



Emneth Nursery School – Annual Governance Statement 2025-26

1. Board of Governors

Governor	Parent Coopted	Current term appointed	Current term expires
Karen Archibald	Parent – Vice Chair	31 Jan 2026	30 Jan 2030
Melissa Bancroft-Turner	Co-opted – Local Authority	4 Oct 2023	3 Oct 2027
Francine Finnis	Co-opted - Chair	7 May 2026	6 May 2030
Andy Heighton	Co-opted	16 May 2025	15 Oct 2029
Claire Hooker	Headteacher	N/A	NA
Josh Peel	Staff	7 Dec 2025	6 Dec 2029
Karen Reilly	Co-opted – Vice Chair	27 Mar 2023	26 Mar 2027
Hannah Welcher	Parent	2 Jun 2026	1 Jun 2030
Elizabeth Radbourne (resigned)	Co-opted	3 Jul 2025	20 Mar 2026
Fiona Gregory-Wood	Co-opted	9 Jul 2026	14 May 2030

The Board of Governors maintains a skills matrix which demonstrates the diverse skills held by the Board of Governors. This document informs any appointments to ensure the Board of Governors maintain the skills required to be effective. Current Governor details can be found within the Governor Profile.

2. Clerk to Governors

During the academic year of 2025-2026 the governing board was supported by Philippa Sewell and Stella Kaye whilst a permanent clerking position was recruited for by the Governing Services of County Hall, Martineau Lane, Norwich, NR1 2DH; contact number 01603217751.

3. Named Governors

Governors are assigned specific roles and responsibilities aligning their skill set supporting the Nursery School. Some governors received specific training to be able to carry out their functions effectively.

Named Governor	2025-2026
Administration of medicines/ first aid	Hannah Welcher
Admissions and accessibility	Hannah Welcher
Attendance	Karen Reilly
Behaviour, force & restraint	Melissa Bancroft-Turner
Complaints	Melissa Bancroft-Turner
Data	Josh Peel



Employee discipline and conduct	Melissa Bancroft-Turner
Equal opportunity	Hannah Welcher
EYFS	Karen Archibald
Finance	Francine Finnis
GDPR	Karen Archibald
Grievance, Send and inclusion	Melissa Bancroft-Turner
Health and Safety	Andy Heighton
Looked after children	Karen Archibald
Monitoring and policy schedule	Claire Hooker
Online safety	Karen Archibald
Premises Management and risk assessments	Francine Finnis
Safeguarding (incl lost child, domestic abuse and whistleblowing)	Karen Reilly
Safer recruitment	Karen Archibald
Staff and teacher management and pay	Claire Hooker
Staff Liaison and wellbeing	Karen Reilly
Stakeholder engagement	Claire Hooker/ Josh Peel
Sustainability	Andy Heighton
Training	Francine Finnis
Website compliance	Karen Archibald
Workplace discrimination, bullying and harassment	Melissa Bancroft-Turner

4. Attendance

Governor	Number of board meetings attended (6 per year)	Number of Monitoring Sessions (min 1 per year)
Karen Archibald	5/6 (83%)	1
Melissa Bancroft-Turner	5/6 (83%)	1
Francine Finnis	6/6 (100%)	5
Andy Heighton	6/6 (100%)	3
Claire Hooker	6/6 (100%)	3
Josh Peel	6/6 (100%)	2
Karen Reilly	5/6 (83%)	6
Hannah Welcher	5/6 (83%)	1
Elizabeth Radbourne (resigned)	2/3 (66%)	0
Fiona Gregory-Wood	N/A	N/A

5. Training undertaken by Governors Sept 2025 – Aug 2026



During the academic year Governors have attended training sessions run by Norfolk Governance Services, training sessions held on-line and e-learning modules. When considering the skills and training Governors require, particular attention is given to three core strategic functions of the Board of Governors:

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

List of completed training taken from GovernorHub:

Ofsted for Governors

Pathological Demand Avoidance Training - National College

Effective Budget Monitoring (Part 1): Staff Monitoring

Effective Budget Monitoring (Part 2): The Budget Cycle for Norfolk LA Schools

Administering Department Codes

Achieving Value for Money (Part 1): Exploring Value for Money

Achieving Value for Money (Part 2): A Strategic Approach to Value for Money

Achieving Value for Money (Part 3): The Procurement Cycle

Cyber security for governors/trustees

Writing framework implementation in Early Years

Improving attendance - DfE/Governor hub training

Safeguarding for governance

UK GDPR and data protection for governance

Effective Complaints Management in Schools

Female genital mutilation (FGM)

Attendance - The Governance Role

Workload & Wellbeing

Cyber Security Awareness Session for UK School Governors / Senior Leaders

The Prevent duty

Health and safety link governor

Induction for maintained school governors

Anaphylaxis & Allergy Training for Schools

Behavior Strategies & Toolbox



Norfolk STEPS (In house)

Slips, Trips & Falls in Education

Online Safety

Equality and Diversity Awareness

Safeguarding & Prevent

Artificial Intelligence (AI) Training

Tier 1 Mentor Training

Tier 2 Mentor Training

Tier 3 Mentor Training

Reggio Inspired Global Showcase Event

Sustainability and Climate Training

6. Chair Statement

The governing body of Emneth Nursery School & Day-Care provides effective strategic oversight and has ensured substantial progress across all key priorities during 2025-26.

School Improvement: The school has successfully delivered its four strategic goals: Video Enhanced Reflective Practice (VERP) has demonstrably improved staff confidence and interaction quality; a comprehensive Sustainability and Climate Action Plan achieved Bronze Green Tree School Award recognition and is embedded across operations and curriculum; AI tools have reduced staff workload and enabled enhanced learning experiences; and governor induction processes are working effectively with minor refinements identified.

School Dog Integration: The governing body has ensured robust safeguarding through documented training, health checks, insurance verification, and structured introduction protocols. Governor monitoring on 19 June 2026 confirmed all safety and welfare requirements are met, with ongoing oversight established.

Financial Management: The school demonstrates strong financial health with a projected surplus for 2026-27 and healthy reserves exceeding half the budget share. Independent assessment rated financial performance as A2, confirming sustainable planning and effective governance oversight. Minor improvements required in Local Authority return accuracy and completion of finance training refreshers for leadership and governors.

The governing body maintains effective strategic direction, robust monitoring frameworks, and strong commitment to continuous improvement. Further detail is available in meeting minutes and supporting documentation upon request.