

St Vincent De Paul R.C. Primary School, Knutsford

Mission Statement:

"It is the mission of this Catholic School to enable our children to become aware of the world that God has given them and to recognise their vocation and responsibilities within it."



ANNUAL GOVERNANCE STATEMENT

Statement Date: June 2017

Review Date: June 2018



Purpose of this Governance Statement

This governance statement has been prepared and published by the Governing Body of

St. Vincent De Paul Catholic Primary School

(hereafter referred to as the Governing Body) in compliance with our duty to report on the ways in which we have fulfilled our obligations and responsibilities relating to (i) our overarching duty to conduct the school in accordance with its Catholic character and (ii) our core functions (which are explained below) during the 2016-17 academic year.

A list of serving governors is set out at **Appendix 1**.

Role of the Governing Body

As the Governing Body of a Catholic school, our overarching responsibility lies in ensuring that the School is conducted in accordance with its Catholic character at all times, and this overriding duty (which is also a legal duty) permeates everything that we do. Further, in accordance with our legal obligations, the Governing Body endeavours to operate at a strategic level leaving the Head Teacher and senior school leaders responsible and accountable to us for the operational day-to-day running of the School. It is by achieving these aims that we can be sure that our School has effective governance.

The three core functions of the Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Head Teacher to account for the educational performance of the School and its pupils, and for the internal organisation, management and control of the School, including performance management of staff; and
3. Overseeing the financial performance of the School and making sure its money is well spent.

As an integral part of the vision for the holistic formation of children and young people Canon law (Church law) also requires that Catholic schools (which includes academies) are "...at least as academically distinguished as that in the other schools of the area" (806§2) and the Governing Body are mindful of this requirement in all that we do.

Scope of Governing Body's Responsibilities

The Governing Body acknowledges that we have overall responsibility for ensuring that St Vincent De Paul Catholic Primary School has an effective and appropriate system of control, financial and otherwise. However, such a system is designed to manage rather than eliminate the risk of failure to achieve our objectives, and can provide only a reasonable (as opposed to absolute) assurance against material misstatement or loss.

The Governing Body has delegated the day-to-day responsibility to the Head Teacher for ensuring financial controls conform with the requirements of both propriety and good financial management.

Governance Arrangements

Composition of the Governing Body

The Governing Body is made up of 8 Foundation Governors †, 2 Staff Governors (including the head teacher), 2 Parent Governors, 1 Local Authority Governors and 1 Co-opted Governor*.

† Foundation Governors are appointed by the Bishop of the Diocese in which the School is situated. The Bishop not only appoints his Foundation Governors because of their particular skills, but, more importantly, for the strict purpose of ensuring, on his behalf, the Catholic character of the School. Foundation Governors are also under important legal duties to preserve and develop the School's Catholic character. In order to ensure that the School's Catholic character is protected and that it is being conducted in accordance with the tenets of its Catholic designation, Governing Bodies of Catholic schools and academies must always have a majority of Foundation Governors.

The Diocesan Bishop is Canonically responsible for his schools and academies. He ensures that the Catholic ethos of the school/academy is maintained, particularly through the appointment of Foundation Governors, but also through overseeing the appointment of members of staff and through Diocesan inspection, in order to ensure that the school/academy is fulfilling the objects cited in its Instrument of Government/Articles of Association and the trust deed under which the school/academy was established.

* Co-opted Governors are appointed by the Governing Body and are people who, in the opinion of the Governing Body, have the skills required to contribute to the effective governance and success of the school/academy. On our Governing Body the Co-opted Governor is a staff member.

Governing Body's work this year and Governors attendance at full Governing Body meetings

Over the past year, the Governing Body has focused on continuing to improve outcomes for all of the school's community, in the light of the challenges to the curriculum and assessment. This has included evaluating the school's performance in relation to pupil results and the quality of teaching. We have continued to prioritise safeguarding and keeping our pupils safe. We have discussed school policies which are to be updated and then ratified by the Governing Body. Much of the Governors' work has been related to the appointment and interview process for a new Head Teacher and Deputy Head Teacher to ensure the consistent, smooth running of the school.

