



July 2026

Governing Body 'Keeping in Touch'

ANNUAL REPORT TO PARENTS

Dear Parents/Carers,

Once again, it is my pleasure to provide an Annual Report to summarise the work of the school and Governing Body and reflect on what has been achieved during the past School Year.

Firstly, on behalf of governors I would like to thank all the staff for ensuring the smooth running of the school during Mrs Bond absence, particularly Mrs Lugg. It is lovely to see Mrs Bond back at school but tinged with sadness as we say goodbye to her at the end of this term. We would like to thank Mrs Bond for the huge contribution she has made to the school over the last 16 years. During that time, she has been Yr 6 class teacher, SENCo, Deputy Head Teacher, Acting Head Teacher for 1 year and substantive Head Teacher for 6 years. We wish her every success in her new venture.

As a governing body we have three strategic functions, they are: -

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Head teacher to account for the educational performance of the school and its pupils
- Monitoring the financial performance of the school and making sure its money is well spent

Ensuring clarity of vision, ethos and strategic direction

Staffing has been a focus for the governors this year to ensure the continuity of provision for the children and strategic direction. Leadership succession has been a key priority to ensure the senior leadership team appointment of a substantive Head Teacher reflected the school's values and strategic priorities. As you are aware Nationally recruitment for Head Teachers is challenging and we were extremely fortunate that Mrs Lugg agreed to becoming Interim Head Teacher from September 2026 to August 2027. This gives the governing board the time to continue its pursuit of a substantive Head Teacher that possesses the values and strategic vision that will continue to develop Elm Park. As a Local Authority maintained school, the LA supported governors in Head Teacher recruitment. They have also supported governors in the year secondment of a Deputy Head Teacher. To strengthen senior leadership further governors appointed a KS2 leader, Mrs Rosie Swann. Governors are confident that the Senior leadership structure for the coming academic year is strong and will continue to provide clarity in vision, ethos and strategic direction.

Governors annually consider the staffing structure with Senior Leadership and from next year where possible teaching and non-teaching staff will be permanent to provide continuity and stability. It has only been possible to put this structure in place this year due to the impact of reducing class size from 45 to 30 a few years ago. Governors have been involved in the recruitment process, interviewing and decision making of permanent members of staff appointments.

Holding the Head teacher to account for the educational performance of the school and its pupils

To fulfil this strategic function the governing body, utilise several strategies. They are:

- ✓ Monitor the progress towards Ofsted action points in Full Governing Body meetings.
- ✓ Have a governor who meets regularly with key senior leaders to monitor the provision of children with special educational needs and vulnerabilities. This includes academic progress, attendance, well-being and support.
- ✓ Have a link governor who focuses on the EYFS provision and progress of all children from their starting points.
- ✓ Appoint a link governor for areas of the curriculum who regularly meets with leaders to discuss key priorities for the year and the progress towards them.
- ✓ Monitor statutory results by a group of governors who meet mid-point during the year and the end of the academic year to analysis and question, how it relates to National and local data reporting back to the full governing body.
- ✓ Monitor end of year summative data for all year groups analysing those on track for age expected attainment at Full Governing Body meeting in July providing an opportunity for governor analysis and questioning.
- ✓ Have a link governor for Pupil Premium and Sports Premium to meet with the key member of staff to monitoring funding expenditure and the impact on children.

Additional to this during Full Governor meetings further information and challenge is obtained through open questioning regarding monitoring reports and information provided by staff and senior leaders. Thus governors can benchmark their data against similar schools, the Local Authority and schools nationally to ensure the schools standards and expectations are high and are able to be closely scrutinised. Focus is placed on pupil progress across all ability groups including vulnerable groups and on the effective use of the Pupil Premium.

Writing across the school and Phonics have been key areas for focus this year, particularly with priority groups. The school has been fortunate to have commissioned external advisers that have provided training and validation that strategies in place are having an impact on the progress of children. Reports provided by the external advisers have been available for governors to analyse during meetings. These reports provide external validation to governors that strategies in place are having impact on children's learning and attainment across the school.

At the time of writing our final Full Governing Body meeting has not taken place so I am not in the position to provide any detail of statutory data. The meeting has been postponed due to Yr 6 statutory assessment results being published a week later than was first specified by the DfE.

