

Annual Governance Statement July 2019

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 2019

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 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	Vacancy	
Staff (Headteacher)	Miss Ann Shevlin	N/A
Local Authority	Mr George Cooper	4 years (expires 31.8.22)
Foundation (Vacancy)	Mrs Irene Pratt	Resigned
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 31.8.20)
Foundation	Vacancy	4 years
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 Amanda Childs

How the governing body delegates and distributes its duties

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

Membership	Remit	Key delegate duties	Number of meetings	Key decisions made
CURRICULUM				
Four governors (including headteacher as ex-officio member)	Review curriculum, policies, teaching & learning and targets.	Monitor and question.	One meeting held per term but two held this year due to cancellation.	Looking at wider curriculum, link with vocabulary, curriculum changes and assessments. Governors attended Ofsted training and fed back to others in relation to new inspection framework.
FINANCE				
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 approved spending.	Oversee, evaluate, monitor, review & question.	One meeting held per term and additional meetings at budget setting.	Setting of budget & five year forecast. Monitoring budget closely. Review SFVS (School Financial Value Statement), policies for financial management. Authorised setting up of BACS payment system for salaries, utility bills, maintenance and spending on resources. Finance Governors had to learn about new budget system and gain understanding of different layout for reporting. Undertook benchmarking comparisons with similar schools relating to spending on the school site, resources and staffing costs. Carefully consideration of future projects, planned maintenance and repairs in light of budget constraints.
PAY & PERSONNEL				
Four 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.	Performance management of headteacher and teaching staff. Monitoring of staff targets, Reviewed Senior Leadership Team responsibilities and staffing structure for forthcoming academic year.
ADMISSIONS				

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 per year.	Allocation of reception school places in line with school's admissions policy. Assisted with appeal panel. Viewed website for compliance with DfE and investigating if user friendly.
PREMISES/HEALTH & SAFETY				
Four 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.	One meeting per year.	Meet safeguarding requirements for pupils and staff. Site inspections & decisions relating to health & safety of staff, pupils & visitors. Statutory asbestos monitoring.
SAFEGUARDING				
Four governors (including headteacher as ex-officio member)	To protect our pupils and staff. Ensure school is compliant in GCPR regulations.	Monitor, question and challenge	Twice a year.	Chair and members of Senior Leadership Team attended Level 3 safeguarding training. Reviewed GDPR one year on. Safeguarding of site and audit. Investigated procedures used, how often and testing effectiveness and how far processes go to enable governors to monitor. Induction training of new governors.

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 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	Mrs M Thorpe
Extended Schools	Mrs A Childs
Geography	Mrs I Pratt
Health & Safety	Mrs A Childs
History	Mr G Kirwan
Maths	Mr D Nichol
Music	Mr G Cooper
PE	Mr D Nichol
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
Modern Foreign Languages	Mr D Nichol
School Data	Mrs A Childs

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.

Governing body effectiveness and impact

The governing body has had another very busy year. Undertaking safeguarding training. Reviewing GDPR and ensuring the school is compliant. Thankfully, there have not been any breaches. Governors attending Ofsted and Appeals training with a variety of providers. As well as focusing on:

- Budget plans and prospective large accommodations 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 for trips, e-safety.
- Assessment is continuing to be monitored.
- Focus on data analysis and looking at groups e.g. pupil premium, deprivation
- Continue to embed RE Scheme of Work with KS2 staff attending training.
- Training in Intervention programmes particularly for ASD spectrum communication
- Continuing supporting PTA (Parent Teacher Association) at St Mary's in order to develop a community spirit and raise vital funds for our school.
- Monitoring school development plan
- Sharing governors' training experiences, particularly a huge focus on new Ofsted framework and governors statutory duties
- Continued recruitment of new governors
- Improved communication
- Holding a link governors visit event
- Reviewing and maintenance of school site and surrounding environment
- Continuing the schedule of policy review and agenda cycle

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. They would also like to thank Irene Pratt for standing on the governing body and her valued input and support and wish her well in the future following her resignation last term. We are pleased to announce that Ms Beatriz Posada has been nominated parent governor for the next four years. Finally, most importantly, thanks to all our parents who have supported us and particularly the PTA for their continued dedication to fundraising and community cohesion in these challenging financial and economic times. Special thanks to be conveyed to Ms Wells and Mrs Gallahue for their enthusiastic commitment they have shown during their time on the PTA.

