



ST AUGUSTINE'S

CATHOLIC PRIMARY SCHOOL

Annual Governance Statement of the Governing Body of 2018/2019

The Purpose of this Governance Statement

This governance statement has been prepared and published by the Governing Body of St Augustine's 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 2018 - 2019 academic year.

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

Our Mission Statement

St Augustine's
Mission Statement

Our Catholic school is united in God's love, enabling everyone to grow in love for one another and to develop in faith. We strive for all children to achieve their best by becoming active and confident learners in a nurturing and caring environment. We guide everyone to shine in their own unique way.

'Unique and United in God's love. We let our light shine.'

Our School Aims are:-

St Augustine's School Aims

In our school we aim to:

- Follow the teachings of Jesus, strengthened by the Holy Spirit, to help all children develop in faith
- Acknowledge we are all Unique and United in God's love
- Love one another as God loves us
- Find joy in faith and grow in God's love with family and friends
- Encourage every individual to take an active part in school life
- Care for the whole family by providing a 'comfy', safe environment for all
- Inspire all our children on their journey towards achieving their full academic and personal potential within a nurturing environment
- Enable children to have the opportunity to become independent, active and confident learners through a creative, challenging and meaningful curriculum
- Boost confidence by celebrating personal achievement
- Encourage children to Believe and Achieve
- Support 'little explorers' in order to make 'big achievers'
- Learn from the enquiring mind of each child

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 Headteacher 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 St Augustine's 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 to the requirements of both propriety and good financial management.

Governance

Composition of the Governing Body

The Governing Body of St. Augustine's Catholic Primary School, is made up of 1 Staff Governor (elected by the staff), the Head teacher (an automatic member), 2 Parent Governors (elected by parents), 1 Local Authority Governor (nominated by the Local Authority) and 7 Foundation Governors. Their term of office can be found in **Appendix 3**.

Foundation Governors are appointed by the Trustees, the Bishop of the Diocese of Lancaster. Governors are appointed to the Governing Body, who have the skills required to contribute to the effective governance and success of the school. In accordance with best practice, our Governors are selected on the basis of their skills, knowledge and experience.

The membership of the Governing Body is reviewed regularly, to ensure that the Governing Body is made up of highly skilled, committed and effective members.

More information about each of our Governors can be found on the website.

<http://www.staugustinespreston.co.uk/school-information/governors/>

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

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

The Impact the Governors have made can be found at **Appendix 4**.

We have not had to cancel 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**.

All Governors are committed to ensuring that every pupil at St. Augustine's receives the best education by the best professionals possible, with funding which is used effectively to ensure that the standard of achievement is reached and every pupil who will leave the school having reached their full potential to become the teachers of tomorrow.

The full Governing Body meets each term. At the first Governing Body meeting of the new school year, Governors set out the terms for the year ahead, establishing the Chair and Vice Chair and the membership of the sub-committees.

These sub committees are:

- **Building Committee,**
- **Finance & Staffing Committee,**
- **Curriculum & Community**

At each termly meeting the governors receive reports from the Headteacher. These reports contain statutory information relating to health and safety, attendance, behaviour, safeguarding, monitoring of standards, teacher development, special educational needs, school partnerships, community links and extra-curricular provision. We also have panels that meet if required to consider pupil discipline, complaints and staffing matters. There is also an Admissions Committee which meets annually to agree Reception intake in accordance with our Admissions Policy. The Chair of Governors regularly visits the school.

Training

The Governing Body, in addition to attending formal meetings, regularly complete training sessions. Training completed this year includes;

- Safeguarding and child protection
- Understanding Primary School data
- Handling Complaints & Concerns in School

- Understanding the impact of PiXL in school

The governors can also access NGA and The Key Governance Information. Two of the governors have a teaching background. Other Governors have experience working in other fields including Building and Construction, Business Management, Counselling, Finance and bring a wealth of knowledge and skills to the Governing Body.

The Diocese of Lancaster also runs training sessions and Governors attend these courses as and when appropriate. Governors also receive bespoke training in school, with regular attendance at staff INSET training and sessions related to Finance, Understanding Data and Department of Education regulations.

Governors visit the school each term to conduct monitoring visits. These visits are an essential part of the work of the Governing Body and ensure that Governors understand what is happening in school on a day-to-day basis. After any governor visit, a report is written to be shared with all Governors at the next meeting. Governors also monitor the schools' website ensuring statutory documents are posted on the website.

The work of the Governing Body this year

Maintenance and development of the school premises.

Regular maintenance is completed for the upkeep of the interior and exterior of the school.

Monitoring the implications of a new school opening in the area.

St. Augustine's did enjoy a healthy New School Year intake for a number of years but a new school opening in the area did have some impact on our intake and this was closely monitored.

However, a new school brochure and extra marketing by the Early Years teachers meant that the impact of the new school was nominal and numbers are increasing again.

