

Annual Governance Statement July 2021

School Name:	St Marys Catholic Primary School
School Address:	Rockingham Close, Uxbridge, Middlesex UB8 2UA
Telephone number:	01895 232814
Contact email address:	office@stmarysuxbridge.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
Diocese of Westminster	
RE Ofsted grading:	Outstanding 23 June 2017
Name of Headteacher:	Miss Ann Shevlin B.A. (Hons)
Date of Statement:	July 2020

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

12

The governing body was formally constituted on

13 th March 2015

Category of Governor	Name	Term of Office
Parent	Ms Beatriz Posada	4 years (expires 31.8.23)
Parent	Mrs Amanda Childs	4 years (expires 31.7.21)
Staff	Mrs Sheila Inkpen	4 years (expires 31.8.23)
Staff (Headteacher)	Miss Ann Shevlin	N/A
Local Authority	Mr George Cooper	4 years (expires 31.8.22)
Foundation	Mr Martin Ziegler	4 years (expires 31.8.23)
Foundation	Mr Garret Kirwan	4 years (expires 31.8.21)
Foundation	Mr Emerson Scotland	4 years (expires 31.8.21)
Foundation	Fr Nicholas Schofield	4 years (expires 31.8.22)
Foundation	Mr Dominic Nichol	4 years (expires 31.8.24)
Foundation	Vacancy	4 years
Foundation	Mrs Maureen Thorpe	4 years (expires 31.8.23)

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

Mrs Julie Taberer
Mrs Maureen Thorpe
Mrs Amanda Childs

How the governing body delegates and distributes its duties

The governing body formed the following committees. Due to the Covid Pandemic, initially committee meetings were suspended under government guidance and therefore solely virtual Full Governing Body meetings were held to discuss urgent issues, but this year we were able to continue with committee meetings virtually too.

Membership	Remit	Key delegate duties	Number of meetings	Key decisions made
CURRICULUM				
6 governors (including headteacher as ex-officio member)	Review curriculum, policies, teaching & learning and targets.	Monitor and question.	1 meeting held per term	Finalising Sex & Relationship Education curriculum plans. Implementation and monitoring catch up education and assessment. Planning for implementation of new EYs Framework.
FINANCE				
4 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 approved spending.	Oversee, evaluate, monitor, review & question.	1 meeting held per term and additional meetings at budget setting. Combined with Personnel Meetings	Setting of budget & five year forecast. Monitoring budget closely. Review SFVS (School Financial Value Statement), policies for financial management. Undertook benchmarking comparisons with similar schools relating to spending on the school site, resources and staffing costs. Careful consideration of future projects, planned maintenance and repairs in light of budget constraints. Discussed unexpected financial implications of Coronavirus pandemic and monitoring spending.
PAY & PERSONNEL				
4 governors (including headteacher as ex-officio member)	Recommend staffing provision and oversee appointments. Review pay and awards.	Oversee, evaluate, recruit, monitor, review & question.	Combined with Finance Committee. (5 meetings held as above)	Performance management of headteacher and teaching staff. Monitoring of staff targets, Reviewed Senior Leadership Team responsibilities and staffing structure for forthcoming academic year. Monitored Executive Headteacher placement at The Rosary. Reviewed systems and policies of governance following LA Audit.

ADMISSIONS				
4 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.	1 meeting per year.	Allocation of reception school places in line with school's admissions policy. Reviewing requests from parents wishing their child be educated out of their year group. Discussion of Appeals requirements and training. Viewed website for compliance with DfE and investigating if user friendly.
PREMISES/HEALTH & SAFETY				
5 governors (including headteacher as ex-officio member)	Support & guide on premises and health & safety. Ensure installations and maintenance are monitored.	Inspect site and monitor maintenance.	1 meeting per year.	Safeguarding requirements for pupils and staff, decisions relating to health & safety of staff, pupils & visitors. Health & safety checklist. Security audit. Discussion of large projects.
SAFEGUARDING				
4 governors (including headteacher as ex-officio member)	To protect our pupils and staff. Ensure school is compliant in GCPR regulations.	Monitor, question and challenge	2 meetings a year.	Governor feedback on SEND training. Safeguarding training packages. Pupil safeguarding during pandemic. Single Central Register policy review. Monitoring of GDPR. Safeguarding Audit. Discussions on Operation Encompass.

