

Annual Governance Statement July 2018

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 2017

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	Mr Richard Foley	4 years (expires 31.8.18)
Parent	Mrs Amanda Childs	4 years (expires 31.7.21)
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	Mrs Irene Pratt	4 years (expires 31.8.21)
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 31.8.18)
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.	Reviewing progress of intervention programmes particularly supporting ASD, social, emotional & mental health, reading events and EY moderation. Discussing links with HACS and workshops for parents. Updates on working towards Sports Award. Monitoring embedding of RE Scheme of Work. Monitoring of pupil and sports premium spending and publishing on website. Discussing coding workshops and links with engineering company and future plans.
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. Review SFVS (School Financial Value Statement), policies for financial management. Ensuring we are adequately resourced e.g. copiers, reading schemes & comprehension, removal of some software. Planning ahead for challenging financial times ahead. Oversee & evaluate future building & maintenance projects and scrutiny of tenders. Making use of the opportunities of the Teaching School.
PAY & PERSONNEL				
Four governors (including headteacher as ex-officio member)	Recommend staffing provision and oversee appointments.	Oversee, evaluate, recruit, monitor, review & question.	One meeting held per term. Last meeting this year trialed amalgamating	Performance management of headteacher and teaching staff. Monitoring of staff targets, particular focus on writing, and training involved

	Review pay and awards.		with the Finance Committee and will continue to do so next academic year.	in topics as discussed at meeting and RE curriculum. Meet safeguarding responsibilities in terms of staffing. Evaluating service provision of external safeguarding advisor. Chair renewed safer recruitment training.
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.	Agreement made this year to hold one meeting per year to approve annual policy and reception applications. Information on offers and appeals will be circulated to governors..	Allocation of reception school places in line with school's admissions policy. Promoting nursery places in line with decline in take up nationally. Discussions on viability of plans to implement 30 hours. 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.	Agreement made this year to hold one meeting per year. works.	Meet safeguarding requirements for pupils and staff. Site inspections & decisions relating to health & safety of staff, pupils & visitors. Feedback on security audit. Review of disability equality scheme. GDPR in relation to CCTV. Discussed legal responsibilities regarding title deeds.
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.	Develop training with follow up annual training and termly updates. Investigate 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	No. of visits to school in this role in academic year
Attendance	Cllr G Cooper	Termly
Computing/Website	Mrs A Childs	Annually
Early Years	Cllr G Cooper	Termly
Eco	Mrs M Thorpe	Annually
English	Mrs M Thorpe	Termly
Extended Schools	Mrs A Childs	Annually
Geography	Mr R Foley	Annually
Health & Safety	Mr R Foley	Termly
History	Mr R Foley	Annually
Maths	Mr D Nichol	Termly
Music	Cllr G Cooper	Annually
PE	Vacancy – regularly reviewed at Curriculum meeting	Annually
Race Equality	Mrs M Thorpe	Annually
Religious Education	Fr N Schofield	Termly
Safeguarding/Child Protection	Mrs M Thorpe	Termly
Special Educational Needs and Disability (SEND)	Mrs M Thorpe	Termly
Healthy Schools	Mr E Scotland	Annually
PHSCE	Mr E Scotland	Annually
Art & Design	Fr N Schofield	Annually
Science	Mr G Kirwan	Annually
Modern Foreign Languages	Mr D Nichol	Annually
School Data	Mrs A Childs	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.

Governing body effectiveness and impact

The governing body has had a very busy year. Undertaking training in relation to safeguarding as the onus is now on the whole governing body and not just an individual as in previous years. This has been more challenging with the introduction of GDPR and ensuring the school is compliant, conforming and a few governors attending 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. Relevant governors attending training.
- Assessment – continuing monitoring to ensure that an effective method of assessment is maintained
- 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 GDPR and safeguarding
- One of the governors committee targets was to undertake Appeals Training, sadly on two occasions this training has been cancelled by the provider
- Introducing and inducting new governors
- Improved communication
- Holding a link governors visit event
- Reviewing and maintenance of school site and surrounding environment, particularly with regard to safeguarding
- 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 Richard Foley for standing on the governing body for the last four years and his valued input and wish him well in the future following his resignation this term. Governors will be looking forward to receiving nominations in September to fill this vacancy. 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.

