

## St. Joseph's Catholic Primary School



### Annual Governance Statement September 2019

#### **Purpose of this Governance Statement**

This governance statement has been prepared and published by the Governing Body of St. Joseph's Catholic Primary School (hereafter referred to as the Governing Body) in compliance with our duty to report on the ways in which we have fulfilled our obligations and responsibilities relating to (i) our overarching duty to conduct the school in accordance with its Catholic character and (ii) our core functions (which are explained below) during the 2018-19 academic year.

A list of serving governors is set out at **Appendix 1**.

#### **Role of the Governing Body**

As the Governing Body of a Catholic school, our overarching responsibility lies in ensuring that the School is conducted in accordance with its Catholic character at all times, and this overriding duty (which is also a legal duty) permeates everything that we do. Further, in accordance with our legal obligations, the Governing Body endeavours to operate at a strategic level leaving the head teacher and senior school leaders responsible and accountable to us for the operational day-to-day running of the School. It is by achieving these aims that we can be sure that our School has effective governance.

The three core functions of the Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the head teacher to account for the educational performance of the School and its pupils, and for the internal organisation, management and control of the School, including performance management of staff; and
3. Overseeing the financial performance of the School and making sure its money is well spent.

As an integral part of the vision for the holistic formation of children and young people Canon law (Church law) also requires that Catholic schools (which includes academies) are "...at least as academically distinguished as that in the other schools of the area" (806§2) and the Governing Body are mindful of this requirement in all that we do.

#### **Scope of Governing Body's Responsibilities**

The Governing Body acknowledges that we have overall responsibility for ensuring that St. Joseph's Catholic Primary School has an effective and appropriate system of control, financial and otherwise. However, such a system is designed to manage rather than eliminate the risk of failure to achieve our objectives, and can provide only a reasonable (as opposed to absolute) assurance against material misstatement or loss.

The Governing Body has delegated the day-to-day responsibility to the head teacher for ensuring financial controls conform with the requirements of both propriety and good financial management.

## **Governance Arrangements**

### **Composition of the Governing Body**

The Governing Body is made up of 7 Foundation Governors (including the head teacher) †, 2 Staff Governors, 2 Parent Governor(s), 1 Local Authority Governor(s) and 0 Co-opted Governor(s)\*.

† Foundation Governors are appointed by the Bishop of the Diocese in which the School is situated. The Bishop not only appoints his Foundation Governors because of their particular skills, but, more importantly, for the strict purpose of ensuring, on his behalf, the Catholic character of the School. Foundation Governors are also under important legal duties to preserve and develop the School's Catholic character. In order to ensure that the School's Catholic character is protected and that it is being conducted in accordance with the tenets of its Catholic designation, Governing Bodies of Catholic schools and academies must always have a majority of Foundation Governors.

The Diocesan Bishop is Canonically responsible for his schools and academies. He ensures that the Catholic ethos of the school/academy is maintained, particularly through the appointment of Foundation Governors, but also through overseeing the appointment of members of staff and through Diocesan inspection, in order to ensure that the school/academy is fulfilling the objects cited in its Instrument of Government/Articles of Association and the trust deed under which the school/academy was established.

\* 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/academy. Governing Body with Co-opted Governors are required to note the number of the Co-opted Governors who are parents, staff members and/or members of the local community, including, stating profession/experience e.g. teacher at the local secondary school and the proprietor of [X] pre-school.

### **Governing Body's work this year and Governors attendance at full Governing Body meetings**

The governing body has a range of duties and powers and a general responsibility for the conduct of the school. The work undertaken by the Governing Body as a whole has included promoting high standards of educational achievement for all pupils, including setting targets for pupil achievement, managing the school's finances, appointing staff, reviewing staff performance and pay and making sure the curriculum is balanced and broadly based in line with DfE guidelines.

