

# Annual Governance Statement July 2015

**School Name:** St Marys Catholic Primary School  
**School Address:** Rockingham Close, Uxbridge, Middlesex UB8 2UA  
**Telephone number:** 01895 232814  
**Contact email address:** stmarys@hgfl.org.uk  
**Website:** <http://www.st-marys.hillingdon.sch.uk/>  
**Category of school:** Voluntary aided school – Diocese of Westminster  
**DfE number:** 312 3404  
**Ofsted grading & date of last inspection:** Grade 1 Outstanding 3-4 May 2012  
**Name of Headteacher:** Miss Ann Shevlin B.A. (Hons)  
**Date of Statement:** July 2015

## The core functions of St Mary’s Governing Body

As defined by the Department for Education (DfE) in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the core functions of the governing body include:

- ensuring clarity of vision, ethos and strategic direction;
- holding the headteacher to account for the educational performance of the school and its pupils; and
- ensuring the sound, proper and effective use of the school’s financial resources.

In exercising our functions as a governing body we:

- act with integrity, objectivity and honesty and in the best interests of the school; and
- are open about the decisions we make and the actions we take and prepared to explain our decisions and actions to interested parties.

## Legal constitution of the governing body

Total number of governor posts on the governing body  
 The governing body was formally constituted on

12
13 <sup>th</sup> March 2015

Category of Governor	Name	Term of Office
Parent	Mr Richard Foley	4 years (expires 31.8.18)
Parent	Mrs Amanda Childs	4 years (expires 01.7.17)
Staff	Mr Chris Briggs	4 years (expires 31.8.18)
Staff (Headteacher)	Miss Ann Shevlin	N/A
Local Authority	Cllr George Cooper	4 years (expires 31.8.18)
Foundation	Mr Tim Bem	4 years (expires 31.8.15)
Foundation	Mrs Noreen Groves	4 years (expires 31.8.18)
Foundation	Mr Leo Gorman	4 years (expires 31.8.18)
Foundation	Mrs Muriel Honey	4 years (expires 31.8.19)
Foundation	Fr Nicholas Schofield	4 years (expires 31.8.18)
Foundation	Mr Kev Oakley	4 years (expires 31.8.18)
Foundation	Mrs Maureen Thorpe	4 years (expires 31.8.19)

The Clerk to Governors is  
 The Chair of Governors is  
 The Vice Chair of Governors is

Mrs Julie Taberer
Mrs Maureen Thorpe
Mrs Muriel Honey

## How the governing body delegates and distributes its duties

The governing body has formed the following committees and these are reviewed annually.

<b>Committee</b>	<b>Membership</b>	<b>Remit</b>	<b>Key delegate duties</b>	<b>Number of meetings</b>	<b>Key decisions made</b>
<b>Curriculum</b>	Four governors (including headteacher as ex-officio member)	Review curriculum, policies, teaching & learning and targets.	Monitor and question.	One meeting held per term.	Implementing new curriculum and RE decisions. School visits policy and pupil targets reviewed.
<b>Finance</b>	Four governors (including headteacher as ex-officio member). Co-opted non-governor finance officer to attend also	Guide & assist governors' financial responsibilities. Long term planning & monitoring of spending.	Oversee, evaluate, monitor, review & question.	One meeting held per term and additional meetings at budget setting.	Setting of budget & five year forecast. Review policies for financial management. Scrutinise service agreements and building tenders.
<b>Pay &amp; Personnel</b>	Four governors (including headteacher as ex-officio member)	Recommend staffing provision and oversee appointments. Review pay and awards.	Oversee, evaluate, recruit, monitor, review & question.	One meeting held per term.	Performance management of headteacher and teaching staff. Review awards and salaries. Meet safeguarding responsibilities in terms of staffing.
<b>Admissions</b>	Four governors (including headteacher as ex-officio member)	Recommend on admissions policies & appeal process. Review attendance & absence. Monitor school meals and recommend on uniform.	Allocate places and monitor attendance & punctuality.	One meeting held per term.	Development of new admissions policy for siblings. Allocation of school places in line with school's admissions policy.
<b>Premises, Health &amp;</b>	Four governors	Support & guide on	Inspect site and monitor	One meeting	Meet safeguarding