Governors visit school as often as they are able and they support specific areas of the curriculum; they meet with different members of staff as appropriate; conduct the Head Teacher's performance management process; participate in recruitment and attend school events such as Christmas or Easter liturgies and many other school celebrations.

The Curriculum Committee has discussed pupils' progress in Mathematics and English and each term there has been a special focus at each committee meeting to inform and update Governors regarding the many changes. Much of the committee's work involving becoming more familiar with progress and attainment measures and the increased demands of the Interim Framework.

The Finance and Premises committee has been involved with the planning for a new building to accommodate the Pre-School as the present prefabricated building is reaching the end of its 'shelf life'. The building will need to occupy a new position on the school site and this will have a significant impact on the school's playground and surrounding

areas. This matter will continue to occupy the work of the committee over the coming year. The committee has carefully managed the school's budget and the carry forward has been earmarked for the works to be done in the school's playground and outdoor areas as well as the refurbishment of the Upper Key Stage 2 toilets. The governors were successful in gaining LCVAP to replace a phase of the school roof.

The Personnel Committee has been very involved with the induction of the new Head Teacher, appointed 1st May 2017. The Child Protection policy has been reviewed and updated to reflect the revised Government guidance in 'Keeping Children Safe in Education' and to include appropriate information on child sexual exploitation, peer on peer abuse and radicalisation. The Appraisal process and pay progression proposals have been monitored. The pay policy was updated and ratified by the Governing Body.

Safeguarding has continued to be a priority and child protection issues are reported to the committee and the appropriate measures are taken.

The full Governing Body has met 3 times during the year.

We have not cancelled a Governing Body meeting because it was not "quorate" (the number of Governors needed to ensure that legal decisions can be made).

Overall Governors have excellent attendance at Governing Body meetings.

Individual Governors' attendance during the year at Governing Body meetings can be found at **Appendix 2**.

Committees work this year and Governors attendance at Committee meetings

At St. Vincent De Paul Catholic Primary School we have 4 committees. We also have committees that meet if required to consider pupil discipline and staffing matters.

Curriculum and SEN Committee

Objectives :

- To review and monitor the quality of pupils' learning and achievement
- To ensure the school provides fully for pupils with additional needs
- To ensure a broad and balanced curriculum is delivered
- To review developments in the school's curriculum
- To ensure relevant policies are up to date

Personnel Committee

Objectives:

- Formulating, setting and approving personnel policies
- Reviewing staff grading and salaries
- Terms and conditions of employment including disciplinary and capability procedures
- Monitoring the effectiveness of the staff appraisal process
- To review safeguarding and pupil welfare

Finance and Premises Committee

Objectives :

- Review and monitor the financial performance against the school development plan
- Submit the annual financial plan to the main Governing Body for approval
- Review the production of statutory accounts
- Review property maintenance and management (in conjunction with the Diocese of Shrewsbury)
- To monitor compliance with health and safety legislation and best practice
- To formulate and review policies relating to health and safety
- To monitor the maintenance and development of the premises
- To monitor the maintenance and development of the grounds
- The committee will receive a Health and Safety report at each of its meetings. This will be provided by the School Business Manager. Serious accidents will be reported to the committee.

The school has other statutory committees in place such as:

- Staff Pay Committee
- Staff Dismissal Committee
- Dismissal Appeal Committee
- Pupil Discipline Committee
- Staff Appointments Committee

Pre-School Committee

Objectives:

- To oversee the operation and performance of the Pre-School set up by the parish of St. Vincent's, supported by the Diocese of Shrewsbury
- To hold the Supervisor and staff of the Pre-School to account regarding its educational, pastoral and financial work

Individual Governors' attendance during the year at Committee meetings can be found at **Appendix 3**.

Governors' Future Plans for the School

The governing body will continue its work in line with the government agenda.

To ensure all children make the best possible progress (Pupil Premium and SEND).

To ensure the new leadership team are focused on driving the school ever forward.

To be vigilant with the school budget in light of pending and future budget cuts.

To work with other schools, in a shared capacity to secure the future development of St.Vincent's.

Contact Details

Minutes of Governing Body and Committee meetings

Minutes of Governing Body and Committee meetings are public documents - you can ask our School Business Manager (Mrs Corrigan) if you would like to see a copy of the minutes.

