



## **Annual Governance Statement**

### **St Edmund's Catholic Primary School & Nursery**

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

This governance statement has been prepared and published by the Governing Body of St Edmund's Catholic Primary School & Nursery (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.

The three core functions of the 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, 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 Edmund's 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.

## **Governance Arrangements**

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

The Governing Body is made up of 8 Foundation Governors, 2 Staff Governors (including the headteacher), 3 Parent Governors, 1 Local Authority Governor and 3 Co-opted Governors\*.

† 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. On our Governing Body 1 is a staff member and the remaining 2 are members of the local community who have significant experience with school admissions.

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

The full Governing Body has met 5 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 good attendance at Governing Body meetings.

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 Edmund's we have:

**Resources Committee**, which focusses on finance & premises; this year we have continued to focus on achieving as much as possible with our budget and ensuring that the progress and attainment of the children is unaffected by budget restrictions, as well as monitoring the workload & well-being of everyone in our community. We continue to monitor health & safety aspects of our school building and school life, and we have monitored the impact of our new IT contract and provision. We have also looked at asking for additional parental contributions to assist with the funding of classroom materials.

**Curriculum & Achievement Committee** which focusses on the progress & attainment of the children and how our school provides a broad & balanced curriculum; this year we have been focusing on the new initiatives in school beginning with 'Thinking Maps' and how this new skill is impacting classroom learning

of all year groups. We have also been paying close attention to the progress of our SEND children and those in receipt of the PPG, and hearing about the strategies being implemented by the new Inclusion Lead.

**Pay and Personnel Committee** which oversees the staff and salary structure of our school; each year we meet to discuss anonymized staff performance in relation to the progress & attainment of the children, and to ensure that pay awards are in line with performance management decisions.

**Admissions Committee** School manages the administration of school admissions. The Admissions Committee has only needed to meet twice in order to oversee the categorization of nursery & reception applicants. We have monitored the number of applicants to both our nursery and reception classes as this is a very rapidly changing picture.

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

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

The governing Body of St Edmund's will have the following focusses for the school year 2019/20:

- Continue to focus on the progress of PPG & SEND children to help them achieve the same levels of progress as non-PPG/SEND children;
- Continue to focus on the school budget and to make cost savings where possible;
- Continue to focus on school marketing to attract as many applicants as possible for our nursery and reception.

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

Minutes of Governing Body and Committee meetings are public documents - you can either find them on the Governors' page of our school website or you can ask the clerk to the Governing Body, Gaynor Nicholl, 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 by:

- IT investment – whilst a significant investment, the governing body are really pleased with the impact the new IT hardware, infrastructure and resources have had on teaching, learning and school life, as reported back and evidenced to us by senior leaders, class teachers, and pupils.
- Reduced spending on stationary for new school year and a focus on ensuring all books are used until finished rather than replacing.
- Reduced stationary spending which has been a whole school effort and significant savings have been noted
- A new oven for the kitchen to replace existing one which is at the end of its life. The GB decided to purchase a Rationale oven which whilst more expensive, will significantly improve lunchtime service and the quality of the food.

### **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 Resources 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, Deb Long, on 07990595873 or [debalong@mac.com](mailto:debalong@mac.com).

This governance statement is approved by order of the members of the Governing Body on 27/6/19 and signed on its behalf by:

**Deb Long**

**Governor**

**Carmel Moreland**

**Headteacher**

Appendix 1

Governing body of St Edmund’s Catholic Primary School & Nursery

List of serving governors

<b>Governor details</b>	<b>Category of Governor</b>	<b>Term of office expiry date</b>
<b>Domini Bingham</b> , Chair of Curriculum & Achievement Committee	Foundation Governor	31/8/2019
<b>Sean Carey</b> , Chair of Admissions Committee	Foundation Governor	31/8/2019
<b>Gary Cole</b> , Chair of Resources Committee	Foundation Governor	31/8/2021
<b>Annette Collins</b>	Co-Opted Governor	31/8/2019
<b>Guy Elliott</b>	Local Authority Governor	14/3/2022
<b>Brenda Green</b> , Deputy Headteacher	Co-Opted Governor	31/8/2019
<b>Nigel Griffin</b>	Foundation Governor	31/8/2021
<b>Louis Harrison</b>	Parent Governor	5/12/2022
<b>Clare Jones</b>	Parent Governor	5/12/2022
<b>Bob King</b>	Co-Opted Governor	31/8/2019
<b>Christina Lingeman</b>	Parent Governor	24/11/2020
<b>Deb Long</b> , Chair of Governors, Chair of Pay & Personnel Committee	Foundation Governor	31/8/2022
<b>Sean McAlinden</b>	Foundation Governor	TBC
<b>Carmel Moreland</b> , Headteacher	Ex-officio	N/A
<b>Fearghal Nash</b>	Staff Governor	26/9/2019
<b>Susan Sparkes</b>	Foundation Governor	TBC
<b>Hazel Taylor</b> , Vice Chair of Governors	Foundation Governor	TBC

Appendix 2

Governing body of St Edmund's Catholic Primary School & Nursery

Governor attendance at Governing Body meetings for 2018/19

<b>Governor</b>	<b>Full Governing Body meetings attended</b>	<b>Out of a possible</b>
<b>Domini Bingham</b> , Chair of Curriculum & Achievement Committee	5	5
<b>Sean Carey</b> , Chair of Admissions Committee	4	5
<b>Gary Cole</b> , Chair of Resources Committee	3	5
<b>Annette Collins</b>	N/A	N/A
<b>Guy Elliott</b>	4	5
<b>Brenda Green</b> , Deputy Headteacher	5	5
<b>Nigel Griffin</b>	4	5
<b>Louis Harrison</b>	3	4
<b>Clare Jones</b>	4	4
<b>Bob King</b>	5	5
<b>Christina Lingeman</b>	5	5
<b>Deb Long</b> , Chair of Governors, Chair of Pay & Personnel Committee	5	5
<b>Sean McAlinden</b>	2	4
<b>Carmel Moreland</b> , Headteacher	4	5
<b>Fearghal Nash</b>	5	5
<b>Susan Sparkes</b>	2	4
<b>Hazel Taylor</b> , Vice Chair of Governors	5	5

**Appendix 3**

**Governing body of St Edmund's Catholic Primary School & Nursery**

**Governor attendance at Committee meetings for 2018/19**

<b>Governor</b>	<b>Committee meetings attended</b>	<b>Out of a possible</b>
<b>Admissions Committee</b>		
<b>Sean Carey, Chair</b>	1	1
<b>Annette Collins</b>	N/A	N/A
<b>Brenda Green, Deputy HT</b>	0	1
<b>Bob King</b>	1	1
<b>Deb Long</b>	1	1
<b>Carmel Moreland, Headteacher</b>	0	1
<b>Curriculum &amp; Achievement Committee</b>		
<b>Domini Bingham, Chair</b>	4	4
<b>Sean Carey</b>	2	4
<b>Guy Elliott</b>	3*	4
<b>Brenda Green, Deputy HT</b>	4	4
<b>Nigel Griffin</b>	3	4
<b>Clare Jones</b>	2 *	3
<b>Christina Lingemen</b>	3	4
<b>Deb Long</b>	4	4
<b>Sean McAlinden</b>	2	3
<b>Carmel Moreland, Headteacher</b>	4	4
<b>Fearghal Nash</b>	3	4
<b>Hazel Taylor</b>	4	4
* due to attending new Governor training		
<b>Pay &amp; Personnel Committee</b>		
<b>Deb Long, Chair</b>	1	1
<b>Carmel Moreland, Headteacher</b>	1	1
<b>Hazel Taylor</b>	1	1
<b>Resources Committee</b>		
<b>Gary Cole, Chair</b>	2	3
<b>Guy Elliott</b>	3	3
<b>Brenda Green, Deputy HT</b>	3	3
<b>Louis Harrison</b>	1	2
<b>Deb Long</b>	3	3
<b>Sean McAlinden</b>	2	2
<b>Carmel Moreland, Headteacher</b>	3	3

**New Governors started throughout the year and were therefore unable to attend all meetings.**