

Annual Governance Statement July 2023

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 2023

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	Mr James Murphy	4 years (expires 31.8.25)
Staff	Mrs Sheila Inkpen	4 years (expires 31.8.23)
Staff (Headteacher)	Miss Ann Shevlin	N/A
Local Authority	Mrs Amanda Childs	4 years (expires 31.8.27)
Foundation	Mr Tony Dias	4 years (expires 31.8.26)
Foundation	Ms Lisa Pearcey	4 years (expires 31.8.25)
Foundation	Mr Emerson Scotland	4 years (expires 31.8.25)
Foundation	Fr Nicholas Schofield	4 years (expires 31.8.26)
Foundation	Mr Dominic Nichol	4 years (expires 31.8.24)
Foundation	Mrs Maureen Thorpe	4 years (expires 31.8.23)
Foundation	1 Vacancies	4 years

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 and this year the Catholic Life and Religious Education Committee was added. This past year we met both virtually and in person when convenient for both Full Governors and Committee meetings. Towards the end of this academic year, where possible, we tried to meet in person for Full Governor meetings with the facility given for those to attend online too.

Membership	Remit	Key delegate duties	Number of meetings	Key decisions made
CATHOLIC LIFE AND RELIGIOUS EDUCATION				
3 governors (including Headteacher as ex-officio member)	Review RE curriculum, policies, teaching & learning and targets.	Monitor and question.	3 meetings	Committee Objectives: Developing Prayer and Liturgical Life across the school; parental involvement in prayer life of school; building links with Parish and Diocese. Focus on overview of curriculum; training; RE mock inspection; progressing to looking at challenge for pupils
CURRICULUM				
6 governors (including Headteacher as ex-officio member)	Review curriculum, policies, teaching & learning and targets.	Monitor and question.	3 meetings	Focus on School Development Plan and sharing this with parents. Specifically, moderation of writing, focus on language and communication in Early Years, reading and Maths. Community links e.g. Brunel handwriting training and OT students. Climate action plan. New website. Provision of 32.5 hour school week prior to statutory introduction. Team Teach training. New behaviour rules. SEND provision on website.
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 & three 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. Discussed implication of rising costs, particularly energy Careful consideration of future projects, planned maintenance

				and repairs in light of budget constraints. Discussed recent staff absences and supply cover and monitoring spending. New absence scheme. Looking at grants available. New visitors safeguarding system (also in Safeguarding Committee).
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. 1 meeting held per term with additional meetings with external consultants.	Performance management of Headteacher and teaching staff. Monitoring of staff targets. Reviewed staff policies. Staff Wellbeing linked with new absence scheme provider. Safer recruitment training renewals.
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. Continued progression of 30 hour nursery places. Reviewing requests from parents wishing their child be educated out of their year group. Discussion of Appeals requirements and training. Viewed current website for compliance with DfE and undertaking of new website which is more 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.	Continuing on reducing our carbon footprint. Boundary wall discussions. Safeguarding requirements for pupils and staff, decisions relating to health & safety of staff, pupils & visitors. Health & safety checklist. Security audit. Discussion of large projects. Provision of new medical information software package.
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.	Safeguarding training packages. Single Central Register policy review. Monitoring of GDPR. Safeguarding Audit. Reviewing efficiency of safeguarding recording and monitoring system.

				Medical recording system mentioned above in Premises. Reviewed and undertook safer recruitment training. Online safety for pupils and heightened cyber threats targeting many schools' data.
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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 and these will be reviewed in September 2023 with the new governors this year taking on roles.

Examples of areas of responsibility are:
Attendance, Computing/Website, Early Years, Eco; English; Extended Schools; Geography; History; Health & Safety; GDPR; Prevent; Maths; Music; Modern Foreign Languages; PE; Race Equality; Religious Education; Cyber Threats; Safeguarding/Child Protection; Special Educational Needs and Disability (SEND); Healthy Schools; PHSE; Art & Design; Science; School Data

St Mary's governors have excellent attendance at meetings and we have only 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

For the Governing Body, this has again been a very busy year. The main priority during this period has been the focus on the any gaps in learning for the children through assessments, as well as the health and emotional wellbeing of school staff, parents, pupils and governors. Governors have undertaken many different forms of training varying from Prevent, Safeguarding and Ofsted. 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, particularly in relation to cost of living.

The Governing Body would like to thank parents and staff for the smooth transition of the 32.5 hour school week trial and supporting all the requirements of early morning booster classes and National Tutoring after school. The school has continued to focus on ensuring we support children with any gaps in their learning and the government are making the funding available again this year. The school will also continue working to support children and staff with their emotional wellbeing.

This year the Governors did not have the opportunity to undertake a skills matrix as part of an evaluation exercise due to concentrating on the new Ofsted framework. An evening

training session was held for Governors on the new Ofsted protocols, looking at possible questions and areas of focus for Governor interviews. The skills matrix and evaluation exercise will be undertaken in September with our new governors as well as the link governor roles mentioned earlier.

