

Annual Governance Statement July 2022

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 2022

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	Mr George Cooper	4 years (expires 31.8.22) Retiring from FGB
Local Authority previously parent governor	Mrs Amanda Childs	Recently nominated as LA Governor
Foundation	Mr Martin Ziegler	4 years (expires 31.8.23) Standing down this term
Foundation	Mr Garret Kirwan	4 years (expires 31.8.25)
Foundation	Mr Emerson Scotland	4 years (expires 31.8.25)
Foundation	Fr Nicholas Schofield	4 years (expires 31.8.22)
Foundation	Mr Dominic Nichol	4 years (expires 31.8.24)
Foundation	Mrs Maureen Thorpe	4 years (expires 31.8.23)
Foundation	2 Vacancies (1 prospective candidate)	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. This past year we continued to meet virtually for both Full Governors and Committee meetings. We will review in September 2022 whether we will begin face to face or a mixture of face to face and virtual, known as hybrid meetings.

Membership	Remit	Key delegate duties	Number of meetings	Key decisions made
CURRICULUM				
6 governors (including Headteacher as ex-officio member)	Review curriculum, policies, teaching & learning and targets.	Monitor and question.	1 meeting held other than summer term but the meeting in the Autumn term will be held earlier than usual.	New RE curriculum and introduction of Chaplaincy team. Subject expectations within newly introduced Curriculum i.e. subject co-ordinators have a knowledge of expectations from EYs to Y6. Engaging reading with parents. Catch up interventions via Fischer Family Trust
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 & five 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 continued financial implications of Coronavirus pandemic supplies and recent staff absences and cover and monitoring spending. Looking at grants for heat pumps or solar panels (this overlaps slightly with the Premises committee and reducing our carbon footprint)

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 systems and finalised policies via an independent company of governance
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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 website for compliance with DfE and investigating if user friendly.
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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.	LED lighting and reducing our carbon footprint. Safeguarding requirements for pupils and staff, decisions relating to health & safety of staff, pupils & visitors. Health & safety checklist. Security audit. Discussion of large projects. Facilitating mental health therapy facilities for the school community. Health concerns i.e. asthma. Whilst staff attend regularly training in health concerns they need the support of parents in keeping inhalers and medical information up to date. A new software package assists office staff in keeping a track on expiry dates.
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SAFEGUARDING

4 governors (including Headteacher)	To protect our pupils and staff.	Monitor, question and challenge	2 meetings a year.	Safeguarding training packages.
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as ex-officio member)	Ensure school is compliant in GCPR regulations.			Single Central Register policy review and further training Monitoring of GDPR. Safeguarding Audit. New Safeguarding recording and monitoring system. Medical recording system mentioned above in Premises. Reviewed and undertook safer recruitment training Online safety for pupils and staff (the latter in relation to cyber threats)
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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 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
PHSE	Mr E Scotland
Art & Design	Fr N Schofield
Science	Mr G Kirwan
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). 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

For the Governing Body this has again been a very different but still very busy year. The main priority during this period has been the focus on the children's welcome back to school and assessments both on their return to school and at the end of each term, as well as the health and emotional wellbeing of school staff, parents, pupils and governors. We appreciated that staff, parents and pupils will naturally be experiencing periods of anxiety and were pleased to see workshops on wellbeing provided online at the start of the academic year. Also we are fortunate to have two staff skilled in counselling and many staff have undertaken different therapy intervention courses, one of which is quite lengthy. Governors were pleased to see the climbing wall and the EYs static playground equipment and new resources being welcomed by the pupils and are being put to excellent use. We also think the staff would love to have a turn. The new ICT suite has also been a valued addition to the school community. 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.

This year the school has seen an end to restrictions. The Governing Body would like to thank parents and staff for the smooth transitions and supporting all the requirements for the last few years and there is no denying as a school community there have been many challenges. The school has continued to focus on ensuring we support children with any gaps in their learning following lockdowns. The school will also be working to support children and staff with their emotional wellbeing.

This year the governors undertook a skills matrix as part of an evaluation exercise and undertook training where there were gaps. Such as, HR, Ofsted and Catholicity. We intend to continually review this for gaps. The recommendations following the thematic review by the LA were also put into place in meeting this year.

The Finance and Personnel Governors' monitoring of budgets and forecasts has been crucial this year, particularly with the extra expenditure of staff cover due to illness and continued cases of covid. As part of Governors' accountability, we have been reviewing the five-year budget projections ensuring the budgets are achieved. Over many of the last years it has been difficult to predict how things will be in five years' time but usually there have been new Government financial incentives, grants and funding which has 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 are aware this is a national problem and are aware of other schools that are already in deficit. With the onset of energy and cost of living crisis' the outlook generally does not look good and to continue the requests of the school to contact if any family are suffering financial difficulties as assistance may be given through the free school meals service. We would urge anyone to check their eligibility status by logging onto <https://pps.lgfl.org.uk/> if you have any difficulties please contact jtaberer@stmarysuxbridge.org.uk in the strictest confidence.

