



Annual Governance Statement

St Gerard's Catholic Primary School

Purpose of this Governance Statement

This governance statement has been prepared and published by the Governing Body of St Gerard's 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 headteacher 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.

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" 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 Gerard's 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 headteacher for ensuring financial controls conform with the requirements of both propriety and good financial management.

**Annual Governance Statement 2018/2019 for the
Governing Body of
St Gerard's Catholic Primary School**

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of St Gerard's Catholic Primary 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.**

Governance arrangements

The Governing Body of St Gerard's Catholic Primary School is made up of: 8 Foundation Governors; 2 Parent Governors; 1 LA Governor, 1 Staff Governor; 1 Head Teacher Governor; 1 Co-opted Governor

The Governing Body has a programme of meetings throughout the school year, and a committee structure that focuses on specific areas of governance.

The Full Governing Body meets at least once each term; we also have committees to consider different aspects of the school in detail. These committees are:

Finance/Staffing Committee

Premises/Health & Safety Committee

Standards/Curriculum/Pupil Welfare Committee

Admissions Committee

Attendance record of governors

A record is kept by the clerk to the Governing Body of governors' attendance at meetings, details of attendance can be found on page 3-4

Meetings need to be 'quorate' to ensure that decisions can be made.

(If governors have been unable to attend meetings but have contributed to the work of the Governing Body you may wish to include these other contributions)

The work we have done on our committees and in the Governing Body meetings

- School budget monitoring/ Financial management
- Pupil Premium /Sports Premium fund monitoring
- Review and update of Statutory Policies
- Review and update of School Policies & Procedures
- CES Annual Self-Evaluation of the Governing Body
- Attended Academy Information Meetings. Reviewed and discussed findings with full Governing Body.
- Monitoring of Safeguarding audit and procedures.
- Pupil attainment and progress
- Monitoring activities
- Staffing
- Admissions and Appeals

Appendix 1

How to contact your Governing Body		
<i>Information about the School's Governing Body is available on the governors' page of the school's website. Miss Dunsford the Chair of Governors can be contacted through the school office.</i>		
<u>St Gerard's School Governing Body – membership</u>		
Governor	Category	Term of office expiry date
Miss M Dunsford	Foundation Chair	27/10/2022
Mrs M McConnell	Foundation Vice Chair	27/09/2021
Miss B Peel	Foundation	23/01/2021
Mr D Ryan	Foundation	12/07/2019
Mrs M Martin	Foundation	07/10/2023
Mrs C Sellman	Foundation	23/10/2022
Miss F Bonham	Foundation	21/11/2022
Mrs A Nicholls	Co-opted	08/02/2023
Mrs A Martin	Staff	03/10/2022
Mrs A Gondolne -Mantler	Parent	31/03/2023
Mrs O James	LA	09/07/2022
Mrs C Buck	Headteacher	
Mrs E Kissun	Clerk	
<u>St Gerard's School Governors' Attendance record for (Autmn 18 – Summer 19) (x out of y attended</u>		
Governor	FGB meetings - x out of y attended	Committee meetings - x out of y attended
Miss M Dunsford	5 of 5	4 of 4 Finance /Staffing 1 of 1 Health & Safety
Mrs M McConnell	5 of 5	4 of 4 Finance/Staffing 3 of 3 Standards/Curriculum/Pupil Welfare
Miss B Peel	4 of 5	3 of 4 Finance/Staffing
Mr D Ryan	0 of 5	2 of 4 Finance /Staffing
Mrs M Martin	5 of 5	2 of 3 Standards/Curriculum/Pupil Welfare

Mrs C Sellman	5 of 5	3 of 3 Standards/Curriculum/Pupil Welfare
Miss F Bonham	4 of 4	2 of 2 Standards/Curriculum/Pupil Welfare
Mrs A Nicholls	5 of 5	4 of 4 Finance /Staffing 1 of 1 Health & Safety 2 of 2 Admissions
Mrs A Martin	5 of 5	3 of 3 Standards/Curriculum/Pupil Welfare 1 of 1 Health & Safety 2 of 2 Admissions
Mrs A Gondolne - Mantler	4 of 4	1 of 1 Standards/Curriculum/Pupil Welfare
Mrs O James	4 of 5	0 of 3 Finance/Staffing
Mrs C Buck	4 of 4	4 of 4 Finance/Staffing 3 of 3 Standards/Curriculum/Pupil Welfare 1 of 1 Health & Safety 2 of 2 Admissions

Governors' Future Plans for the School

The School Development Plan has the following objectives for continuous improvement:

- 1) **To promote the Mission Statement by developing and enhancing the Catholic life and ethos of the school. This is supported by:**
 - Ensuring a clear focus on values, relationships and personal development to improve achievement, attainment and wellbeing of all children in accordance with Christian values.
 - Continuously reviewing, adapting and improving the RE Curriculum, teaching and learning.
 - By developing the Catholic character of the school.
- 2) **To further improve achievement and personal development by creating a broad, balanced and engaging curriculum which allows outstanding progress; and ensuring the professional development of teaching staff to enable outstanding learning. This is supported by:**
 - Planning and delivering a creative and flexible curriculum structured appropriately to match the personal, social, spiritual, moral, intellectual and future needs of learners.
 - Continuously reviewing, adapting and improving this curriculum.
 - Developing reflective practice to ensure teaching over time is at least 'Good' or better.
- 3) **To further improve achievement and personal development for all by building leadership capacity. This is supported by:**
 - Developing distributive leadership to further support the head teacher.
 - Developing the processes of monitoring and evaluation to ensure teaching provision is at least 'Good' or better.
 - Promoting engagement and collaboration with families and the wider community.
- 4) **To further improve achievement and personal development for all by maintaining and improving Safeguarding, Wellbeing and Inclusion. This is supported by:**
 - Completing the annual Safeguarding Audit and implementing the action plan.
 - Implementing the Special Educational Needs (SEN) annual action plan.
 - Working in partnership with families and external agencies.
- 5) **To further improve achievement and personal development by enhancing the learning environment. This is supported by:**
 - Ensuring physical resources are sufficient to maximise learning.
 - Ensuring human resources are sufficient to maximise learning.
 - Ensuring the planning and practice of teaching and learning make the best use of our physical and human resources.

Minutes of Governing Body and Committee meetings

Minutes of Governing Body and Committee meetings are public documents - you can ask at the school office if you would like to see a copy of the minutes.