the gap until a new contractor can be found and the original plans restarted, the Federation and the LA have come to an agreement to use one of the existing school classrooms. Alterations are being made to ensure that the old nursery block is suitable and also that it is discreet from the existing classes. The LA are funding these alterations in their entirety, and also ensuring that rooms that have had to be moved such as the changing room, are fit for purpose.

Future Plans

Two of the main areas for Governors next year will be:

To monitor the new SRB arrangements and ensure that the needs of all pupils, both existing pupils and SRB pupils, are met. Linked with this is the need to ensure that the plans for a permanent SRB building are progressed.

To closely monitor the budget. A falling school role can have a direct impact on classes and staffing. The numbers at Toftwood have dropped over the last few years due to a drop in the birthrate but the school still attracts quite a few pupils from out of the area. Each pupil brings funding so fewer pupils mean less money available. The Governors are very committed to maintaining as high a level of staffing as possible but they must also be realistic.
We always welcome input from parents – please contact the chair of governors via the school office.

We look forward to building on all of the achievements in the next academic year.