

**Annual Governance Statement**  
**Bishop Challoner Catholic College**

**Purpose of this Governance Statement**

This governance statement has been prepared and published by the Governing Body of Bishop Challoner Catholic College (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 2017/2018 academic year.

**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 endeavors to operate at a strategic level leaving the Principal 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 Principal 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" 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 Bishop Challoner Catholic College 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 Principal 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 9 Foundation Governors, 2 Staff Governors (including the Principal), 2 Parent Governors, 1 Local Authority Governor and 2 Co-opted Governors.

† 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 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 is fulfilling the objects cited in its Instrument of Government and the trust deed under which the school 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. On our Governing Body none of the Co-opted Governors are parents, 1 is a staff member and the remaining 1 is a member of the local community, including extensive experience as a teacher.

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

The full Governing Body has met 4 times during the Academic year 2016/2017.

We have not cancelled any 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.

## **Committees work this year and Governors attendance at Committee meetings**

At Bishop Challoner Catholic College we have the following Committees;-

Curriculum

Finance

Personnel

Premises

Teaching School

## **Minutes of Governing Body and Committee meetings**

Minutes of Governing Body and Committee meetings are public documents - you can ask the Clerk to the Governing Body 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 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 Clerk to Governors, Mrs Kate Hall, on 0121 444 4161 or email [k.hall@bishopchalloner.bham.sch.uk](mailto:k.hall@bishopchalloner.bham.sch.uk).

This governance statement is to be formally approved by order of the members of the Governing Body on [date] and signed on its behalf by:

[SIGNED]

**Governor**

[SIGNED]

**Principal**