

1. Introduction

On behalf of the Governing Body, I am pleased to present this annual report to parents and stakeholders. The report outlines our key activities, achievements, and focus areas for Bradfield Primary School over the past academic year.

2. School Context

Bradfield Primary School is a community primary school located in Bradfield, Essex. We currently have 118 pupils on roll, aged 4–11. The school remains committed to providing a safe, inclusive, and stimulating learning environment where every child can thrive and Be their Best.

3. School Vision and Values

Our vision is to inspire a love of learning, promote respect for one another, and nurture each child's unique potential. We continue to uphold our core values of Children First in everything we do:

Bradfield Values: CHILDREN FIRST	
Compassion	Fairness
Honesty	Innovation
Integrity	Responsibility
Loyalty	Social Purpose
Dignity	Trust
Respect	
Enthusiasm	
Nurture	

4. Governance Overview

The Governing Body has met regularly throughout the year, both as a full board and through committees covering key areas:

- Finance & Resources
- Teaching & Learning
- Safeguarding & Wellbeing
- Personnel & Staffing

We are responsible for holding the school leadership to account, overseeing financial performance, ensuring statutory responsibilities are met, and setting the strategic direction for the school.

Following the Government's requirement for all school governing bodies, the three core strategic functions of Bradfield Primary School's Governing Board are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders accountable for the educational performance of the organisation and its pupils; the effective and efficient performance management of staff;
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The Governing Board exists to ensure that Bradfield Primary School runs effectively. It is a strategic role (as opposed to operational) and it is the Governing Body's responsibility to manage the Headteacher's performance, who runs the school on a day-to-day basis.

Our Governing Board consists of dedicated individuals with a range of skills and experiences, who abide by the Nolan Principles, giving their time selflessly and generously. We were delighted to welcome another member of the village community to our Board this year. The structure, which was reconstituted in 2018, is as follows at July 2025:

- **Local Authority Governors (1):** Anja Newman
- **Co-opted Governors (6):** Peter Halliday, Francesca Halliday, Louise Thomas-Unger, Amanda Roper, Chris Sheridan, [one vacancy]
- **Parent Governor (2):** Sara Mullins, [one vacancy]
- **Staff Governors (2):** Maria Luck-Davies, Justine Hughes
- **Associate Members:** Emma Page, Stuart Hopwood

Positions held are as follows:

- **Chair of Governors:** Anja Newman
- **Vice-Chair of Governors:** Louise Thomas-Unger
- **Headteacher:** Maria Luck-Davies
- **Clerk to the Governors:** Laura Benns

Associate Members are appointed for particular skills they are able to contribute. We are constantly on the lookout for potential Governors, who have the skills, time and commitment required to join our board. If you are wondering whether this is for you, or for someone you know, please arrange an informal meeting with Anja Newman, Chair of Governors, via the school office or by email anewman@bradfield.essex.sch.uk.

Governor Attendance and Training

The full Governing Board meets at least twice a term; other committees and panels meet as required to carry out the responsibilities delegated to them by the Governing Board, e.g. Safeguarding, SEND, Health and Safety, Well-being). All our full Governors are automatically part of all main Committees, with other panels and boards formed as required out of available Governors. Our meetings this year were planned as follows:

- Full Governing Board – Resources (termly)
- Full Governing Board - Curriculum (termly)
- Standards Meetings – (termly)
- Governor Development/Planning (2-3 session per year, as required)

In addition, the following panels and committees met as required, made up of different groups of Governors:

- Pay Committee - meets three times per year
- Headteacher's Performance Management Panel – meets at least twice per year
- Clerk's Performance Management Panel – meets once per year
- Extraordinary Full Governing Body meetings – met twice this year

Details relating to Governors, terms of office, attendance and business interests can be found on the school website: bradfieldprimary.co.uk.

Attendance Record

A record is kept of Governors' attendance at meetings. Full Governing Body meetings must be quorate to ensure decisions can be made. Meetings are planned well in advance to maximise good attendance resulting in all meetings during 2024-25 being quorate with no cancellations required. FGB meetings tend to be Face2Face, with Working Groups/sub-committees successfully run on MStTeams if required. Hybrid meetings have also been successfully trialled in the last year.

