



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 2021/22 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 2 Associate Members*.

† 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.

* Associate 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. On our Governing Body, one is a staff member and one is a member of the local community who has significant experience which benefit in particular the Resource Committee.

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

The full Governing Body has met 4 times virtually and once in person 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 This committee has continued to focus on achieving the very best value for money when scrutinising the budget and making spending decisions. Particularly this year we have had to meet to discuss and agree a new energy contract as our previous fixed price contract had ended. We have been closely monitoring the additional spend that has been incurred since the beginning of the pandemic and continues still – this includes additional cleaner hours and cleaning products, as well as additional spend to ensure that school are doing everything possible to ensure a supportive and nurturing environment where children can make the best progress and fill in any gaps in their learning due to the interruptions of the last two years. Covid continued to affect teaching and learning during 21/22 especially during the Spring term when children and staff were absent in quite high numbers – the costs of staff sickness and absence continuing to have budget implications. So whilst school staff have historically managed our budgets very well to ensure a surplus and therefore financial security, governors are aware that this additional spend is not sustainable so have been looking at other ways to reduce spend and increase income so that we can continue to set a budget in the medium term.

Curriculum & Achievement Committee This year the Curriculum & Achievement committee have been focused on how teachers are working hard to ensure any gaps in learning due to the pandemic are closed. We have monitored the progress of children which has, generally speaking, been very good so that children get back to where they would have been if their learning had not been interrupted. We have focused on children with SEND and children experiencing disadvantage as we know that the national picture tells us that the gap between disadvantaged and non-disadvantaged has grown in recent years. The Inclusion Manager has kept the committee informed of how school go about ensuring the correct provision is put in place for children with any additional needs. The committee has met with and had presentations from most subject leaders to ensure that we are well informed about each subject and how it meets the national curriculum requirements as well as the needs of the children in our community.

Community & Catholic Life Committee This Committee ensures that the Catholic mission is at the centre of all we do. It has continued to focus on attendance, well-being (children and staff), mental health (children and staff), and behaviour – all of which have been affected by the disruptions to education over the last two years. We have monitored school survey results so that we understand the opinions of our key stakeholders as well as holding a parent’s forum earlier this term where we asked key questions around how the school communicates with and provides information to parents in certain areas. We have been kept informed of changes to requirements of the updated Diocesan Inspection Framework and have been monitoring the engagement between our families and the parish and are concerned that there is a significant decrease in the number of families and children attending Mass on a regular basis.

Pay and Personnel Committee oversees the staff and salary structure of our school; each year we meet to discuss anonymised 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 categorisation 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. The committee has reviewed admissions arrangements for coming years to address this changing picture and mitigate against any risk to the school of possible falling pupil numbers.

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 2022/23:

- Continue to focus on how the school is able to meet the increasing needs of SEND and disadvantaged children and children with emotional and behavioural needs.
- Continue to focus on the school budget so that we can maintain a balanced budget whilst continuing to provide an excellent provision for ALL our children and families.
- 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 and you can ask the clerk to the Governing Body, Gaynor Nicholl, on g.nicholl@st-edmunds.richmond.sch.uk 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:

- Building maintenance decisions – decision to delay certain non-urgent works whilst costs are significantly higher.
- Review of energy contracts and school to monitor energy consumption in the next academic year with a view to reducing spend.
- Following lockdowns recommenced reviewing contracts to ensure value for money

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 Co-Chairs of Governors, Clare Jones via the clerk to the Governing Body, on 020 8894 7898.

This governance statement is approved by order of the members of the Governing Body on 7th July 2022 and signed on its behalf by:

Deb Long

Governor

Clare Jones

Governor

Carmel Moreland

Headteacher

Appendix 1

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

List of serving governors – 2021/22

Governor details	Category of Governor	Term of office expiry date
Mark Brown	Local Authority Governor	02/2/2026
Sean Carey , Chair of Admissions Committee & Community & Catholic Life	Foundation Governor	31/8/2023
Lionel Fernandes	Foundation Governors	31/8/2025
Brenda Green , Deputy HT	Associate Governor	31/8/2022
Nigel Griffin	Foundation Governor	31/8/2025
Louis Harrison , Chair of Resources Committee	Parent Governor	05/12/2022
Clare Jones , Co-Chair of Governors	Parent Governor	05/12/2022
Janine Langmead	Parent Governors	31/8/2025
Deb Long , Co-Chair of Governors, Chair of Pay & Personnel Committee	Foundation Governor	31/8/2022 24/11/2020
Sean McAlinden , Chair of C & A Committee	Foundation Governor	31/8/2023
Carmel Moreland , Headteacher	Ex-officio	N/A
Fearghal Nash	Staff Governor	23/9/2023
Godfrey Nunes	Associate Member	31/08/2022
Carl Pandole	Foundation Governors	31/8/2025
Susan Sparkes , Chair of Community Committee	Foundation Governor	20/12/2022
Hazel Taylor , Vice Chair of Governors	Foundation Governor	31/08/2023

Appendix 2

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

Governor attendance at Governing Body meetings for 2021/22

Governor	Full Governing Body meetings attended	Out of a possible
Mark Brown	3	3
Sean Carey , Chair of Admissions Committee & Community & Catholic Life	2	5
Lionel Fernandes	2	3
Brenda Green , Deputy HT	5	5
Nigel Griffin	3	5
Louis Harrison , Chair of Resources Committee	4	5
Clare Jones , Co-Chair of Governors	5	5
Janine Langmead	4	4
Deb Long , Co-Chair of Governors, Chair of Pay & Personnel Committee	5	5
Sean McAlinden , Chair of C & A Committee	4	5
Carmel Moreland , Headteacher	5	5
Fearghal Nash	4 (attended S/G Review and had to return to class)	5
Carl Pandole	4	4
Susan Sparkes , Chair of Community Committee	5	5
Hazel Taylor , Vice Chair of Governors	4	5

Appendix 3 -Governing Body of St Edmund’s Catholic Primary School & Nursery
Governor attendance at Committee meetings for 2021/22

Governor	Committee meetings attended	Out of a possible
Admissions Committee		
Sean Carey, Chair	2	3
Guy Elliott	1	1
Lionel Fernandes	1	1
Brenda Green, Deputy HT	2	3
Deb Long	3	3
Carmel Moreland, Headteacher	3	3
Catholic Life and Community Committee		
Sean Carey Chair	3	3
Brenda Green, Deputy HT	3	3
Janine Langmead	3	3
Deb Long	3	3
Carmel Moreland, Headteacher	3	3
Fearghal Nash	3	3
Susan Sparkes	3	3
Hazel Taylor	3	3
Curriculum & Achievement Committee		
Sean Carey	2	3
Guy Elliott	1	1
Brenda Green, Deputy HT	3	3
Nigel Griffin	1	3
Clare Jones	3	3
Janine Langmead	2	2
Deb Long	3	3
Sean McAlinden Chair	2	3
Carmel Moreland, Headteacher	3	3
Fearghal Nash	3	3
Carl Pandole	1	2
Hazel Taylor	3	3
Pay & Personnel Committee		
Clare Jones, Chair	1	1
Deb Long,	1	1
Carmel Moreland, Headteacher	1	1
Susan Sparkes	1	1
Resources Committee		
Guy Elliott, Chair	3	3
Brenda Green, Deputy HT	5	5
Louis Harrison, Chair after March	4	5
Deb Long	5	5
Sean McAlinden	3	5
Carmel Moreland, Headteacher	5	5
Godfrey Nunes	3	3
Carl Pandole	4	4