



Annual Governance Statement: 2015 – 2016

Purpose of this Governance Statement

This governance statement has been prepared and published by the Governing Body of St Paul of the Cross 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 2015 – 2016 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 Paul of the Cross 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 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 7 Foundation Governors †, 2 Staff Governors (including the headteacher), 2 Parent Governor(s), and 1 Local Authority Governor.

† 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.

Governing Body's work this year and Governors attendance

The Governing Body has this year continued to challenge and support the Headteacher and Senior Leadership Team in achieving the aims and outcomes outlined in the School Improvement Plan, with the overall aim of securing a judgement of "Good" at the next Ofsted inspection. The Governing Body has also worked towards fulfilling recommended actions that resulted from the formal Review of Governance carried out in March 2015.

Ofsted inspected the school in July 2016, and judged St Paul of the Cross Catholic Primary School as Good. The reports notes that *"the headteacher and governors have worked long and hard to turn this school around and secure significant improvements since the previous inspection."*

At St Paul of the Cross Catholic Primary School we have committees which focus on different aspects of school leadership and management as outlined below:

Committee	Summary of roles and responsibilities
Steering Committee	<ul style="list-style-type: none">• Strategic direction, monitoring and evaluation• Accountability• Partnerships and community
Ethos Committee	<ul style="list-style-type: none">• Ethos / Catholic nature of the school• Personnel matters• Behaviour and pupil welfare• Admissions
Standards Committee	<ul style="list-style-type: none">• Pupil outcomes• Curriculum, teaching and learning• Attendance• Pupil Voice
Resources Committee	<ul style="list-style-type: none">• Finance• Premises, Health and Safety
Appeals Committee	<ul style="list-style-type: none">• Any appeals:<ul style="list-style-type: none">○ Staff attendance, disciplinary and/or dismissal○ Pupil admissions, discipline and welfare

The full Governing Body has met 4 times during the year. We have not cancelled a full 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 and individual Governors' attendance during the year at Governing Body meetings can be found at **Appendix 2**.

1 committee meeting has been cancelled because it was not "quorate" and individual Governors' attendance during the year at Committee meetings can be found at **Appendix 3**.

Priorities and key Governor actions are outlined below:

- **To continue to improve outcomes for pupils in reading, writing and maths**

The Governing Body has:

- Increased the frequency of Standards Committee meetings in order to have more regular updates on pupils outcomes and progress and to more closely monitor improvement in teaching
- Rigorously challenged the Head Teacher and other Senior Leaders with regards to action taken towards school improvement and the impact this has had
- Agreed to a short term increase in the number of Support Staff, which has been extended due to the positive impact on pupil progress
- Invigilated National Curriculum Tests to ensure adherence to the STA requirements for administration of tests, and to gain a better understanding of expectations
- Taken feedback from external professional (Local Authority, Specialist Leader in Education, Archdiocesan Schools' Officer, other Head Teachers) to triangulate judgements made and evidence presented

- **To secure consistently effective feedback, support and intervention**

The Governing Body has:

- Approved an update to the school's policy
- Monitored the impact of this policy of pupil outcomes and progress and seen it in action through:
 - Data analysis
 - Visits to school
 - Looking at children's books shared at committee meetings
 - Discussion with teaching staff
 - Feedback from external professionals

- **To improve the impact of leaders at all levels**

The Governing Body has:

- Monitored the impact of the staffing restructure implemented in September 2016, and agreed to sustain it for 2016-2017
- Reviewed the structure of Governing Body Committees, with the introduction of a Steering Committee to drive the work of the Governing Body and ensure that they are fulfilling their responsibilities effectively and efficiently to secure school improvement
- Taken more regular opportunities to visit school in order to triangulate evidence and judgements being shared by the Head Teacher and Senior Leadership Team
- Taken feedback from external professional as another means of triangulating and quality assuring evidence and judgements being shared by the Head Teacher and Senior Leadership Team
- Requested an opportunity to meet with Subject Leaders (middle leaders) to monitor their role and impact towards school improvement (September 2016)

- **To further strengthen behaviour systems, focusing on attitude to learning, learning behaviour and impact on progress**

The Governing Body has:

- Approved policy updates (Behaviour Management; Anti-Bullying; Exclusion; Positive Handling)
- Monitored the impact of these policies through:
 - Visits to school
 - Discussion with teaching staff
 - Feedback from parents and children (questionnaires)
 - Feedback from external professionals

Governors' Future Plans for the School

In 2016 – 2017, the Governing Body plans to take action to support and challenge the Head Teacher and Senior Leadership Team of the school in achieving the aims and outcomes outlined in the School Improvement Plan which will be based around the recent Ofsted inspection recommendations.

Governors will work alongside the Senior Leadership Team to continue to drive and secure improvement at St Paul of the Cross, basing monitoring and evaluations on the Ofsted descriptors of an Outstanding school now that our school is judged as Good.

The Governing Body will review committee structures and link Governor roles to reflect the new School Improvement priorities, and will continue to monitor and evaluate their performance as a Governing Body as well as whole school performance, as part of this drive towards becoming an Outstanding school.

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.

