

# LEXDEN SPRINGS RESIDENTIAL SPECIAL SCHOOL

## Governance Statement 2023/2024

### Annual Governance Statement for the Governing Body of Lexden Springs Residential Special School Autumn 2023

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of the Lexden Springs Residential Special School Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Headteacher to account for the educational performance of the school and its pupils;
3. Overseeing the financial performance of the school and making sure its money is well spent.

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| Governance arrangements  | <p>The Governing Body of Lexden Springs Residential Special School was re-constituted in 2015 and is now made up of two staff governors (including the Headteacher), two Parent Governors, and seven Co-opted governors. Co-opted governors are appointed by the Governing Body and are people who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school. On our Governing Body all of the Co-opted governors are members of the local community.</p> <p>The full Governing Body meets at least once each term, and we also have a number of committees to consider different aspects of the school in detail. At Lexden Springs Residential Special School we have</p> <ul style="list-style-type: none"> <li>• a Finance, Premises and Personnel (FPP) Committee</li> <li>• a Curriculum and Pupil Related Matters (CAPS) Committee</li> <li>• a Pay Committee</li> <li>• a Committee to oversee the performance of the Head Teacher</li> </ul> <p>We also have committees that meet if required to consider pupil discipline and staffing matters. A list of Governors is available on our website as is a list of their relevant business interests and areas of interest within the school.</p> |
| Attendance record of governors   | <p>Governors have an excellent attendance record at meetings and we have never cancelled a meeting because it was not "quorate" (the number of governors needed to ensure that legal decisions can be made). Details of individual governors' attendance at meetings is on our website.</p>  |
| The work that we have done on our committees and in the governing body | <p>Regular parts of what we do include:</p> <ul style="list-style-type: none"> <li>• Maintaining and enhancing the Strategic Plan to ensure we are aware of all the factors that may affect the quality of education at Lexden Springs in the future</li> <li>• Monitoring financial spend against budget for 2023/2024</li> <li>• Monitoring trends in pupil data, behaviour and progress.</li> <li>• Reviewing the curriculum.</li> <li>• Supporting the Senior Leadership Team with interviewing of prospective classroom staff</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Ensuring the school is working on any issues raised by Ofsted and that it is ready for any inspection</li> <li>• Receiving the assessment of the impact of training on the quality of teaching and learning in the school</li> <li>• Monitoring Health and Safety matters which may affect pupils and members of staff.</li> <li>• Ensuring that the school premises are maintained to the highest possible standard.</li> <li>• Reviewing the School Improvement Plan and identifying areas we need to monitor in the future</li> <li>• Keeping up to date with developments in education nationally and in Essex.</li> <li>• Monitoring attendance of members of staff and pupils.</li> <li>• Monitoring Safeguarding and the associated Single Central Record</li> <li>• Ensuring the Pupil Premium Grant is being spent appropriately by the school for the benefit of our “vulnerable groups” of children and assessing what impact this has on their outcomes.</li> </ul> <p>Specific activities over the last few months have included:</p> <ul style="list-style-type: none"> <li>• Working on the budget which allowed the smooth transition to the new building and continues to endeavour to meet the increasing needs of new pupils joining the school and providing them with appropriate staffing support.</li> <li>• Monitoring the implementation of the school curriculum, how targets are being set for the pupils and how progress is being assessed.</li> <li>• Monitoring how career and work-experience opportunities are developed for our pupils</li> <li>• Taking a close interest in how the mental health of pupils and staff is supported and managed</li> </ul> <p>Membership of the Governing Body evolved during the year. Shirley Croft continued as Chair of Governors, retaining David Burrows as Vice Chair. Rachel Burrage, Lucy Lavender, Julia Deery and Gareth Mitchell remain with us as co-opted Governors and are now joined by Scott Bradley as our Local Authority Governor and Georgia Hall as a new co-opted Governor. Vicki Stevens and Lucy Smith are our Parent Governors. Marie Saunders remains as our Staff Governor. We were sorry to say goodbye to Sharon Stoker who had been a Governor for many years.</p> <p>Minutes of Governing Body and Committee meetings are public documents – they are available at the school office if you would like to see any of the minutes of our meetings.</p> |
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Future plans  
for the