Monitoring the school's budget

The Governing Body closely monitor and strategically plan the allocation of resources to ensure the maximum impact on school improvement. Expenditure is carefully reviewed through termly budget reports, best value and specific benchmarking exercises which allows the school to compare itself to similarly sized schools in our area. The Governors have looked at a proposal to collaborate with other schools to achieve savings on contracts.

The Governing Body also monitors staffing issues, staff absence and staff training to ensure that our staff are providing the best possible education and support to our pupils.

The Governing Body closely monitors the quality of **pastoral care** provided to our pupils and receives regular reports on pupil behaviour, welfare and personal development and attendance. The Governing Body welcomes good relationships with all stakeholders and notes feedback from annual stakeholder questionnaires.

The Governing Body has spent time considering the impact of the **new curriculum and assessment system. Reviewing pupils' attainment and progress in all year groups.** Governors analyse the pupil data every term and closely monitor whether children are on track to meet their targets. Governors

look at National and Local Authority attainment and progress data to ensure the school is in line with National standards.

Monitoring the quality of Special Educational Needs and Disability provision.

The Governing Body receive termly reports from the SENCo to inform progress and attainment of pupils with special needs.

Monitoring and questioning any gaps between key groups of pupils

This monitoring is done termly so that 'no child is left behind'. Governors monitor the educational outcomes and welfare of all children, but particularly of "vulnerable groups" of children and focus on how the Pupil Premium Grant is being spent by the school and what impact this has on their outcomes.

The Governing Body set an attendance target of 97% for the academic year 2018/ 2019. Pupil's attendance is monitored and strategies put in place to manage absence.

Governors closely monitor **safeguarding** and we have a Nominated Governor for Safeguarding (Mr David Cox) who gives a termly report to the governors about any safeguarding matter. A termly monitoring of safeguarding is also completed ensuring all procedures are correctly in place and followed by the school community.

One of the roles for the governors is reviewing and agreeing **school policies**, and this year we have considered a number of key policies. The Governing Body has also received and discussed a number of internal and external **audits** such as Fire Safety, Safeguarding and financial audits.

The Governing Body monitors and evaluates the progress of the **School Strategic Plan** through visits by individual and pairs of Governors who are responsible for different areas.

The Governor impact statements can be found at Appendix 4

Governors' Future Plans for the School

The Governing Body monitors and evaluates the progress of the **School Improvement Plan** through visits by individual and pairs of Governors who are responsible for different areas.

Minutes of Governing Body and Committee meetings

Minutes of Governing Body and Committee meetings are public documents - you can ask the School office 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 Staffing 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.

Future plans for the governors

The Governing Body is always looking to further develop its skills to ensure that the school continues to strengthen and pupils achieve well. To support the Head teacher and staff to raise standards and the school to become outstanding.

How to contact the Governing Body

We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mr David Cox, or the Vice-Chair of Governors Mr Terence May, via the school office.

Appendix 1

Governing body of St Augustine's Catholic Primary School

List of serving governors

Chair: Mr D Cox (Chair of Building Committee)

Vice Chair: Mr T May (Chair of Curriculum and Community Committee)

Foundation Governors:

Fr A Gaskin (also a Governor at St Ignatius' and English Martyr's Catholic Primary Schools, Preston)

Mr S Desai (also a Governor at Christ the King High School, Preston and a local councillor)

Mr A Dawson (Chair of Finance Committee)

Mrs M Finley-Landry (sister to a member of staff)

Mrs S Moss

LEA: Mr S Atcha

Staff Governor: Mrs L Archibald

Parent Governors: Mrs R Gordon, Mr S Patel

Headteacher: Mr J Entwistle

Clerk to Governors: Mrs S Robinson

Committee membership:

The Committees are made up of the following members:

Admissions -	S Desai, M Finley-Landry, S Moss
Building Committee –	D Cox (Chair), S Atcha, S Desai, J Entwistle, L Archibald, S Moss, S Patel, R Gordon, L Fishwick
Curriculum and Community –	T May (Chair), M Finley-Landry, S Patel, J Entwistle, S Atcha, D Cox
Curriculum Working Parties –	All Governors
Complaints -	S Atcha, D Cox, S Moss
Complaints Appeals -	A Dawson, S Desai, T May
Finance and Staffing Committee –	A Dawson (Chair), D Cox, S Atcha, S Desai, J Entwistle, L Archibald, L Fishwick, R Gordon
Grievance Appeals -	T May, R Gordon, S Moss
Head Teacher Appraisal -	A Dawson, D Cox, T May
Pay -	S Desai, A Dawson, S Atcha
Pay Appeals -	D Cox, T May, M Finley-Landry
Pupil Discipline –	S Atcha, A Dawson, M Finley-Landry
Staff Discipline and Dismissal –	S Atcha, S Desai, D Cox
Staff Discipline and Dismissal Appeals -	T May, M Finley-Landry, S Moss
Staff Grievance –	S Atcha, A Dawson, M Finley-Landry

Nominated Governors:

Wider Curriculum –	R Gordon
Equality –	S Desai
Training Link –	Vacant
Inclusion –	M Finley-Landry
Pupil Premium –	T May
Health and Safety –	D Cox
Child Protection and Safeguarding –	D Cox
HRSE –	M Finley-Landry
RE –	S Moss