The Finance and Personnel Governors' monitoring of budgets and forecasts has again been crucial this year. As part of Governors' accountability, we have been reviewing the three-year budget projections ensuring the budgets are achieved. Over recent years it has been difficult to predict how things will be in three years' time, but usually there have been new Government financial incentives, grants and funding which have 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 understand this is a national problem and are aware of other schools that are already in deficit. With the onset of increased energy costs and cost of living crisis, the outlook looks difficult. If families are suffering financial difficulties, assistance may be given through help with heating fuel etc via the household benefit scheme. We would urge families to check their eligibility status by logging onto <https://pps.lgfl.org.uk/>. If you have any difficulties please contact itaberer@stmarysuxbridge.org.uk in the strictest confidence. Even though all children in KS1 and KS2 will now receive Universal Free School Meals for a year, it is important to still apply if you are on income support as the household benefit scheme could assist and also the school will receive funding to help with those particular pupils' learning. These strategies are carried out very discreetly in groups without undue attention.

We have just signed up for The Key via our portal, Governor Hub, which a national information service providing guidance and training for Governors. We will continue to share our training experiences with each other, with a particular a focus on the new Ofsted framework, safeguarding and Governors' statutory duties, **as** well as continuing the schedule of policy review and agenda cycle.

This year, Mrs Amanda Childs has been successfully appointed as LA Governor. Mr Tony Dias and Ms Lisa Pearcey have joined the Full Governing Body this year and brought with them their experience and knowledge. Tony has been involved with the voluntary sector via sport and has sat on the Finance and Personnel Committees. Lisa has experience of property management and is an advocate for recycling and eco and has sat on the Premises/Health & Safety Committee. Mrs Inkpen has served four years on the Governing Body as a staff member and has been a very valuable asset with her classroom knowledge, as well as her experience as a counsellor. More recently too her support in class and group work with Phonics has meant a 100% achievement for the pupils in their government assessments. In line with giving opportunities for all staff to serve on the Governing body, Mrs Chandarana will serve from September 2023 as Staff Governor. There were no nominations for the Parent Governor post advertised this month and therefore Mrs Bea Posada has agreed to stand for another term. Bea has undertaken a significant amount training covering many aspects of her role, which is a huge benefit to the Governing Body and her offer to accept another term of office is much appreciated.

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 at St Mary's. This year, many peer group reviews and moderations have been undertaken in a number of subjects. During these visits, the behaviour and outstanding manners of our pupils has been praised. KS2 have also undertaken a fitness regime and experimented with Moki bands monitoring their steps. We have also seen another large group of pupils making their First Holy Communion and would like to congratulate them.

We thank the PTA for their continued dedication, supporting with fundraising and community cohesion.

We welcome Ms Shannon Power as an SMSA. Shannon has helped with the recent sports day and classroom cover.

Finally, thank you to all our parents for their continued involvement and support in our St Mary's community.

Looking ahead to next year, a huge focus will be the forthcoming Ofsted inspection and the Diocesan RE inspection, in addition to the important items mentioned earlier in this report.

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 £658.34 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, 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 or are now able to Gift Aid your donations.

We have a number of outstanding parent payments on Eduspot. Please ensure that you log into the pupil's accounts before the end of the academic year and check if you have made any payments due. A recent poll shows the number of schools that have cut school trips due to funding has more than doubled since last year. We are aware that some parents have had issues logging into Eduspot. If you are having issues please send a copy of the error message that you receive to Miss Taberer the finance officer. If you are unable to pay online you may send cash in named envelopes to the office.

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 itaberer@stmarysuxbridge.org.uk

Chair of Governor's signature



Date

July 2023

St Mary's Catholic Primary School, Uxbridge

Attendance

Y = Attended, N = Apologies Accepted.

Governor	16 Sep 2022	26 Sep 2022	26 Sep 2022	10 Oct 2022	04 Nov 2022	07 Nov 2022	07 Nov 2022	21 Nov 2022	25 Nov 2022	28 Nov 2022	24 Feb 2023	24 Feb 2023	06 Mar 2023	27 Mar 2023	27 Mar 2023	28 Apr 2023	16 May 2023	22 May 2023	22 May 2023	16 Jun 2023	26 Jun 2023
	Full Governing Board Academy	Safeguarding committee meeting	Full Governing Board	Governors Safeguarding	Headteacher's Performance	Curriculum Committee	Premises Committee	Finance/Personnel Committee Meeting	Catholic Life & Religious Education	Full Governors Meeting	Admissions Committee Meeting	Catholic Life and Religious Education	Curriculum Committee	Finance, Pay & Personnel	Full Governors Meeting	Finance, Pay & Personnel	Curriculum Committee	Safeguarding Committee Meeting	Full Governors Meeting	Catholic Life and Religious Education	Full Governing Body Ofsted Preparation
Sapana Chandarana																					
Mrs Amanda Childs		Y	Y	Y		Y				Y			Y		Y		Y	Y	Y		Y
Tony Dias							Y			N				Y	Y	N					Y
Simon Ellis								Y			Y				Y						Y
Mrs Sheila Inkpen		N	Y							Y					Y			Y	Y		N
James Murphy	Y		Y	Y				Y*		Y			Y*	Y	N			Y			Y
Dominic Nichol	Y	N	N	N	Y			Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y
Lisa Pearcey	Y		Y	Y						N					Y					Y	Y
Bea Posada			Y	Y		Y				Y			Y		Y		Y			Y	Y
Rev Nicholas Schofield			Y	Y					Y	Y	Y	Y			N					Y	Y
Emerson Scotland			Y	Y		Y	Y			Y			Y		Y		Y			Y	Y
Ann Shevlin	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mrs Julie Taberer	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Kayleigh Taberer	Y							Y					Y		Y						
Mrs Maureen Thorpe	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y

* Only required to attend for Finance