

Annual Governance Statement July 2017

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	Mr Tim Bem	4 years (expires 31.8.17)
Foundation	Mrs Noreen Groves	4 years (expires 31.8.18)
Foundation	Fr Nicholas Schofield	4 years (expires 31.8.18)
Foundation	Mr Dominic Nichol	4 years (expires 31.8.20)
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

Mrs Julie Taberer
Mrs Maureen Thorpe

How the governing body delegates and distributes its duties

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

Committee	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 growth mindset project and intervention programmes particularly supporting ASD. Monitoring implementation and impact of new RE Scheme of Work. Monitoring of pupil and sports premium spending and publishing on website.
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 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. Ensuring we are adequately resourced and planning ahead for challenging financial times ahead.
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.	One meeting held per term.	Performance management of headteacher and teaching staff. Monitoring of staff targets and training involved in new topics as discussed at curriculum meeting and RE curriculum at preparation for imminent Section 48 inspection.

					Meet safeguarding responsibilities in terms of staffing.
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 held per term.	Allocation of school places in line with school's admissions policy. Discussions on concerns of increasing over-subscription particularly with new housing developments in the close vicinity of the school.
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 held per term. Ad hoc meetings held during building works.	Meet safeguarding requirements for pupils and staff including Prevent Duty and Lock Down Drills. Site inspections & decisions relating to health & safety of staff, pupils & visitors. Review of disability equality scheme.

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.

Due to the increasing demands of safeguarding procedures and with Prevent Duty and lock down drills, the governing body has decided to have a specific safeguarding committee next academic year to focus solely on this requirement to protect our pupils and staff as well as our termly fire evacuation drills.

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
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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		Annually
Modern Foreign Languages		Annually
School Data (new link governor role)		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, focusing on:

- Budget plans
- Ensuring we are well resourced for challenging financial times ahead
- Increase of Governors Fund payments for maintenance projects
- Safeguarding – ensuring we continue to meet our statutory requirements with regard to the safeguarding of the children, particularly Prevent Duty and Lock Down drills
- Assessment – working with staff to ensure that an effective method of assessment is maintained
- Monitoring implementation and impact of **new RE Scheme of Work**.
- Growth Mindset topic of fostering positive attitude and pupils' study of "famous" peoples inspirational stories. This project continued during book week focussing on books relating to this
- Intervention programmes particularly for ASD spectrum communication though the visual resources have been beneficial on all pupils learning
- Developing and continuing supporting our new PTA (Parent Teacher Association) at St Mary's in order to develop a community spirit and raise vital funds for our school.
- Reviewing and updating of the school development plan
- Sharing governors training experiences
- Introducing and inducting new governors

- Improved communication
- Holding a link governors visit event together with a Mass with the teaching staff
- Reviewing and maintenance of school site and surrounding environment, particularly with regard to safeguarding, with extra measures in place in the staff car park
- 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 the success of St Mary's School this year, particularly with the "outstanding" grading received for the recent RE Ofsted. They would also like to thank Kev Oakley and Noreen Groves for standing on the governing body for many years and their valued input and wish them well in the future following their resignations this term. Finally thanks to all the parents who voted in the recent parent governor elections, there was a very good return of ballot papers. Commiserations to Jose Varela who received slightly less votes than Amanda Childs and the school community congratulates Amanda on another four year term of office as parent governor. Both candidates presented nomination forms showing dedication, commitment and support to the school community and St Marys is fortunate to have such valued parents.

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

- School budget
- Consideration for academy status
- New governors' induction
- Development of new committee dedicated to safeguarding
- Evaluate committee objectives, GB performance and procedures
- Review assessment and tracking
- Continuing to improve communication with parents

With the prospect of financial pressures the governors would be interested to hear from any parents who are able to advise on computer or building projects, planning/environmental applications, underground camera surveys in the light of the proposed building development in Waterloo Wharf, mechanical, structural or electrical engineering, quantity surveyors, architecture, project management or tendering for jobs. These experts would be put on a database and called upon in an advisory capacity to assist in projects. We would also like to know of any employers of parents who would like to establish links with our school.

The governors are grateful and appreciate the endeavours of our PTA in their successful fundraising activities again over the last year giving the school community cohesion and the pupils an active involvement and sense of belonging.

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> (NB: This will be removed in September 2016)
 - 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

Chair of Governor's signature



Date

July 2017