Review of Value for Money

The Governing Body has used its resources to provide good value for money during the academic year and has assessed where value for money can be improved including the use of benchmarking data where available.

The Risk and Control Framework

The School's system of internal financial control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability, where appropriate. In particular it includes: –

- Comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the Governing Body;
- Regular reviews by the [Finance and General Purpose Committee] of reports which indicate financial performance against the forecast and of major purchase plans, capital works and expenditure programmes;
- Setting targets to measure financial and other performance;
- Clearly defined purchasing (asset purchase or capital investment) guidelines;
- Delegation of authority and segregation of duties;
- Identification and management of risks.

Capacity to handle risk

The Governing Body regularly reviews the key risks to which the School is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks.

Review of effectiveness

The Governing Body has responsibility for reviewing the effectiveness of the systems in place in the School to identify and manage risk and plan to address any weaknesses (if relevant) and ensure continuous improvement of the system is in place.

How to contact the Governing Body

We always welcome suggestions, feedback and ideas from parents, carers and the wider school community – please contact the Chair of Governors, Mr Damian Grieves, at damiangrieves@tiscali.co.uk

This governance statement is approved by order of the members of the Governing Body on 3rd July 2017 and signed on its behalf by:

Mr Damian Grieves

Governor

Mrs Gràinne Davies

Head Teacher

Appendix 1

Governing body of St Vincent de Paul Catholic Primary School

List of serving governors

Governor details	Category of Governor	Term of office expiry date
Grainne Davies (Head Teacher)	Staff Governor	ex officio
Damian Grieves (Chair)	Foundation Governor	01/09/2020
Fr John Joyce (Parish Priest)	Foundation Governor	01/09/2020
Nick O'Brien (Chair of Finance)	Foundation Governor	01/09/2018
Bernadette Groarke (Chair of Curriculum)	Foundation Governor	01/09/2020
Mrs Lisa Holland (Deputy Head)	Staff Governor	14/11/2020
Mrs Emma Dowler (Deputy Safeguarding/ Reception Teacher)	Staff Governor	10/10/2020
Mr Luke Keighran (Vice-Chair)	Foundation Governor	03/03/2020
Mrs Clare Ward	Foundation Governor	01/09/2020
Mrs Clare Wall	Parent Governor	14/03/2020
Anthony Ranfield	L.A. Governor	24/10/2018
Mr Dan Ross	Parent Governor	23/03/2019
Mr Mike Dobson (Chair of Personnel)	Foundation Governor	01/09/2020
Miss Amy Hayes	Foundation Governor	01/09/2020
Mrs Anna Corrigan	Co-opted Governor	n/a

Appendix 2

Governing body of St Vincent de Paul Catholic Primary School

Governor attendance at Governing Body meetings for 2016-2017

Governor	Full Governing Body meetings attended	Out of a possible
Grainne Davies (Head Teacher)		
Damian Grieves (Chair)		
Fr John Joyce (Parish Priest)		
Nick O'Brien (Chair of Finance)		
Bernadette Groarke (Chair of Curriculum)		
Mrs Lisa Holland (Deputy Head) Mrs Emma Dowler (Deputy Safeguarding/ Reception Teacher)		
Mr Luke Keighran (Vice-Chair) Mrs Clare Ward		
Mrs Clare Wall		
Anthony Ranfield		
Mr Dan Ross		
Mr Mike Dobson (Chair of Personnel) Miss Amy Hayes		
Mrs Anna Corrigan		

Appendix 3

Governing body of St Vincent de Paul Catholic Primary School

Governor attendance at Committee meetings for 2016-2017

Governor	Committee meetings attended	Out of a possible
Grainne Davies (Head Teacher)		
Damian Grieves (Chair)		
Fr John Joyce (Parish Priest)		
Nick O'Brien (Chair of Finance)		
Bernadette Groarke (Chair of Curriculum)		
Mrs Lisa Holland (Deputy Head) Mrs Emma Dowler (Deputy Safeguarding/ Reception Teacher)		
Mr Luke Keighran (Vice-Chair) Mrs Clare Ward		
Mrs Clare Wall		
Anthony Ranfield		
Mr Dan Ross		
Mr Mike Dobson (Chair of Personnel) Miss Amy Hayes		
Mrs Anna Corrigan		