<b>Safety</b>	(including headteacher as ex-officio member)	premises and health & safety. Ensure installations and maintenance are monitored.	maintenance.	held per term. Ad hoc meetings held during building works.	requirements for pupils and staff. Site inspections & decisions relating to health & safety of staff, pupils & visitors. Review of disability equality scheme.
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The governing body has agreed panels for:

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline
- Appeals
- Headteacher's Performance Management

In respect of these panels, the governing body may draw on the membership of governors from other schools or boroughs.

The governing body delegates some areas of school life to governors through their roles as link governors as follows:

<b>Area of responsibility</b>	<b>Named Governor</b>	<b>No. of visits to school in this role in academic year</b>
Attendance	Cllr G Cooper	Termly
Computing	Mrs A Childs	Annually
Early Years	Cllr G Cooper	Termly
English	Mrs M Thorpe	Termly
Extended Schools	Mrs A Childs	Annually
Geography	Mr R Foley	Annually
Health & Safety	Mrs M Thorpe	Termly
History	Mr R Foley	Annually
Maths	Mr T Bem	Termly
Music	Cllr G Cooper	Annually
PE	Mr T Bem	Annually
Race Equality	Mrs M Honey	Annually
Religious Education	Mrs M Honey/Fr N Schofield	Termly
Safeguarding/Child Protection	Mrs M Thorpe	Termly
Special Educational Needs and Disability (SEND)	Mr K Oakley	Termly
Healthy Schools	Mrs N Groves	Annually
PHSCE	Mrs N Groves	Annually
Art & Design	Mrs N Groves	Annually
Science	Mr L Gorman	Annually
Modern Foreign Languages	Mr L Gorman	Annually
School Data (new link governor role)	Mr L Gorman to cover this area until reviewed at September meeting.	Termly

St Mary's governors have excellent attendance at meetings and we have never had to cancel a meeting because it was not "quorate" (the number of governors needed to ensure that legal decisions can be made).

Attached is an attendance list for governors' meetings over the past year.

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## **Governing body effectiveness and impact**

The governing body has had a very busy year, focusing on:

- The introduction of universal free school meals for KS1 pupils:

A catering supplier was appointed to provide meals to St Mary's together with a contract for delivery. Detailed comparisons were made on service, quality and price.

Consideration also had to be given to the size of our dining hall as it is also used for assemblies and PE lessons throughout the day. Extra dining equipment had to be purchased as the number of children taking school meals increased.

- Implementing the changes to the new curriculum:

The leadership team attended training on the new curriculum as soon as it became available. They, in turn, cascaded this training to the rest of the teaching staff and individual subject training was also undertaken. In addition, new resources were researched and purchased although there was some delay in these becoming available.

- Launching the new school website:

The governing body is very pleased with the new St Mary's website which is both informative and user friendly. The governors would like to thank Mr Simon Ellis for his input and expertise in developing and coordinating the launch of the new website, which now meets all our statutory requirements as a school. In addition, Mr Ellis produces the weekly school newsletter which is uploaded each week on to the website.

- St Mary's first year as a Teaching School:

St Mary's was very fortunate to be awarded Teaching School status and the governors would like to thank Miss Shevlin, Mr Ellis and the leadership team for their input in securing this award.

St Mary's has had an extremely busy year in its first year as a Teaching School. Miss Shevlin has worked closely with our partner school, St Swithun Wells and has joined various meeting groups as part of developing the Teaching School Alliance. Many of our staff have been involved in supporting teaching staff from other schools through offering visits to St Mary's and the opportunity to sit in on their lessons in order to observe good teaching practice. St Mary's has also hosted a range of training courses throughout the year for teaching staff from local schools, provided mainly through external providers and many of our staff have taken the opportunity to attend these training sessions. In addition, Miss Shevlin has provided 'school to school' support to other schools that have sought help and support. We look forward to the future challenges and opportunities for St Mary's as its role as a teaching school develops.

