

Annual Governance Statement for the Governing body of St Edward's Catholic Primary School, Boston Spa.

July 2018

Overview

The DfE Governance handbook (Nov 2015) defines the three roles of St Edward's Governing Body as:

- 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**
- 3. Overseeing the financial performance of the school and making sure its money is well spent.**

The Governing Body is also responsible for ensuring that the school is run in accordance with the Diocesan Trust Deed and the Instrument of Governance, and for confirming that the Catholic character and ethos of the school is preserved and developed.

The Head Teacher and senior staff are responsible for the day to day management of the school.

The Governing Body also ensures that the school complies fully with statutory safeguarding procedures and all staff have signed a record to confirm they have read Part 1 of the DfE statutory guidance "Keeping Children Safe in Education"

Composition of the Governing Body

The Governing Body re-constituted in October 2014 comprises 12 Governors in total. All Governors are appointed to reflect the skills required to contribute to the effective governance and success of the school. The Instrument of Governance determines the numbers in each category of governor, and these are currently;

- Head Teacher
- 1 Elected Staff Governor
- 2 Elected Parent Governors,
- 1 Local Authority Governor,
- 7 Foundation Governors (appointed by the Diocese)

There is currently a vacancy for one Foundation Governor. Steps are being taken to fill this vacancy.

Meetings of the Governing Body

There are five meetings per year of the full Governing Body, which are all clerked by a trained professional clerk. Two sub-committees meet three or four times a year and they have delegated authority. These are;

- General Purposes Committee, which is responsible for finance, personnel, premises and health and safety matters
- Teaching and Learning Committee, which is responsible for teaching and learning and child protection issues.
- A Performance Management sub-committee, which meets twice a year, is responsible for setting and reviewing the Head Teacher's objectives.
- The Admissions Committee meets once per year.

Attendance at Meetings

Governors have very good attendance records at meetings. Governors are expected to provide apologies for non-attendance, and these are considered on an individual basis. Apologies may or may not be accepted by the Governing Body and a Governor may be removed for serial non-attendance within a six-month period.

The Remit of the Governing Body and its Committees

In December 2014 the Governing Body developed an action plan which is updated annually and is reviewed, in conjunction with the School Improvement Plan, at each meeting of the Teaching and Learning Committee. Pupil progress across all year groups is also monitored and reviewed continuously by the same committee. Specific subject areas are reviewed via a regular series of non-staff member Governor visits. Findings are reported to the Teaching and Learning Committee.

The General Purposes Committee focusses on issues relating to the fabric of the school buildings and ensure that all necessary steps are taken to promote the continuing safety and well-being of all staff, children and visitors. It also oversees personnel and finance issues.

School policies are under continuous review according to a planned cycle, with specific responsibility for individual policies being delegated to the appropriate sub-committee which reports its decisions and actions to the Governing Body.

The Effectiveness and Impact of the Governing Body 2017/18

Skills audits were undertaken by Governors in 2018 to identify areas of expertise, and gaps in expertise. These are being used to inform Governor recruitment and Governor training.

The Governing Body seeks to maximise engagement with all stakeholders by ensuring Governor attendance and participation in events such as Celebration Assembly, school productions, morning prayers, Lenten activities, parent's evenings and staff training. Governors also judge the school Apprentice competition and help with some class activities.

The Governing Body also closely monitors school budgets and financial forecasts and makes plans to maintain a balanced budget.

The Governing Body continues to be delighted by the performance of the school and congratulates the Head and staff on their achievements in maintaining St Edward's as an outstanding school and centre of learning and development.