



ANNUAL GOVERNANCE REPORT FOR THE GOVERNING BOARD OF ST WILFRID'S CATHOLIC PRIMARY SCHOOL

ROLE OF THE GOVERNING BOARD

The role of the governing board in a local authority maintained school is set out in education law, namely to 'conduct the school with a view to promoting high standards of educational achievement'. The board also has a legal responsibility to promote pupil wellbeing. It does this by:

- Setting the strategic direction**
- Ensuring clarity of vision and ethos
 - Engaging with stakeholders
 - Making sure statutory duties are met.
- Creating robust accountability**
- Accountability for teaching, achievement, behaviour and safety
 - Strengthening and supporting school leadership
 - Performance managing the headteacher
 - Contributing to school self-evaluation.
- Ensuring financial probity**
- Making sure the school's money is well spent
 - Monitoring the use of the pupil premium grant and other resources to overcome barriers to learning.

GOVERNANCE ARRANGEMENTS

The total number of governors is 12 and the governing board is made up as follows:

- **2 Parent Governors**

- Rebecca Parkinson – first appointed 21 November 2025
term of office from 21 November 2025 to 20 November 2029
- Anthony Kubo Hanjari – first appointed 12 March 2024
term of office from 12 March 2024 to 11 March 2028

- **1 Headteacher**

- Geraldine O'Brien – appointed 1 January 2017

- **1 Staff Governor**

- Megan Stubbs – first appointed 21 November 2025
term of office from 21 November 2025 to 20 November 2029

- **7 Foundation Governors**

- Karen Donlon – first appointed 21 December 2009.
term of office from 21 December 2025 to 20 December 2029.
- Linda Hill – first appointed 11 April 2017
term of office from 11 April 2025 to 10 April 2029
- Maria Ruane – first appointed 4 October 2023
term of office 4 October 2023 to 3 October 2027
- Edward Siddall – first appointed 1 September 2018
term of office 1 September 2022 to 31 August 2026
- 3 vacancies

- **1 Local Authority Governor**

- John Rowbotham – first appointed 27 November 2003
term of office from 13 April 2022 to 12 April 2026

The full governing board meets three times per year, once per term. There are three Curriculum & Standards Committee meetings and three Finance, Staffing & Premises Committee meetings, one per term.

Governors have links to EYFS and Health & Safety and visit school regularly to meet pupils and staff. In addition, they monitor aspects of the curriculum along with Safeguarding and SEND.

A list of Governors and the positions of responsibility in 2025-26 are below:

John Rowbotham – Chair of the Governing Board

Karen Donlon – Vice Chair of the Governing Board and Link Governor for SEND and CLA and Maths, Science and ICT.

Linda Hill – Link Governor for Health & Safety.

Edward Sidall – Link Governor for Pupil Premium, English and MFL.

Rebecca Parkinson – Link Governor for EYFS.

GOVERNORS' ATTENDANCE RECORD

Governing boards make decisions collectively, though they may choose to delegate responsibility to committees, or individuals (including the headteacher). Attending governing board meetings is an essential part of a governor's role and the attendance record for the governors of our school is good. This ensures that all governors receive the necessary information all at the same time and therefore important and informed decisions can be made as and when necessary on all aspects of the school, staff and pupils.