- Inducting new governors and the sharing of responsibilities among governors:

St Mary's is pleased to confirm that it now has a full compliment of governors as it welcomed Mr Chris Briggs, Mrs Amanda Childs, Mr Richard Foley, Mrs Noreen Groves and Mr Kevin Oakley to the governing body this year.

The governors are involved in all aspects of school life and many of these areas have been delegated to individual governors as part of their link governor role. This involves meeting with the relevant staff member on a termly or annual basis to discuss progress, issues, budget, targets and actions and where applicable, this is done in conjunction with the School Development Plan. The governors then produce a brief report on their discussions, which is then circulated to the whole of the governing body.

The governors are very proactive in attending various training courses for governors. This year it was agreed that governors would discuss and agree training at the beginning of the academic year and where possible avoid the duplication of several governors attending the same training. Governors will then feedback, circulate handouts etc. on their training at relevant sub committee or full committee meetings. In addition, in-house training was held for teaching staff and governors on the RAISEonline (Reporting and Analysis for Improvement through school Self-Evaluation) data for this year providing analysis of school and pupil performance data. This is available for staff and governors as a written report; however, it was a very useful training session as it allowed for interpretation and discussion and will now be held every year for staff and governors.

St Mary's governing body is very fortunate to have Mrs Julie Taberer as their Clerk. Julie provides advice and support to the governors ensuring our statutory requirements are met. This year, Julie has also undertaken the Clerk's Development Programme and has taken the opportunity to introduce any initiatives she has identified as part of this course. In addition, Julie is our link with the Diocese, local authority and other external bodies and is very proactive in researching and communicating any changes that affect our role. As part of her role, Julie has introduced effective systems and procedures for all aspects of the governing body's responsibilities. For example, we now have a rolling cycle for reviewing and updating policies across the school and these are included in the agendas for all our sub committee meetings and full governors meetings.

- Reviewing and updating of the school development plan:

The governors, along with Miss Shevlin and the leadership team, review and update the School Development Plan on an ongoing basis through individual sub committee meetings and full governors' meetings. This ensures that the governors are up to date on progress and outstanding actions against each area of the plan and can ensure that it reflects the strategic direction of the school.

In addition to the above, the governing body has also overseen various building works and aesthetic improvements to the school and its grounds, helping ensure that the best possible use of available space is made. The change in school uniform is now fully in place following the phasing in of shirts and ties.

The governors would like to take this opportunity to thank Miss Shevlin and all the staff for their hard work, commitment and dedication to the success of St Mary's School this year.

Looking ahead to next year, we will also be focussing on:

- Safeguarding – ensuring we continue to meet our statutory requirements with regard to the safeguarding of the children.
- Assessment – working with staff to ensure that an effective method of assessment is developed following the removal of levels for assessing progress.
- Developing and supporting a new PTA (Parent Teacher Association) at St Mary's in order to develop a community spirit and raise vital funds for our school.

## Find out more about our school ...

- Link to Ofsted report <http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/102425>
- Our school's Ofsted data dashboard can be found at <http://dashboard.ofsted.gov.uk/dash.php?urn=102425>
- Link to school's website <http://www.st-marys.hillingdon.sch.uk/>
- Link to school's pupil premium statement <http://www.st-marys.hillingdon.sch.uk/page/?title=Pupil+Premium&pid=21>
- Link to school's PE and sport premium information <http://www.st-marys.hillingdon.sch.uk/page/?title=Sports+Premium+Funding&pid=22>
- Link to Parent View which seeks parents' opinions on 12 aspects of our school, from the quality of teaching, to dealing with bullying and poor behaviour. <https://parentview.ofsted.gov.uk/>

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If you have any queries regarding this statement, please contact the school office:  
Tel: 01895 232814 Email: [stmarys@hgfl.org.uk](mailto:stmarys@hgfl.org.uk)

**Chair of Governor's signature**



**Date**

16<sup>th</sup> July 2015