The governing body has agreed panels for:

School Complaints
 Staff Grievance and Discipline
 Pupil Discipline
 Appeals
 Safeguarding
 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 individual governors through their roles as link governors as follows:

Area of responsibility	Named Governor
Attendance	Mr G Cooper
Computing/Website	Mrs A Childs
Early Years	Mr G Cooper
Eco	Mrs M Thorpe
English	Mr M Ziegler
Extended Schools	Mrs A Childs
Geography	Vacant
Health & Safety	Mr E Scotland
GDPR	Mrs A Childs
History	Mr G Kirwan
Maths	Mr D Nichol
Music	Mrs B Posada
Modern Foreign Languages	Mrs B Posada
PE	Mr E Scotland
Race Equality	Mrs M Thorpe
Religious Education	Fr N Schofield
Safeguarding/Child Protection	Mrs M Thorpe
Special Educational Needs and Disability (SEND)	Mrs M Thorpe
Healthy Schools	Mr E Scotland
PHSCE	Mr E Scotland
Art & Design	Fr N Schofield
Science	Mr G Kirwan
School Data	Mrs A Childs
Teaching School	Mrs M Thorpe

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). All governors have attended the virtual meetings held.

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

Governing body effectiveness and impact

The governing body has had a very different and unanticipated but still very busy year. The main priority during this period has been the focus on the children's transition back to school and assessments both on their return to school and at the end of term, as well as the health and emotional wellbeing of school staff, parents, pupils and governors. We continue to be committed to ensuring consistent and effective governance whilst not losing sight of the pressures both at work and at home for our school community.

When the children return to school in September we are hoping the school will have an end to restrictions. It has been agreed the school will continue with all the hygiene measures and good ventilation that have been put in place since the first lockdown. The school will be updating their risk assessment for the start of the autumn term. In the autumn term, we will continue to focus on ensuring we support children with any gaps in their learning due to the previous lockdowns. The school will put support measures in place for the children and will monitor their learning on a regular basis. The school will also be working to support children with their emotional wellbeing.

The Finance and Personnel Governors' monitoring of budgets and forecasts has been crucial this year, particularly with the extra expenditure due to the pandemic. As part of Governors' accountability, we have been reviewing the five-year budget projections ensuring the budgets are achieved. Over many years it has been difficult to predict how things will be in five year's time but usually there have been new Government financial incentives, grants and funding which has often made the bleak outcome brighter. This year the predictions have been a concern and the governors have pondered different scenarios, solutions and outcomes. Having warned of this we are aware this is a national problem and are aware of other schools that are already in deficit.

We have also attended various training courses with a number of providers as well as focusing on:

- Emergency plans for safety of staff and pupils as a result of pandemic
- Mental health support for staff, parents & pupils
- Budget plans and prospective large projects and maintenance
- Ensuring we are well resourced for challenging financial times ahead
- Safeguarding – ensuring we continue to meet our statutory requirements with regard to the safeguarding of the children as well as staff, security of premises, risk assessments, e-safety with particular emphasis on peer upon peer pressures due to social media
- Keeping up to date with proposed Sex and Relationship Education curriculum via the Diocese as well as national views and discussion debates
- Monitoring the school development plan
- Sharing governors' training experiences, with a particular a focus on the new Ofsted framework and governors' statutory duties
- Improved governor communication, particularly in light of Covid, as well as using Governors Hub particularly for news and guidance
- Review and maintenance of school site and surrounding environment, particularly with regard to health and safety
- Continuing the schedule of policy review and agenda cycle

This year, a third of our governing body have applied to renew their appointments and continue supporting St Mary's. Mr James Murphy will be joining as parent governor following his application as advertised in the school newsletter before last half term. His appointment was unopposed as there were no other applicants.

The governors would like to take this opportunity to thank Miss Shevlin and all the staff for their hard work, commitment and dedication to another successful year in St Mary's School. Much appreciation is given to:

- Mr Ellis and Mrs Chandarana for their support on the Senior Management team, in particular while Miss Shevlin undertook her part-time Executive Headship, which ends this term.
- Miss Gahan for co-ordinating the last stages of setting up the Library bus.
- Mr Ellis for co-ordinating SEND and support packages.
- Thanking and wishing Miss Bright a safe journey home to Australia and we are aware of how she will be missed by both the school team and parents.
- We will also be welcoming two new teachers, Mrs Park in Year 2 and Mrs Gavin in Year 3 as well as two new SMSA lunch-time staff Mrs Mackenzie and Miss McCarthy.
- We thank the PTA for their continued dedication to fundraising and community cohesion in these challenging financial and economic times and working around the Covid restrictions.

- Finally, most importantly thank you to all our parents for their continued support during these very difficult times with staggered entry and exit procedures and wearing of masks. Also, again this year we are most grateful for the PPE items donated via our parents.
- The safeguarding committee particularly expressed thanks to staff also for safeguarding pupils during these challenging times.