#### **Items that have to be dealt with by the whole governing body:**

- Appointing a head teacher or deputy
- Appointment or removal of the chair or vice-chair
- Appointing co-opted governors
- Appointing the clerk
- Approving the annual budget
- Consulting on an admissions policy (foundation and voluntary aided schools only)
- Delegating functions to committees or individuals
- Drawing up or amending the instrument of government
- Drawing up the sex and relationships education policy
- Ensuring balanced treatment of political issues
- Establishment of committees
- Fixing dates of governing body meetings
- Framing the behavior and discipline policy
- Making arrangements for religious worship (foundation schools with religious character and voluntary schools only)
- Publishing proposals to change category of school

- Regulating governing body procedures
- Removing co-opted governors
- Removing the chair or vice-chair
- Reviewing annually the terms of reference of committees and selection panels
- Setting charging and remissions policy
- Setting dates of school terms (foundation and voluntary aided schools only)
- Setting times of school sessions
- Suspension of governors

### **Review of Committees and Delegation**

The governing body must review the establishment, terms of reference, constitution and membership of any committee annually. In addition, the governing body must review the delegation of functions to committees and individuals annually.

The full Governing Body has met 4 times during the year.

We have not cancelled a Governing Body meeting because it was not "quorate" (the number of Governors needed to ensure that legal decisions can be made).

Overall Governors have excellent attendance at Governing Body meetings.

Where there has been poor attendance by a Governor/Governors, the School may wish to provide a brief explanation for such poor attendance (being careful not to breach any duties of confidentiality owed to the Governors(s) concerned).

Individual Governors' attendance during the year at Governing Body meetings can be found at **Appendix 2**.

### **Committees work this year and Governors attendance at Committee meetings**

At St. Joseph's Catholic Primary School, we have a Finance and Personnel Committee (incl. a Pay and Performance Committee), Premises (incl. Health and Safety) Committee, Curriculum Committee and Admissions Committee.

#### **FINANCE and PERSONNEL COMMITTEE:**

- In consultation with the Head teacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service level agreements
- To enter into contracts and to be informed of contracts entered into and consider process for award of contracts
- To make decisions on expenditure following recommendations from other committees
- To prepare financial statements for inclusion in the governing body reporting
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Head teacher
- In the light of the Head teacher Performance Management and Pay recommendations, to determine whether sufficient funds are available for increments

## **PERSONNEL**

- To draft and keep under review the staffing structure in consultation with the Head teacher
- To establish disciplinary/capability procedures and recommend to the whole governing body for approval; review procedures and to recommend changes
- To develop, on an annual basis, the staff complement and appointment process within which the head may make appointments during the year
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To monitor the school's selection and recruitment process and make recommendations for changes to the head, as appropriate
- To establish and review a Performance Management (Appraisal) policy for all staff\*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure
- To consider any appeal against a decision on pay grading or pay awards

### **Policies which could come under the Finance and Personnel Committee remit**

Charging and Remissions (Statutory Policy)

Lettings (Statutory Policy)

Payment of Governors' Allowances (Statutory Policy)

Staff Pay (Recommended Policy)

Performance Management/Appraisal (Statutory Policy)

Staff Discipline (Statutory Policy)

Recruitment and Retention (Additional Policy)

### **PREMISES/HEALTH & SAFETY COMMITTEE:**

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To develop a strategy for buildings maintenance (including budgeting for repairs etc)
- Develop and review the Asset Management Plans and receive reports from the Head teacher on the Condition and Suitability surveys
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Head teacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To receive termly reports on health and safety issues
- To develop and review the school's letting policy and recommend changes to the whole governing body
- To ensure that Buildings insurance is arranged and that cover is adequate
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan

### **Policies which could come under the Premises Committee remit**

Health and Safety (Statutory Policy)

## **CURRICULUM COMMITTEE:**

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To develop and review curriculum policies (including Sex and Relationships Education, Drugs Education, RE, Collective Worship and Special Educational Needs). Where appropriate, to make recommendations for changes to the Governing Body.
- To consider the school's achievements (including pupil attainment on an annual basis) and make recommendations to the Governing Body regarding targets
- To develop and review the school's behaviour and discipline policy and make recommendations for changes to the whole governing body
- To recommend to the governing body the times of school sessions and the dates of school terms and holidays
- To develop and review home-school agreements
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEND, English, Mathematics. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named coordinator