Quality of teaching is monitored through

- ✓ A link governor ensures performance management is carried out with teaching staff.
- ✓ A group of governors with an external adviser conduct the Head Teachers performance management.
- ✓ The Full Governing Body receives updates on quality of teaching in the Head Teachers report.

Monitoring the financial performance of the school and making sure its money is well spent

The Finance & Premises committee's prime function is to ensure financial stability and provide a safe building for children to learn. Governors look at financial statements and ask

questions to ensure that the school makes efficient use of its budget and provides best value for money. As Chair of Governors, I attended budget setting with the Head Teacher, Senior School Administrator and our Finance Officer to set the budget for the financial year 2026-27. The F & P Committee scrutinised the budget plan in May 2026 and then recommended it to the full Governing Body for ratification. We ensure that the greatest possible share of funds goes towards the education and development of our pupils. South Gloucestershire schools have historically been amongst the lowest funded nationally and with the review of changes in the bandings for EHCP children the amount of funding made available to support these children has been reduced. We now provide the same support but with less funding that would have been available. As a school we have a high number of in year transfers and funding for these children is not received to at least a year after they begin. Funding for children is allocated on the number of children on roll on census day in October. Inevitably this has held challenges for budget setting despite this Governors conclude the school has managed its finances appropriately. The school continues to compare favourably against benchmarks. If we find any material differences, we follow up to see what we may learn.

Looking forward to the next academic year in September, in line with the SDP, the focus for the strategic development of the school and governance involves the following areas:

- ✓ Securing foundation skills and knowledge in writing, early reading and maths
- ✓ Strengthening consistency of classroom practice
- ✓ Strengthening attendance systems and routines

Governors will also focus on how new staff and senior leadership are embedding into school practice to ensure continuity of provision and standards for our children. In term 2 we will be looking at the recruitment process with the LA for a substantive Head Teacher to be in place for September 2027.

On behalf of all Governors, I would like to give a huge thanks to all staff for their dedication, commitment and hard work to ensure that Elm Park provides a safe, stimulating environment for children to grow as individuals and academically. Sadly, at the end of this term, we say goodbye to Helen Isaac, who is retiring and has had multi-facet roles at Elm Park, Teacher, SENCo then move to a HLTA role. Also, to Louise McCall who has been in EYFS for the year and Maisie Carleton who has taught in Year 3 since January. We wish them all success in the future and thank them for their contribution to the all-round education of our children.

A warm welcome to Helen Smith, Cassie Brown and Sam Doran who join the Elm Park family in September. Helen Smith will be joining us as Deputy Head Teacher for the year, 2 days teaching in EYFS and 3 days leadership time, 1 day being Acting Head Teacher on Tuesday the day Mrs Lugg is not contracted to work. Cassie Brown and Sam Doran have both been appointed as full time permanent members of staff teaching in Year 5 and 1 respectively.

As well as staff, I would like to extend my thanks to all Governors who give their time free to work in partnership with the school leadership team. This year 2 governors' terms of office have come to an end, Jason Walker and Rosie Swann. Jason has served two terms of office as a co-opted governor and has acted as vice chair and Rosie Swann 1 term of office as teacher governor. Their contribution has made a difference to our children's experience at Elm Park, and I thank them for their support. During the year we welcomed Ms Jessica Green, teacher governor, Mr Jon Shaw, parent governor and Mrs Shirley Beard as co-opted governor. Currently we are looking to recruit more co-opted governors. Being a governor is a rewarding experience as you are part of a leadership team shaping the strategic direction of the school and impacting of the success of our children. If you know anyone in the community that is interested in becoming a co-opted Governor, please contact me via the school office.

Finally, we mustn't forget our wonderful, tireless PTFA who through all their hard work organising events throughout the year raising valuable funds for the school. With a declining government funding to schools this extra money helps to provide tools and materials which the school needs to deliver the best possible education for your children. So please do continue to support the Friends and get involved as much as you can, they will be always grateful for any extra help.

It has been a privilege to be Chair of Governors for the last 9 years and I would like to thank you again as parents/carers for your continued support and my fellow Governors, who as volunteers, give their time and dedication so freely. I hope you find this report interesting and informative. If you have any questions, please do not hesitate to contact me via the school office.

Finally, I would like to wish all our Year 6 children the best of luck in continuing their learning journey and all of you a well-deserved summer break. I look forward to seeing what we can all achieve together in coming academic year.

Yours faithfully,

Sandra Allen
Elm Park Primary School Chair of Governors