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

- School budget
- Mental health support for staff, parents and pupils
- Accommodation and maintenance projects
- Embedding diversity in the curriculum
- Self-evaluation on the impact and how to improve in the light of pandemic
- Governor skills audit
- Evaluate committee objectives, GB performance and procedures depending on government guidance in September
- Communication with parents on school development plan
- Undertaking government statutory requirements which come into force

With the prospect of financial pressures, the governors would be interested to hear from any parents, employers/businesses who would like to establish community links with our school and any match funding incentives that could also benefit St Mary's.

THANK YOU

Governors Maintenance Fund and Gift Aid

Thank you for all your voluntary donations and thank you very much to all of you who are able to Gift Aid your donations. Our latest Gift Aid Claims from HMRC total £929.92! This additional funding makes a huge difference.

PARENTS OF PUPILS LEAVING US THIS YEAR please remember to cancel BANKERS ORDERS for voluntary donations.

If you are a UK tax payer and would like to consider Gift Aid please collect the information from the rack outside of the Main Entrance. Our new Finance Officer, Miss Taberer, will be happy to answer any questions you may have.

Please contact the Finance Office if your circumstances have changed and you need to cancel your Gift Aid Declaration.

Find out more about our school ...

- Link to Ofsted report <http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/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/>

If you have any queries regarding this statement, please contact the school office:
Tel: 01895 232814 Email: office@stmarysuxbridge.org.uk or Clerk to Governors directly to jtaberer@stmarysuxbridge.org.uk

Chair of Governor's signature



Date

July 2021

GOVERNING BODY ATTENDANCE REGISTER

September 2020 – July 2021

FULL GOVERNORS MEETINGS

NAME	GOVERNOR TYPE	21/09/2020	16/11/2020	01/03/2021	17/05/2021
Childs, A	Parent	✓	✓	✓	✓
Cooper, G	LEA	✓	✓	✓	✓
Inkpen, S	Staff	Apologies	✓	✓	✓
Kirwan, G	Foundation	Apologies	✓	✓	✓
Nichol, D	Foundation	✓	✓	✓	✓
Posada, B	Parent	✓	Apologies	✓	✓
Schofield, N	Foundation	✓	Apologies	✓	✓
Scotland, E	Foundation	✓	✓	✓	✓
Shevlin, A	Headteacher	✓	✓	✓	✓
Thorpe, M	Foundation	✓	✓	✓	✓
Ziegler, M	Foundation	Apologies	✓	✓	✓

ADMISSIONS COMMITTEE MEETING

NAME	GOVERNOR TYPE	WC 24/02/2021
Cooper, G	LEA	✓
Nichol, D	Foundation	✓
Schofield, N	Foundation (advisory capacity on this committee)	✓
Shevlin, A	Headteacher	✓
Thorpe, M	Foundation/Committee Chair	✓

CURRICULUM COMMITTEE MEETING

NAME	GOVERNOR TYPE	09/11/2020	08/02/2021	10/05/2021
Childs, A	Parent	✓	✓	✓
Kirwan, G	Foundation	✓	Apologies	✓
Posada, B	Parent	✓	✓	✓
Scotland, E	Foundation	✓	✓	✓
Shevlin, A	Headteacher/Committee Chair	✓	✓	✓
Thorpe, M	Foundation	✓	✓	✓

FINANCE & PAY/PERSONEL COMMITTEE MEETING

NAME	GOVERNOR TYPE	02/10/2020	29/01/2020	26/03/2021	14/05/2021
Cooper, G	LEA/Finance Chair	✓	✓	✓	✓
Nichol, D	Foundation	✓	✓	✓	Apologies
Shevlin, A	Headteacher	✓	✓	✓	✓
Thorpe, M	Foundation/Personnel Chair	✓	✓	✓	✓

PREMISES COMMITTEE MEETING

NAME	GOVERNOR TYPE	09/11/2020
Childs, A	Parent	✓
Scotland, E	Foundation/Committee Chair	✓
Shevlin, A	Headteacher	✓
Thorpe, M	Foundation	✓
Ziegler, M	Foundation	✓

SAFEGUARDING COMMITTEE MEETING

NAME	GOVERNOR TYPE	16/11/2020	17/05/2021
Childs, A	Parent/Committee Chair	✓	✓
Inkpen, S	Staff Governor	✓	✓
Nichol, D	Foundation	✓	✓
Shevlin, A	Headteacher	✓	✓
Thorpe, M	Foundation	✓	✓