Governor	Category	FGB
Amanda Roper	Co-opted	4/9
Anja Newman (Chair of Governors)	Local Authority	9/9
Chris Sheridan (elected Jan 2025)	Co-opted	7/7
Emma Page	Associate	7/9
Francesca Halliday	Co-opted	7/9
Justine Hughes	Staff	5/9
Louise Thomas-Unger (Vice Chair)	Co-opted	8/9
Maria Luck-Davies (Headteacher)	Staff	9/9
Peter Halliday	Co-opted	8/9
Sara Mullins	Parent	6/9
Stuart Hopwood	Associate	0/9

Other Panels or sub-committees include: Pay, Headteacher's Performance Management, Standards, Future Budgeting, Clerks Performance Management

Training and Development

The Governing Board conducts an annual skills audit to ensure that it has people with the skills to discharge its responsibilities effectively. We are committed to developing effective governors and this year continued to subscribe to the National Governance Association with its online training modules. In addition to statutory training such as Safeguarding and Child Protection, Governors take responsibility for their learning; training is monitored to ensure each governor remains up-to-date with developments in education and relevant governance issues.

All governors have engaged in ongoing professional development. Key training sessions attended this year, in addition to each Governor's personal training, include:

- Safeguarding and Child Protection
- Termly Essex County Council Governor Briefings & Safeguarding Briefings
- National Governance Association Learning Link core modules

5. Key Achievements 2024–2025

Academic Standards:

- Pupils have made good progress in core subjects across all age ranges. Reading remains a strength of the school, which is key to enabling children to access other learning.
- Our KS2 Reading/Writing/Maths results are above the national average, rewarding the hard work of pupils and teachers.
- Early Years pupils have achieved well over national average for Good Level of Development (98th percentile). Well done to pupils, teachers and thank you for your support from home to help the children reach their targets.
- School attendance remains high at 97%, above county and national average. Thank you to families for supporting your children to come to school every day.

Curriculum & Enrichment:

Our curriculum is broad, balanced, and inclusive, designed to meet the needs of all pupils. Key developments this year include:

- Introducing and embedding of a new curriculum, reflecting changing needs of the school (details on the school website)
- Many successful school trips, culture and sports events, giving the big school experience in our small school.
- Ongoing focus on literacy skills across all year groups with improved vocabulary and oral language skills

Inclusion & Wellbeing:

- Enhanced pastoral support and mental health provision.
- Ongoing staff training on SEND and safeguarding.
- Reinforced well-being support for all pupils
- Regular monitoring of staff well-being to identify and address concerns.
- Professional development for staff on Trauma Perceptive Practice

Premises & Resources:

- Tree surgery
- New fence
- Improvements to outdoor play areas.
- Upgraded IT resources in classrooms.
- Bloom Nursery due to open on site in September 2025

6. Financial Management

The Governing Body continues to oversee the school's budget to ensure resources are used effectively. Despite on-going funding challenges, the school remains in a secure financial position. Key spending priorities have included:

- Staff training and development
- Learning resources
- Premises maintenance

7. Safeguarding

Safeguarding remains our highest priority. Regular training and audits have ensured robust procedures are in place. The Safeguarding Governor meets regularly with the Designated Safeguarding Lead (DSL) to review policies and practices. The safeguarding of our pupils is paramount. This year, we have again:

- Conducted a thorough review of our safeguarding policies and procedures.
- Provided comprehensive safeguarding training for all staff and governors.
- Strengthened our partnership with local child protection agencies.

8. Community Engagement

We are proud of our strong links with parents and the wider community:

- Active Parent-Teacher Association (FOBS – Friends of Bradfield School) fundraising.
- Frequent opportunities for parental/carer involvement in school life by hosting events in school for various parts of the wider school community (e.g. Dad's Day, Mothers Day assemblies, Grandparent's tea party)
- Half-termly Parent's Forums
- Inviting the community to fetes and fayres
- Partnerships with local organisations (e.g. St Lawrence Church, My Blue Pass)

9. Priorities for 2025–2026

Looking ahead, our key priorities include:

- Continuing to raise academic standards and close achievement gaps where they are identified.
- Further enhancing our well-being and mental health support.
- Strengthening our financial position through efficient resource management.

10. Thanks and Acknowledgements

The Governing Body extends sincere thanks to our dedicated staff, pupils, parents, and the wider community for their support and commitment. Together, we will continue to help every child at Bradfield Primary School Be Their Best.

For any questions about this report or the work of the Governing Body, please contact:

Anja Newman, Chair of Governors, via the school office or by email anewman@bradfield.essex.sch.uk.