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| Future plans<br>for the<br>governors            | <p>The Governing Body will focus on the following during 2023/2024:</p> <ul style="list-style-type: none"> <li>• Supporting the Headteacher and all staff.</li> <li>• Monitoring of activities within the School Improvement Programme</li> <li>• Determining what can be done to recruit and retain outstanding teachers and/or encourage the development of co-educators into new teachers</li> <li>• Succession planning to ensure we continue to enjoy excellent leadership at the school.</li> <li>• How the curriculum needs to evolve to ensure all pupils enjoy the education tailored to their specific needs.</li> <li>• How pupil progress is assessed in this environment.</li> <li>• Succession planning for Governors together with appropriate and targetted training</li> <li>• Preparing for Ofsted inspections of both our Residential provision and the main school.</li> </ul> |
| How you can<br>contact the<br>governing<br>body | <p>We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Shirley Croft, via the school office if you would be interested in becoming a school governor, the Chair would be very happy to discuss what is involved. You can see the full list of governors and their attendance at meetings below and the minutes of governing body meetings are available from the school office.</p>  |

## SCHOOL: LEXDEN SPRINGS COMMITTEE STRUCTURE – updated Autumn 2023

|   |   |  |
|---|---|--|
| <p><b><u>Finance and Premises and Personnel</u></b></p> <p>David Burrows (Chair)<br/>Vicki Stevens<br/>Shirley Croft<br/>Scott Bradley<br/>Georgia Hall<br/>Lucy Smith<br/>Head Teacher<br/>Sue Dawson (Advisor)</p> <p><b><u>Staff Discipline and Dismissals</u></b></p> <p>Vicki Stevens (VC)<br/>TBA<br/>TBA</p> <p><b><u>Staff Discipline &amp; Dismissal Appeals</u></b></p> <p>Shirley Croft (Chair)<br/>TBA<br/>TBA</p> <p><b><u>Headteacher's Performance Management</u></b></p> <p>Shirley Croft (Chair)<br/>TBA</p> | <p><b><u>Curriculum</u></b></p> <p>Shirley Croft (Chair)<br/>Rachel Burrage (VC)<br/>David Burrows<br/>Vicki Stevens<br/>Julia Deery<br/>Marie Saunders<br/>Lucy Lavender<br/>Gareth Mitchell</p> <p>Head Teacher<br/>Deputy Head (Advisor)<br/>Assistant Heads (Advisor)</p> <p><b><u>Pupil Discipline</u></b></p> <p>Shirley Croft (Chair)<br/>Rachel Burrage (VC)</p> <p><b><u>Pupil Discipline Appeals</u></b></p> <p>David Burrows (Chair)<br/>TBA<br/>TBA</p> | <p><b><u>Staff Pay</u></b></p> <p>David Burrows<br/>Shirley Croft<br/>Vicki Stevens</p> <p><b><u>Pay Appeals</u></b></p> <p>TBA<br/>TBA<br/>TBA</p> <p><b><u>Selection Panel for Heads &amp; Deputies</u></b></p> <p>TBA<br/>TBA<br/>TBA</p> |
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| <b>Name of Governor or Associate Member</b> | <b>Category of Governor &amp; Term of Office</b>                         | <b>Appointing Body</b> | <b>Membership of Committees</b>  | <b>Positions of Responsibility</b>   | <b>Relevant Business Interests that could present a conflict of interest (including whether a governor at another school)</b> | <b>Personal relationship (if any) with members of school staff eg spouse, partner, relative</b> |
|---|--|------------------------|--|--|---|---|
| David Burrows                               | Co-opted<br>4-year term of office<br>22/05/2022<br>Extended to 23/7/2024 | Governing Body         | <ul style="list-style-type: none"> <li>Finance, Premises &amp; Personnel</li> <li>CAPS</li> <li>Pay</li> </ul>   | <ul style="list-style-type: none"> <li>Vice Chair of Governors</li> <li>Health &amp; Safety</li> <li>Pupil Progress Assessment</li> <li>School Web-site</li> </ul>                       | None  | no  |
| Shirley Croft                               | Co-opted<br>4-year term of office<br>16/01/2026                          | Governing Body         | <ul style="list-style-type: none"> <li>Finance, Premises &amp; Personnel</li> <li>CAPS</li> <li>Headteacher's Performance Review</li> <li>Pay</li> </ul> | <ul style="list-style-type: none"> <li>Chair of Governors</li> <li>Safeguarding</li> <li>Governor training</li> <li>Parental complaints</li> <li>Careers</li> <li>Residential</li> </ul> | None  | No  |
| Georgia Hall                                | Co-opted<br>4-year term of office 16/3/2027                              | Governing Body         | <ul style="list-style-type: none"> <li>Finance, Premises and Personnel</li> </ul>  | <ul style="list-style-type: none"> <li>School Council</li> </ul>   | None  | No  |
| Lucy Lavender                               | Co-opted<br>4 year term of office<br>15/07/2025                          | Governing Body         | <ul style="list-style-type: none"> <li>CAPS</li> </ul>   | <ul style="list-style-type: none"> <li>Health and Safety</li> <li>Pupil and sports premium</li> </ul>  | None  | No  |
| Gareth Mitchell                             | Co-opted<br>4-year term of office<br>15/07/2025                          | Governing Body         | <ul style="list-style-type: none"> <li>CAPS</li> </ul>   | <ul style="list-style-type: none"> <li>Safeguarding</li> <li>Residential</li> </ul>  | None  | No  |