| Governor | Governor Type | Curriculum & Standards Committee | Pay Committee | Finance, Staffing & Premises Committee | FGB Autumn | Curriculum & Standards Committee | Finance, Staffing & Premises Committee | FGB Spring | Budget FGB | Curriculum & Standards Committee | Finance, Staffing & Premises Committee | FGB Summer |
|-----------------------|-----------------|----------------------------------|---------------|--|-------------|----------------------------------|--|-------------|-------------|----------------------------------|--|-------------|
| | | 30 Sep 2024 | 18 Nov 2024 | 18 Nov 2024 | 02 Dec 2024 | 27 Jan 2025 | 10 Feb 2025 | 24 Mar 2025 | 12 May 2025 | 19 May 2025 | 09 Jun 2025 | 23 Jun 2025 |
| Mrs Karen Donlon | Foundation | Y | | | Y | Y | | Y | | Y | | Y |
| Anthony Kubo Hanjari | Parent | | | N | NS | | Y | Y | NS | | Y | Y |
| Mrs Linda Hill | Foundation | | Y | Y | Y | | Y | Y | Y | | Y | Y |
| Mrs Lorraine Melling | Staff | Y | | | Y | Y | | Y | Y | Y | | Y |
| Mrs Geraldine O'Brien | Headteacher | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Mr John Rowbotham | Local Authority | | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Maria Ruane | Foundation | Y | | | Y | N | | Y | | Y | | Y |
| Edward Siddall | Foundation | Y | | | Y | Y | | Y | | NS | | Y |

Y= Attended, N= Apologies accepted, NS= No apologies sent.

GOVERNORS' TRAINING RECORD

All Governors are required to attend annual safeguarding training. Additional training is undertaken relevant to the individual governor's specific roles and responsibilities on the board. The training record for governors so far is as follows:

Karen Donlon

Certificate in Safeguarding for Governors – 30th September 2025

Certificate in Prevent Duty - 30th September 2025

Linda Hill

Annual Certificate in Safeguarding for Staff - 1st December 2024

Annual Certificate in Safer Recruitment (2024-2025) – 11th December 2024

Annual Certificate in Prevent Duty (2024- 2025) – 11th December 2024

Annual Certificate in Cyber Security for Governors (2024- 2025) – 13th March 2025

Certificate in Prevent Duty – 1st December 2025

Annual Certificate in Safeguarding refresher – 23rd Sept 2025
Cyber Security for Governors and Trustees – 10th January 2026

John Rowbotham

Epilepsy Awareness – 2nd July 2023
Annual Certificate in Safer Recruitment for Schools and Academies (2023 – 2024) – 17th June 2024
Domestic Abuse & Violence Awareness (2024 – 2025) – 21st January 2025
Safer Recruitment (2024 – 2025) – 21st January 2025
Annual Certificate in the Single Central Record (2024 -2025) – 27th January 2025
Fundamental British Values (2024 - 2025) – 20th March 2025
Certificate in Managing Parental Complaints for Governors – 20th March 2025
Certificate in the Prevent Duty – 5th October 2025
Safeguarding for Governors – 5th October 2025
Safer Recruitment – 17th November 2025
Prevent Duty – 27th January 2026
Safeguarding Refresher – 21st March 2026
Understanding Security Procedures (Martyn’s Law) for Staff – 23rd March 2026

Rebecca Parkinson

Moving & handling level 1 – 31st March 2022
Prevent Basic – 5th August 2024
Tier 2 - Oliver McGowan Mandatory Training on Learning Disability & Autism – 6th August 2024
Prevent Clinical – 29th August 2024
Fire Safety – 1st August 2025

Maria Ruane

Safeguarding for Governors – 30th September 2025

Edward Siddall

Certificate in Safeguarding for Governors – 30th September 2025
Prevent Duty – 30th September 2025

Anthony Kubo

Safeguarding for Governors – 30th September 2025

ASSESSMENT AND IMPACT OF THE GOVERNING BOARD

Examples of the types of issues that have been discussed by the governing board over the school year are listed below, together with the impact of any decisions taken.

Full Governing Board

- Governor visits to school focused on priorities for school improvement
- School improvement plan
- School self-evaluation
- Governing board development plan
- Governor training
- Impact review
- Financial Management, budget-setting and monitoring including use of pupil premium grant
- Staff recruitment, performance and pay reviews
- Meeting the Schools' Financial Value Standard
- Building developments/improvements
- Health and safety monitoring
- Pupil attendance
- Pupil behaviour and safety
- Child protection and pupil welfare

FUTURE PLANS FOR CONTINUOUS IMPROVEMENT

Agreed by the Governing Board on: December 2025

Signed by the Chair: Mr J Rowbotham