### **Policies which could come under the Curriculum Committee remit**

Careers Education and Information (Statutory Policy)

Complaints against the Curriculum (Statutory Policy)

Curriculum (Statutory Policy)

School Session Times (Statutory Policy)

Sex and Relationships Education (Statutory Policy)

Special Educational Needs and Disability (Statutory Policy)

Assessment, Recording and Reporting, including target setting (Additional Policy)

Collective Worship (Additional Policy)

Drugs (Additional Policy)

Teaching and Learning (Additional Policy)

Individual Governors' attendance during the year at Committee meetings can be found at **Appendix 3**.

### **Governors' Future Plans for the School**

At St. Joseph's Catholic Primary School the future plans for the Governors continue to be to provide a clear strategic direction for the primary school so that consistency of pedagogy and practice is embedded (year 3 of amalgamation).

### **Minutes of Governing Body and Committee meetings**

Minutes of Governing Body and Committee meetings are public documents and may be obtained on request from the school if you would like to see a copy of the minutes.

### **Review of Value for Money**

The Governing Body has used its resources to provide good value for money during the academic year and has assessed where value for money can be improved including the use of benchmarking data where available. The Governing Body has delivered (improved) value for money during the year through collaboration and sharing of best practice as part of the St. Alban Catholic Schools' Partnership – Bursar's Group in particular and use of the Church Market Place for best value procurement and purchasing.

## The Risk and Control Framework

The School's system of internal financial control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability, where appropriate. In particular it includes: –

- Comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the Governing Body;
- Regular reviews by the (Finance and Personnel Committee) of reports which indicate financial performance against the forecast and of major purchase plans, capital works and expenditure programmes;
- Setting targets to measure financial and other performance;
- Clearly defined purchasing (asset purchase or capital investment) guidelines;
- Delegation of authority and segregation of duties;
- Identification and management of risks.

## Capacity to handle risk

The Governing Body regularly reviews the key risks to which the School is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks.

## Review of effectiveness

The Governing Body has responsibility for reviewing the effectiveness of the systems in place in the School to identify and manage risk and plan to address any weaknesses (if relevant) and ensure continuous improvement of the system is in place.

## How to contact the Governing Body

We always welcome suggestions, feedback and ideas from parents, carers and the wider school community – please contact the Chair of Governors, Mrs Lena Cole, c/o the school office on 01582 572964, [admin@stjosephs.primaryluton.co.uk](mailto:admin@stjosephs.primaryluton.co.uk) or contact address. Gardenia Avenue, Luton, LU3 2NS.

This governance statement is approved by order of the members of the Governing Body on 11 September 2019 and signed on its behalf by:

[SIGNED]

*L Cole*

Mrs Lena Cole  
Governor

[SIGNED]

*M Murphy*

Mrs Maureen Murphy  
Head teacher

## Appendix 1

### Governing body of St. Joseph's Catholic Primary School

#### List of serving governors 2018-19

Governor details	Category of Governor	Term of office expiry date
Mrs Lena Cole	Chair Foundation Chair of Pay & Performance	19/12/23
Mr Andy McCann	Vice-Chair Foundation Chair of Premises Committee	January 2019
Mrs Jacqueline Lee	Head teacher Foundation	
Father John McArdle	Foundation	31/08/23
Mrs Siobhan Hewison	Foundation	05/12/20
Mrs Claire Walters	Foundation	30/11/20
Mrs Cristelle Ellis	Foundation Chair of Curriculum Committee	04/12/20
Mrs Nazia Ahmed	Elected Parent	01/09/19
Mrs Iwona Sudarowska	Elected Parent	08/03/20
Mrs Maureen Murphy	Staff Governor	31/08/19
Mrs Maria Stevenson	Staff Governor Chair of Finance & Personnel	31/08/19
Vacancy	LCO	
Mrs Grainne Bean	Clerk	-

\* St Joseph's Catholic Primary School Governing Body reconstituted January 2015 following amalgamation of St, Joseph's Infant and Junior Schools.