Rachel Burrage

|                |   |                   |  |  |                   |    |
|----------------|---|-------------------|--|--|-------------------|----|
| Rachel Burrage | Co-opted<br>4-year term of<br>office<br>16/12/2025    | Governing<br>Body | <ul style="list-style-type: none"> <li>• CAPS</li> </ul>   | <ul style="list-style-type: none"> <li>• Curriculum Development</li> <li>• School Council</li> <li>• Colourful Semantics, PECS, AAC</li> <li>• Learning walks</li> </ul> | None              | No |
| Julia Deery    | Co-opted<br>4 year term of<br>office<br>9/12/2025     | Governing<br>Body | <ul style="list-style-type: none"> <li>• CAPS</li> </ul>   | <ul style="list-style-type: none"> <li>• Staff wellbeing</li> <li>• Outstanding teaching</li> </ul>  | None              | No |
| Lucy Smith     | Parent<br>4 year term of<br>office<br>15/3/2026       | Governing<br>Body | <ul style="list-style-type: none"> <li>• CAPS</li> </ul>   | <ul style="list-style-type: none"> <li>• Learning walks</li> </ul>   | None              | No |
| Vicki Stevens  | Parent<br>4-year term of<br>office<br>22/03/2026      | Parents           | <ul style="list-style-type: none"> <li>• Finance, Premises &amp; Personnel</li> <li>• CAPS</li> <li>• Pay</li> </ul> | <ul style="list-style-type: none"> <li>• Cyber security</li> </ul>   | None              | No |
| Scott Bradley  | LA Governor<br>4 year term of<br>office<br>16/03/2027 | Governing<br>Body | <ul style="list-style-type: none"> <li>• Finance, Premises &amp; Personnel</li> </ul>                                | <ul style="list-style-type: none"> <li>• School Council</li> </ul>   | None              | No |
| Simon Wall     | Headteacher   | Local Authority   | <ul style="list-style-type: none"> <li>• Finance, Premises &amp; Personnel</li> <li>• CAPS</li> <li>• Pay</li> </ul> |  |                   | No |
| Marie Saunders | Staff<br>4-year term of<br>office<br>21/01/2026       | Staff             | <ul style="list-style-type: none"> <li>• CAPS</li> </ul>   | <ul style="list-style-type: none"> <li>• Mental Wealth</li> </ul>  | Teacher at school | No |