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

- School budget
- Accommodation and maintenance projects
- New governors' induction
- Self evaluation
- Time better spent on strategic matters now that committees have been amalgamated and frequency of meetings reviewed
- Evaluate committee objectives, GB performance and procedures
- Continuing to improve communication with parents
- 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 financial pressures the governors would be interested to hear from any parents' employers/businesses who would like to establish community links with our school. Also of any match funding incentives that could also benefit St Marys.

Governors need to recruit a fellow Foundation Governor to complete the governing body. The candidate needs to be a practising Catholic who does not have pupils in the school at the time of their term of office. Therefore, 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 This role is in addition to the parent governor vacancy 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 is for £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 2018

GOVERNING BODY MEETING ATTENDANCE REGISTER
September 2017 – July 2018

NAME	GOVERNOR TYPE	11/9/2017	13/11/2017	12/3/2018	21/5/2018
Bem, T	Foundation	Resigned	N/A	N/A	N/A
Briggs, C	Staff	✓	✓	✓	Apologies
Childs, A	Parent	✓	✓	apologies	✓
Cooper, G	LEA	✓	✓	✓	Apologies
Foley, R	Parent	✓	✓	✓	✓
Kirwan, G	Foundation	✓	apologies	apologies	✓
Nichol, D	Foundation	✓	✓	✓	✓
Pratt, I	Foundation	✓	✓	✓	✓
Schofield, N	Foundation	✓	✓	✓	Apologies
Scotland, E	Foundation	✓	✓	apologies	✓
Shevlin, A	Headteacher	✓	✓	✓	✓
Thorpe, M	Foundation	✓	✓	✓	✓

ADMISSIONS MEETING ATTENDANCE REGISTER
September 2017 – July 2018

NAME	GOVERNOR TYPE	18/9/2017	27/02/2018
Cooper, G	LEA	✓	✓
Nichol, D	Foundation	✓	✓
Pratt, I	Foundation	✓	✓
Schofield, N	Foundation	✓	✓
Shevlin, A	Headteacher	✓	✓
Thorpe, M	Foundation	✓	✓

CURRICULUM COMMITTEE MEETING ATTENDANCE REGISTER
September 2017 – July 2018

NAME	GOVERNOR TYPE	6/11/2017	22/1/2018	23/4/2018
Brydges, A	Associate	x	x	x
Childs, A	Parent	✓	✓	✓
Foley, R	Parent	✓	✓	x
Kirwan, G	Foundation	✓	✓	✓
Scotland, E	Foundation	✓	✓	✓
Shevlin, A	Headteacher	✓	✓	✓
Thorpe, M	Foundation	✓	✓	✓

FINANCE COMMITTEE MEETING ATTENDANCE REGISTER
September 2017 – July 2018

NAME	GOVERNOR TYPE	10/11/2017	24/01/2018	18/4/2018
Briggs, C	Staff	✓	✓	✓
Cooper, G	LEA	✓	✓	✓
Nichol, D	Foundation	✓	apologies	✓
Pratt, I	Foundation	✓	✓	✓
Shevlin, A	Headteacher	✓	✓	✓
Thorpe, M	Foundation	✓	✓	✓

PERSONNEL AND PAY COMMITTEE MEETING ATTENDANCE REGISTER
September 2017 – July 2018

NAME	GOVERNOR TYPE	18/9/2017	18/4/2018		
			To be combined with Finance in future		
Cooper, G	LEA	✓		✓	
Nichol, D	Foundation	✓		✓	
Pratt, I	Foundation	✓		✓	
Shevlin, A	Headteacher	✓		✓	
Thorpe, M	Foundation	✓		✓	

PREMISES AND HEALTH & SAFETY MEETING ATTENDANCE REGISTER
September 2017 – July 2018

NAME	GOVERNOR TYPE	6/11/2017	22/1/2018
Childs, A	Parent	✓	✓
Foley, R	Parent	✓	✓
Scotland, E	Foundation	✓	✓
Shevlin, A	Headteacher	✓	✓
Thorpe, M	Foundation	✓	✓

SAFEGUARDING MEETING ATTENDANCE REGISTER
September 2017 – July 2018

NAME	GOVERNOR TYPE	6/11/2017	21/5/2018
Childs, A	Parent	✓	✓
Pratt, I	Foundation	✓	✓
Shevlin, A	Headteacher	✓	✓
Thorpe, M	Foundation	✓	✓