## Appendix 2

### Governing body of St. Joseph's Catholic Primary School Governor attendance at Governing Body meetings for 2018-19

<b>Governor</b>	<b>Full Governing Body meetings attended plus Extra-ordinary</b>	<b>Out of a possible</b>
Mrs Lena Cole	5	5
Mr Andy McCann	5	5
Mrs Jacqueline Lee	0	5
Father John McArdle	5	5
Mrs Siobhan Hewison	5	5
Mrs Cristelle Ellis	4	5
Mrs Iwona Sudarowska	4	5
Mrs Nazia Ahmed	5	5
Mrs Claire Walters	4	5
Mrs Maureen Murphy	5	5
Mrs Maria Stevenson	5	5
Mrs Grainne Bean Clerk	5	5



### Appendix 3

#### Governing body of St. Joseph's Catholic Primary School

#### Governor attendance at Committee meetings for 2018-19

<b>Finance and Personnel Committee</b>		
<b>Governor</b>	<b>Committee meetings attended</b>	<b>Out of a possible</b>
Mrs Maria Stevenson Chair of F&P, Staff Governor	3	3
Mrs Jacqueline Lee Head teacher, Foundation <i>Due to ill health Mrs Lee was unable to attend meetings therefore Mrs Maureen Murphy represented Mrs Lee as Acting Head teacher</i>	0	3
Mrs Maureen Murphy Acting Head teacher	3	3
Mrs Clare Walters Foundation Governor	1	3
Mrs Siobhan Hewison Foundation Governor	2	3

<b>Premises Committee</b>		
<b>Governor</b>	<b>Committee meetings attended</b>	<b>Out of a possible</b>
Mr Andy McCann Vice-Chair of GB, Chair of Premises, Foundation Governor	2	3
Fr John McArdle Foundation Governor	2	3
Mrs Jacqueline Lee Head teacher, Foundation <i>Due to ill health Mrs Lee was unable to attend meetings therefore Mrs Maureen Murphy represented Mrs Lee as Acting Head teacher</i>	0	3
Mrs Maureen Murphy Acting Head teacher	3	3
Mrs Lena Cole Foundation Governor	3	3
Mrs Iwona Sudaraowka Elected Parent Governor	2	3

<b>Curriculum Committee</b>		
<b>Governor</b>	<b>Committee meetings attended</b>	<b>Out of a possible</b>
Mrs Nazia Ahmed Chair of Curriculum Elected Parent Governor	2	3
Mrs Jacqueline Lee Head teacher, Foundation <i>Due to ill health Mrs Lee was unable to attend meetings therefore Mrs Maureen Murphy represented Mrs Lee as Acting Head teacher</i>	0	3
Mrs Maureen Murphy Acting Head teacher	3	3
Mrs Cristelle Ellis Foundation Governor	3	3

<b>Admissions Committee</b>		
<b>Governor</b>	<b>Committee meetings attended</b>	<b>Out of a possible</b>
Mrs Jacqueline Lee Head teacher, Foundation <i>Due to ill health Mrs Lee was unable to attend meetings therefore Mrs Maureen Murphy represented Mrs Lee as Acting Head teacher</i>	0	2
Mrs Maureen Murphy Acting Head teacher	2	2
Mrs Cristelle Ellis Foundation Governor	2	2
Mrs Nazia Ahmed Elected Parent Governor	2	2

<b>Pay and Performance Committee</b>		
<b>Governor</b>	<b>Committee meetings attended</b>	<b>Out of a possible</b>
Mrs Lena Cole Chair of Governors, Foundation Governor	2	2
Mr Andy McCann Vice-Chair of GB, Chair of Premises, Foundation Governor	2	2
Mrs Nazia Ahmed, Chair of Curriculum Committee, Elected Parent Governor	2	2
Mrs Jacqueline Lee Head teacher, Foundation <i>Due to ill health Mrs Lee was unable to attend meetings therefore Mrs Maureen Murphy represented Mrs Lee as Acting Head teacher</i>	0	2
Mrs Maureen Murphy Acting Head teacher	2	2