**Name**

| Name            | Type     | Term of Office | Autumn 2022 |        |      |      |     | Spring 2023 |     |      |     | Summer 2023 |      |      |     |
|-----------------|----------|----------------|-------------|--------|------|------|-----|-------------|-----|------|-----|-------------|------|------|-----|
|                 |          |                | FGBM 1      | FGBM 2 | FPP  | CAPS | Pay | FGBM        | FPP | CAPS | Pay | FGBM        | FPP  | CAPS | Pay |
| David Burrows   | Co-opted | 23/07/2024     | yes         | yes    | yes  | yes  | yes | yes         | yes | yes  | yes | yes         | yes  | yes  | yes |
| Shirley Croft   | Co-opted | 16/01/2026     | yes         | yes    | apol | yes  | yes | yes         | yes | yes  | yes | yes         | yes  | yes  | yes |
| Georgia Hall    | Co-opted | 16/03/2027     | n/a         | n/a    | n/a  | n/a  | n/a | yes         | obs | n/a  | n/a | yes         | yes  | n/a  | n/a |
| Lucy Lavender   | Co-opted | 15/07/2025     | yes         | yes    | n/a  | yes  | n/a | yes         | n/a | yes  | n/a | apol        | n/a  | apol | n/a |
| Gareth Mitchell | Co-opted | 15/07/2025     | yes         | yes    | n/a  | yes  | n/a | yes         | n/a | yes  | n/a | yes         | n/a  | yes  | n/a |
| Rachel Burrage  | Co-opted | 16/12/2025     | yes         | yes    | n/a  | yes  | n/a | yes         | n/a | yes  | n/a | yes         | n/a  | yes  | n/a |
| Vicki Stevens   | Parent   | 22/03/2026     | yes         | yes    | yes  | yes  | yes | yes         | yes | apol | yes | yes         | apol | apol | yes |
| Scott Bradley   | LA       | 16/03/2027     | n/a         | obs    | obs  | n/a  | n/a | yes         | obs | n/a  | n/a | yes         | apol | n/a  | n/a |
| Julia Deery     | Co-opted | 9/12/2025      | apol        | yes    | yes  | n/a  | n/a | yes         | n/a | obs  | n/a | apol        | n/a  | apol | n/a |
| Lucy Smith      | Parent   | 15/3/2026      | apol        | yes    | n/a  | n/a  | n/a | yes         | yes | n/a  | n/a | yes         | apol | n/a  | n/a |
| Simon Wall      | Staff/HT |                | yes         | yes    | yes  | yes  | yes | yes         | yes | yes  | yes | yes         | yes  | yes  | yes |
| Marie Saunders  | Staff    | 21/01/2026     | yes         | n/a    | n/a  | yes  | n/a | yes         | n/a | yes  | n/a | yes         | yes  | yes  | yes |
|                 |          |                |             |        |      |      |     |             |     |      |     |             |      |      |     |
| Emma Williamson | Observer |                | n/a         | n/a    | n/a  | yes  | n/a | yes         | n/a | yes  | n/a | n/a         | n/a  | apol | n/a |
| Katrina Eksen   | Observer |                | n/a         | n/a    | n/a  | yes  | n/a | n/a         | n/a | yes  | n/a | n/a         | n/a  | apol | n/a |
| Luke Frances    | Observer |                | yes         | yes    | n/a  | yes  | n/a | yes         | n/a | apol | n/a | yes         | n/a  | yes  | n/a |
| Sue Dawson      | Advisor  |                | n/a         | n/a    | yes  | n/a  | yes | yes         | yes | n/a  | yes | n/a         | yes  | n/a  | n/a |