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

- School budget
- Mental health support for staff and pupils
- Accommodation and maintenance projects
- New governors' induction
- Self-evaluation
- Evaluate committee objectives, GB performance and procedures
- Continuing to improve communication with parents and sharing new curriculum intent and school development plan
- Undertaking government statutory requirements which come into force e.g. Year 6 swimming skills published on the website
- Community links with businesses for presentations in assembly, workshops or reading with the pupils and donation/sponsorship opportunities

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

Governors need to recruit two fellow Foundation Governors, as well as a Staff Governor. The Foundation Governor candidates need to be practising Catholics who do not have pupils in the school at the time of their term of office. If parents know of any parishioners, work colleagues or indeed members of a community group who would fit the bill please let Mrs Taberer know by emailing jtaberer@stmarysuxbridge.org.uk These roles are in addition to the recently filled parent governor position mentioned above.

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 Claim to HMRC was £1183.28! This additional funding makes a huge difference.

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 Finance Officer, Mrs Law, is always happy to answer any questions you may have.

Please let Mrs Law know 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 2019

GOVERNING BODY MEETING ATTENDANCE REGISTER
September 2018 – July 2019

NAME	GOVERNOR TYPE	20/09/18 Committee setting	12/11/18	25/03/19	02/07/19 Event
Childs, A	Parent	Apologies	✓	✓	✓
Cooper, G	LEA	✓	✓	✓	Apologies
Kirwan, G	Foundation	✓	✓	Apologies	Apologies
Nichol, D	Foundation	✓	Apologies	✓	✓
Pratt, I	Foundation	✓	Apologies	✓	Resigned
Schofield, N	Foundation	Apologies	✓	✓	✓
Scotland, E	Foundation	✓	✓	✓	Apologies
Shevlin, A	Headteacher	✓	✓	✓	✓
Thorpe, M	Foundation	✓	✓	✓	✓

ADMISSIONS MEETING ATTENDANCE REGISTER
September 2018 – July 2019

NAME	GOVERNOR TYPE	26/02/19
Cooper, G	LEA	✓
Nichol, D	Foundation	✓
Pratt, I	Foundation	✓
Schofield, N	Foundation	✓
Shevlin, A	Headteacher	✓
Thorpe, M	Foundation	✓

CURRICULUM COMMITTEE MEETING ATTENDANCE REGISTER
September 2018 – July 2019

NAME	GOVERNOR TYPE	04/03/19	03/06/19
Childs, A	Parent	✓	✓
Foley, R	Parent	✓	✓
Kirwan, G	Foundation	✓	✓
Scotland, E	Foundation	✓	✓
Shevlin, A	Headteacher	✓	✓
Thorpe, M	Foundation	✓	✓

FINANCE & PAY/PERSONNEL COMMITTEE MEETING ATTENDANCE REGISTER
September 2018 – July 2019

NAME	GOVERNOR TYPE	09/11/18	04/02/19 Ad hoc	26/02/19 Ad hoc	20/03/19	03/05/19
Cooper, G	LEA	✓	Apologies	✓	✓	✓
Nichol, D	Foundation	✓	✓	✓	✓	✓
Pratt, I	Foundation	✓	✓	✓	Resigned	Resigned
Shevlin, A	Headteacher	✓	✓	✓	✓	✓
Thorpe, M	Foundation	✓	✓	✓	✓	✓

PREMISES AND HEALTH & SAFETY MEETING ATTENDANCE REGISTER

September 2018 – July 2019

NAME	GOVERNOR TYPE	04/03/2019
Childs, A	Parent	✓
Scotland, E	Foundation	✓
Shevlin, A	Headteacher	✓
Thorpe, M	Foundation	✓

SAFEGUARDING MEETING ATTENDANCE REGISTER

September 2018 – July 2019

NAME	GOVERNOR TYPE	12/11/2019	13/05/2019
Childs, A	Parent	✓	✓
Nichol, D	Foundation	N/A	✓
Pratt, I	Foundation	x	Resigned
Shevlin, A	Headteacher	✓	✓
Thorpe, M	Foundation	✓	✓