

Annual Governance Statement July 2020

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
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	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 (under re-application)
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 in September and these would normally be reviewed annually. Due to the Covid Pandemic, committee meetings were suspended under government guidance and therefore solely virtual Full Governing Body meetings were held to discuss urgent issues.

Membership	Remit	Key delegate duties	Number of meetings	Key decisions made
CURRICULUM				
4 governors (including headteacher as ex-officio member)	Review curriculum, policies, teaching & learning and targets.	Monitor and question.	1 meeting held per term but 1 held this year due to pandemic.	Monitoring Sex & Relationship Education curriculum plans. Monitoring curriculum intent implementation and monitoring.
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. Meetings not held in Spring or Summer term but urgent items discussed at Full Governors Meeting.	Setting of budget & five year forecast. Monitoring budget closely. Review SFVS (School Financial Value Statement), policies for financial management. School. Monitoring BACS payment system for salaries, utility bills, maintenance and spending on resources. Finance Governors familiarised themselves with the revised report layout of new budget system. 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.
PAY & PERSONNEL				
4 governors (including headteacher)	Recommend staffing provision and oversee	Oversee, evaluate, recruit, monitor,	Combined with Finance Committee. No meetings	Performance management of headteacher and teaching staff. Monitoring of staff targets,

as ex-officio member)	appointments. Review pay and awards.	review & question.	held in second part of Spring or the Summer term but urgent items discussed at Full Governors Meeting.	Reviewed Senior Leadership Team responsibilities and staffing structure for forthcoming academic year. Monitored and discussed Executive Headteacher placement at The Rosary.
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. Discussion of Appeals requirements and training. Viewed website for compliance with DfE and investigating if user friendly.
PREMISES/HEALTH & SAFETY				
4 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.	No sub-committee meeting held this year but safeguarding requirements for pupils and staff, decisions relating to health & safety of staff, pupils & visitors were discussed at Full Governors Meetings.
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. Only one meeting held due to pandemic.	Staff received domestic violence training. "Prevent" measures discussed and planned. Maintain and extend safeguarding training further. Review of GDPR. Preparations for audit & actions required.

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 a very different and unanticipated but still very busy year. The priority during this period has been 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. 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

- Keeping up to date with proposed Sex and Relationship Education curriculum via the Diocese as well as national views and discussion debates
- Monitoring school development plan
- Sharing governors' training experiences, with a particular a focus on the new Ofsted framework and governors' statutory duties, appeals training
- 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 for urgent policies only

This year the governors welcomed Sheila Inkpen as Staff Governor, Martin Ziegler as Foundation Governor and Beatriz Posada as Parent Governor. 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 undertakes her part-time Executive Headship. Miss Gahan and Mrs Chandarana for co-ordinating the very successful mock Ofsted for Reading. Mr Ellis for co-ordinating SEND and support packages as well as researching embedding diversity into the History Curriculum prior to recent events regarding Black Lives Matter. Mr Stringer for his successful plans for appreciation of Black History Month earlier in the Autumn Term and the school's viewpoint that the significance of this should not be celebrated for just a month. Finally, most importantly thank you to all our parents who have continued to support us and particularly the PTA for their continued dedication to fundraising and community cohesion in these challenging financial and economic times. Also, we are most grateful for the PPE items donated via our parents.

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 History curriculum
- Self-evaluation on the impact and how to improve in the light of pandemic
- 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 Marys.

We are looking to recruit one fellow Foundation Governor to complete the governing body. The candidate must be a practising Catholic who does not have pupils attending 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 recently filled positions 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 £1285.42! 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 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 2020

GOVERNING BODY ATTENDANCE REGISTER

September 2019 – July 2020

FULL GOVERNORS MEETINGS - (30/03/20 CANCELLED DUE TO COVID)

NAME	GOVERNOR TYPE	16/09/19 Committee Setting	11/11/19	11/05/20 (Virtual)	13/07/20 (Virtual)
Childs, A	Parent	✓	✓	✓	✓
Cooper, G	LEA	✓	✓	✓	✓
Inkpen, S	Staff	✓	✓	✓	✓
Kirwan, G	Foundation	Apologies	Apologies	✓	✓
Nichol, D	Foundation	✓	✓	✓	✓
Posada, B	Parent	✓	Apologies	✓	✓
Schofield, N	Foundation	Apologies	✓	✓	✓
Scotland, E	Foundation	✓	✓	✓	✓
Shevlin, A	Headteacher	✓	✓	✓	✓
Thorpe, M	Foundation	✓	✓	✓	✓
Ziegler, M	Foundation	✓	✓	✓	✓

ADMISSIONS COMMITTEE MEETING

NAME	GOVERNOR TYPE	27/02/20
Cooper, G	LEA	✓
Nichol, D	Foundation	✓
Schofield, N	Foundation (advisory capacity on this committee)	Apologies
Shevlin, A	Headteacher	✓
Thorpe, M	Foundation/Committee Chair	✓

CURRICULUM COMMITTEE MEETING (27/04/20 CANCELLED DUE TO COVID)

NAME	GOVERNOR TYPE	17/10/20
Childs, A	Parent	✓
Kirwan, G	Foundation	✓
Posada, B	Parent	✓
Scotland, E	Foundation	✓
Shevlin, A	Headteacher/Committee Chair	✓
Thorpe, M	Foundation	✓

FINANCE & PAY/PERSONEL COMMITTEE MEETING

NAME	GOVERNOR TYPE	31/10/19	29/01/20	27/02/20 Ad Hoc
Cooper, G	LEA/Finance Chair	✓	✓	✓
Nichol, D	Foundation	✓	✓	✓
Shevlin, A	Headteacher	✓	✓	✓
Thorpe, M	Foundation/Personnel Chair	✓	✓	✓

PREMISES COMMITTEE MEETING

NAME	GOVERNOR TYPE	27/04/20
Childs, A	Parent	<i>Cancelled due to Covid but items discussed at finance and full governors meetings.</i>
Scotland, E	Foundation/Committee Chair	
Shevlin, A	Headteacher	
Thorpe, M	Foundation	
Ziegler, M	Foundation	

SAFEGUARDING COMMITTEE MEETING – (11/05/20 CANCELLED DUE TO COVID)

NAME	GOVERNOR TYPE	11/11/19
Childs, A	Parent/Committee Chair	✓
Nichol, D	Foundation	✓
Shevlin, A	Headteacher	✓
Thorpe, M	Foundation	✓