We have also attended various training courses with a number of providers as well as focusing on:

- Plans for staff and pupils due to continued covid illness
- 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 with particular emphasis on peer upon peer pressures due to social media, safer recruitment re-training and cyber threats

- Implementation of Sex and Relationship Education curriculum with advice via the Diocese as well as national news
- Monitoring the school development plan
- Sharing governors' training experiences, with a particular a focus on the new Ofsted framework, safeguarding and governors' statutory duties
- Improved governor communication 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

This year, one of our parent governors term came to an end and we are delighted to inform that Mrs Amanda Childs has been successfully appointed at LA Governors. This is due to the retirement of Mr George Cooper who has served on the FGB since 2000 and has many interactions with St Marys prior to serving on the FGB as his children attended St Marys and both he and his wife Mrs Judith Cooper were LA Councillors. Mr Cooper was a regular visitor to the school engaging the children with his passion of Egyptian history as well as coming to have Christmas dinner with the children and watching productions. The school will miss his knowledge and jovial nature when visiting. Mr James Murphy has joined as parent governor and has sat on the finance committee at very challenging time for the school and as a nation. Sadly the FGB say goodbye to Mr Martin Ziegler, who has sat on the Governing Body for the last three years but is having to stand down due to work commitments and wish him well for the future. We are pleased to inform you that Ms Lisa Pearcey will be joining us as a foundation governor in September and has already sat on a Governing Body meeting as an observer. Thank you so much to our two leavers and much gratitude to the Governing Body as a group for each individuals valued input and dedication. This is a voluntary role and takes up many an evening with meetings and we are blessed to have the support and guidance.

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. A particular achievement was the **Inclusion Mark** qualification. Although this was granted in October 2020 governors discussed this afterwards at committee meetings and Full Governors Meeting. Mr Ellis was involved with the application process and co-ordinating the paperwork. The assessment day was pretty gruelling as covid restrictions were still in place so only one class were interviewed virtually as well as our pupil Eco committee. Remote interviews were held with Mrs Thorpe, Chair of Governors, Miss Shevlin, Mr Ellis and Mrs Chandarana and a few parents, teachers and TAs. Congratulations to the school community considering the circumstances as external inspectors get a much better feel for the school when able to attend rather than virtually. Much appreciation is also given to:

- Mr Ellis and Mrs Chandarana for their support on the Senior Management team,
- Miss Gahan for co-ordinating the implementation of the library bus for pupil visits this year.
- Mr Ellis for co-ordinating SEND and support packages.
- Thanking and wishing Miss Gavin all the best in her career at a school more local to her.
- We will also be welcoming a new teacher, Mr Beacham in Year 4 and Mrs Parry returns from maternity leave to work in Year 3.
- This year saw Miss Taberer join as Finance Officer following Mrs Law's retirement.
- Miss Becki joined as Administrative Officer following Mrs Chavez moving on to another school.

- We would like to thank our new SMSAs who joined us during the last 18 months, Mrs Bourne, Mrs O'Connor, Miss Jones, Mrs Kaur and Mrs Gupta work as a great team. We appreciate their dedication as this is a very difficult role to fill due to the need to work every day in the middle of the day in all kinds of weather.
- We thank the PTA for their continued dedication to fundraising and community cohesion in these challenging financial and economic times and adapting so well with the changes in lifestyles due to Covid
- Finally, most importantly thank you to all our parents for their continued support during these very difficult times with the assistance you gave where there were restrictions and the smooth return to some sort of norm.
- The safeguarding committee particularly expressed thanks to staff also for safeguarding pupils during these challenging times.

Looking ahead to next year a huge focus will be the options for joining an academy. The government expects schools to be part of an academy by 2030. Only last week we had a presentation by the CEO of DoWAT with the prospect of joining that particular academy, who as well as school improvements and pupils achievement support the Catholicity of education. We will keep you all up to date on our discussions when we return in September. We will also be focussing on:

- School budget
- Re-introducing the governors newsletter termly which was put on hold as a result of Covid. Giving a focus on a particular subject area. Expanding on French and Music showing diversity. Pupils to comment on presentations to other classes about countries and traditions. Photos of new equipment and events such as One World week though these may be put on website rather than included in newsletter or both.
- Mental health support for staff, parents and pupils
- Accommodation and maintenance projects
- Embedding diversity in the curriculum
- Reviewing the self evaluation and skills audit following member changes in the FGB
- Evaluate committee objectives, GB performance and procedures
- 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 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. We will let you know the values of these in September.

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.

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 2022

