



## **St Gildas' Catholic Junior School**

### **Annual Governance Statement**

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

This governance statement has been prepared and published by the Governing Body of St Gildas' Catholic Junior 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 2017/2018 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 Gildas' Catholic Junior 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.

The Governing Body focus this academic year has been to work on a strategy for the future of our school which will enable us to improve our performance, make economies of scales where we can, and attract more pupils

## **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 Governors, 1 Local Authority Governor and 2 Associate 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.

\* 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/academy. On our Governing Body none of the Associated Governors are parents, 1 is a staff member and the remaining 1 is a member of the local community, an ex-parent with extensive business experience.

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

The full governing body meets at least once each term and we also have a number of committees to consider different aspects of the school in detail.

The full Governing Body has met 6 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 excellent attendance at Governing Body meetings.

Individual Governors' attendance during the year at Governing Body meetings can be found at **Appendix 1**.

### **Committees work this year and Governors attendance at Committee meetings**

At St Gildas' School we have the following committees:

- **Resources Committee** which focuses on finance, premises, health & safety, pay and performance, and HR matters. We set the school budgets, monitor expenditure, oversee safeguarding and all staffing issues including recruitment and remuneration, and all premises matters.
- **School Improvement Committee** which monitors the SDP (School Development Plan) and the SEF (Self Evaluation form), reviews pupil data and analyses outcomes, and monitors and reviews any safeguarding matters. We monitor and evaluate pupil achievement and progress and the quality of teaching, to ensure the school provides a high- quality learning experience and delivers a broad and balanced curriculum. Link Governors in this committee also undertake learning walks with Subject leads, and Book Looks to review marking and feedback.
- **Admissions Committee** which reviews all applications for admissions and agrees admissions annually.

### **Informal Visits**

Each School Governor has the role of being a Link Governor for a particular subject in the curriculum. Link Governors discuss with staff subject leads in more detail how the curriculum is being delivered, how resources are being used, what interventions are in place, what staff development is taking place, and that the requirements set out in the School Improvement Plan are implemented, monitored and reviewed appropriately.

Governors attend a full Governors Day once a year, during which they will attend classes, have lunch with pupils, meet with subject leads, and with the School Council. They also attend assemblies, open evenings, Carol Services, School concerts, Sports days and other school functions.

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

The Governing Body focus for 2017/18 has been to work on a strategy for the future of our school which will enable us to improve our performance, make economies of scales where we can, and attract more pupils. Key to this aim has been the formation of a hard Federation with St Peters in Chains Infant School, and we have successfully consulted on this proposal and formed the Federation of St Peter-in Chains Infant School and St Gildas' Junior School which will be incorporated on 12<sup>th</sup> September 2018. Our aim for 2018/19 as a Federation is to ensure that the performance of our schools

continues to improve, with specific targets for raising the attainment and progress of all pupils across the board and for specific groups in particular, eg Disadvantaged children and SEN, as well as a continuing focus on the progress of BME children. We aim to continue the significant improvement we have already made in Maths, and extend this to improving attainment in Reading and Writing.

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

Minutes of Governing Body and Committee meetings are public documents - you can ask the Headteacher 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 increasing the level of parental contributions received through a renewed campaign.

### **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 [Finance and General Purpose 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, Brid Daly on [briddaly@aol.com](mailto:briddaly@aol.com)

This governance statement is approved by order of the members of the Governing Body on 12 September 2018 and signed on its behalf by:

**[SIGNED]**

**Brid Daly**  
**Governor**

**[SIGNED]**

**Gillian Hood]**  
**Headteacher**

## Appendix 1

### Governing Body of St Gildas' Catholic Junior School

#### List of serving governors

T of GName	Category of governor	Appointing body	Role/responsibility	Start date	End date	Committees	Attendance of FGB Meetings*	Meeting Apologies
Brid Daly	LA(1)	Governing Body	Chair	14.02.17	13.02.21	Resources & School Improvement	8	0
Magdalene Amponsah	Parent	Parent Body		12.10.17	11.10.21		3	1
Rachael Clark	Parent	Parent Body		31.10.15	01.11.19	School Improvement	7	1
Joseph Hall	Foundation	Diocese	Vice-Chair; Chair, Resources	01/02/18	30.08.21	Resources	6	2
Fr Sean Carroll	Foundation	Diocese		01/09/14	31.08.18	Resources	6	2
Michael Buchanan	Foundation	Diocese	Chair, School Improvement	15/02/16	31.08.19	School Improvement	6	2
Aileen Norton	Foundation	Diocese		16/10/17	31.08.21	Resources	6	0
Alan Power	Staff Governor	Staff Body		01/09/16	31.08.20	School Improvement	8	0
Gillian Hood	Headteacher	Ex-Officio			Ex-officio	Resources & School Improvement	7	0
Sinead O'Brien	Associate Member	Governing Body		04/10/17	03.10.18	School Improvement	6	0

Emmet Walsh	Associate Member	Governing Body		06/02/18	06.02.19	School Improvement	7	1
Foundation Governor	Vacancy							
Foundation Governor	Vacancy							
Foundation Governor	Vacancy							

**\*attendance at full GB meetings since February 2017**