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 value for money during the year by:

- Securing external funding for specific projects (Big Lottery Fund, Better Burtonwood, PTFA)
- Requiring 3 alternative quotes for larger projects, and encouraging the same for all purchasing
- Presenting alternative scenarios for staffing structures when reviewing cost and impact
- Allocating budgets to individuals, therefore encouraging staff to work within budget constraints
- Making use of the Local Authority Procurement Service to ensure best value
- Consulting with other schools with regards to supplies and services, and regularly reviewing contracts, services and suppliers to ensure best value
- Centralising orders and bulk ordering to reduce duplication and wastage
- Contacting suppliers and asking for discounts on large orders or dealing direct with suppliers

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, Mr. Bill Garner via the school office.

This governance statement is approved by order of the members of the Governing Body on Monday 4th July 2016 and signed on its behalf by:

SIGNED:

Mr. W. Garner
Chair of Governors

SIGNED:

Mr. D. Vernon
Head Teacher

Appendix 1
Governing body of St Paul of the Cross Catholic Primary School
List of serving governors

Governor details	Category of Governor	Term of office expiry date
Sandra Alderson (Mathematics Governor)	Parent Governor	21 st April 2018
Jayne Barton (Chair of Resources Committee) (Pupil Premium Champion)	Foundation Governor	31 st August 2016
Sheila Cawley (Safeguarding Governor) (Governor Training Coordinator)	Foundation Governor	31 st August 2016
Bill Garner (Chair of Governors) (Chair of Steering Committee)	Foundation Governor	31 st August 2016
James Jones	Staff Governor	5 th January 2020
Tony Morrissey (Vice-chair of Governors)	Foundation Governor	31 st August 2016
Cllr Terry O'Neill (Chair of Appeals Committee)	Local Authority Governor	7 th September 2016
Suzanne Pickstone (Chair of Standards Committee)	Foundation Governor	31 st August 2016
Fr John Schofield (Chair of Ethos Committee) (RE Governor)	Foundation Governor	N/A
Gail Stubbs	Foundation Governor	25 th April 2020
Dominic Vernon (Head Teacher)	Staff Governor	N/A
Anne Watts	Staff Governor	30 th November 2015
Claire Whitehead (English Governor)	Parent Governor	31 st August 2016

Appendix 2
Governing body of St Paul of the Cross Catholic Primary School
Governor attendance at Governing Body meetings for 2015 – 2016

Governor	Full Governing Body meetings attended	Out of a possible	% Attendance
Sandra Alderson (Mathematics Governor)	4	4	100%
Jayne Barton (Chair of Resources Committee) (Pupil Premium Champion)	2	4	50%
Sheila Cawley (Safeguarding Governor) (Governor Training Coordinator)	3	4	75%
Bill Garner (Chair of Governors) (Chair of Steering Committee)	4	4	100%
James Jones	2	2	100%
Tony Morrissey (Vice-chair of Governors)	3	4	100%
Cllr Terry O'Neill (Chair of Appeals Committee)	1	4	25%
Suzanne Pickstone (Chair of Standards Committee)	3	4	75%
Fr John Schofield (Chair of Ethos Committee) (RE Governor)	2	4	50%
Gail Stubbs	1	1	100%
Dominic Vernon (Head Teacher)	4	4	100%
Anne Watts	0	2	0%
Claire Whitehead (English Governor)	4	4	100%

Appendix 3
Governing body of St Paul of the Cross Catholic Primary School
Governor attendance at Committee meetings for 2015 – 2016

Governor	Committee meetings attended	Out of a possible	% Attendance
Steering Committee			
Jayne Barton (Chair of Resources Committee) (Pupil Premium Champion)	2	2	100%
Bill Garner (Chair of Governors) (Chair of Steering Committee)	2	2	100%
Tony Morrissey (Vice-chair of Governors)	2	2	100%
Suzanne Pickstone (Chair of Standards Committee)	1	2	50%
Fr John Schofield (Chair of Ethos Committee) (RE Governor)	1	2	50%
Dominic Vernon (Head Teacher)	2	2	100%

Ethos Committee			
Sheila Cawley (Safeguarding Governor) (Governor Training Coordinator)	2	3	67%
Bill Garner (Chair of Governors) (Chair of Steering Committee)	3	3	100%
Tony Morrissey (Vice-chair of Governors)	1	3	33%
Fr John Schofield (Chair of Ethos Committee) (RE Governor)	3	3	100%
Dominic Vernon (Head Teacher)	3	3	100%
Claire Whitehead (English Governor)	3	3	100%

Standards Committee			
Sandra Alderson (Mathematics Governor)	3	3	100%
Bill Garner (Chair of Governors) (Chair of Steering Committee)	3	3	100%
James Jones	2	2	100%
Suzanne Pickstone (Chair of Standards Committee)	2	3	67%
Dominic Vernon (Head Teacher)	3	3	100%
Anne Watts	0	1	0%

* One meeting had to be cancelled due to the number of apologies sent and the final meeting was cancelled due to our Ofsted inspection, however Governors did meet with the inspection team and Key Stage information was circulated to Governors.

Resources Committee			
Jayne Barton (Chair of Resources Committee) (Pupil Premium Champion)	3	4	75%
Bill Garner (Chair of Governors) (Chair of Steering Committee)	4	4	100%
Fr John Schofield (Chair of Ethos Committee) (RE Governor)	3	4	75%
Gail Stubbs	-	-	-
Dominic Vernon (Head Teacher)	4	4	100%