Appendix 2

Governing body of St Augustine's Catholic Primary School

Governor attendance at Governing Body and Committee meetings for 2018 – 2019

Meeting	Governing Board		Finance & Staffing Committee		Buildings Committee		Curriculum & Community Committee		Headteacher Performance Review		Pay Committee	
	actual	possible	actual	possible	actual	possible	actual	possible	actual	possible	actual	possible
Mrs L Archibald (from 21/10/16)	3	4			2	3	2	3				
Mr S Atcha	2	4	2	3	3	3	2	3			1	1
Mr D Cox (Chair)	3	4	3	3	3	3			1	1		
Mr A Dawson	4	4	3	3					1	1		
Mr S Desai	2	4	1	3	1	3					1	1
Mr J Entwistle (HT)	4	4	3	3	3	3	3	3				
Mrs M Finley-Landry	3	4					2	3				
Mrs R Gordon	1	4	2	3	1	3						
Mr T May (Vice-Chair)	4	4					3	3	1	1		
Mrs S Moss	3	4			2	3						
Mrs H Panchal (ends 1/12/18)	2	2	0	1							1	1
Mr S Patel (from 01/12/18 -)	1	2	0	2	0	2	0	2				
Father Anthony Gaskin	3	4					0	2				

Appendix 3

Governing body of St Augustine's Catholic Primary School Term of Office

GOVERNORS TERM OF OFFICE		Term Start	Term End
Local Authority Governors			
	Saeed Atcha	23 Mar 2016	22 Mar 2020
Foundation governors			
	David Cox	10 May 2016	09 May 2020
	Andrew Dawson	05 May 2017	04 May 2021
	Salim Desai	10 May 2016	09 May 2020
	Moira Finley-Landry	15 Mar 2016	14 Mar 2020
	Anthony Gaskin	18 Sep 2017	17 Sep 2021
	Terence May	20 Aug 2016	20 Oct 2020
	Susan Moss	02 Mar 2018	01 Mar 2022
Headteacher			
	John Entwistle		
Parent governor			
	Suhel Yakub Patel	01 Dec 2018	30 Nov 2022
	Rosina Gordon	20 June 2018	19 June 2022
Staff governor			
	Luena Archibald	21 Oct 2016	20 Oct 2020

APPENDIX 4

GOVERNOR IMPACT STATEMENTS FROM THE PAST YEAR OF MEETINGS

Spring 2018 – Summer 2019

Minutes of the Buildings, Health and Safety Committee meeting held at the school on Thursday 7th February 2019 at 3.30 p.m.

Governor Impact statement

- To consider the impact of the committee's decisions/deliberations on school improvement and Church school distinctiveness.

Minutes of the Buildings, Health & Safety Committee meeting held at the school on Thursday 7th February 2019 at 3.30 p.m.

Governor Impact statement

Governors noted the intended impact of their discussions/deliberations at the meeting as follows:

- Purchase of smart screens – effective use of resources;
- Good estate management checklist – enabling good use of the school's estate and buildings.
- Fire management health check to ensure the safety of staff and pupils.

Minutes of the Buildings, Health and Safety Committee meeting held at the school on Thursday 2nd May 2019 at 3.30 p.m.

Governor Impact statement

Governors noted the intended impact of their discussions/deliberations at the meeting as follows:

- Improving site security through bid for LCVAP funding;
- Effective management of planned and remedial maintenance budget;
- Fire management plan development and amendments to first aid policy ensuring the health and safety of both staff and pupils;
- Addressing parental concern regarding traffic management during local building development.

Minutes of the Curriculum and Community Committee meeting held at the school on Thursday 8th November 2018 at 3.30 p.m.

Governor Impact Statement

Governors identified the following discussions/decisions as having an impact on school improvement:

- SEND report and policy update – improved governor awareness of impact of SEND issues in school.
- Data analysis.
- Pupil premium audit aimed at closing the gap.
- Ratified new policies.

Minutes of the Curriculum and Community Committee meeting held at the school on Thursday 28th February 2019 at 3.30 p.m.

Governor Impact Statement

Governors identified the intended impact of their discussions/decisions as follows:

- Improved governor understanding of whole school and individual year group tracking data.
- Request for additional data to demonstrate value added impact especially for Y2.
- Impact of the headteacher's secondment on school and staffing including succession planning for the SENCO.
- Impact of long-term sickness on staffing.

Minutes of the Curriculum and Community Committee meeting held at the school on Thursday 13th June 2019 at 3.30 p.m.

Governor Impact Statement

Governors identified the intended impact of their discussions/decisions as follows:

- HRSE programme of study to promote children's wellbeing;
- School improvement priorities for next year outlined;
- Governor monitoring of subject leadership;
- Maths mastery and Pixl interventions

Minutes of the Finance and Staffing Committee meeting held at the school on Thursday 18th October 2018 at 5.00 p.m.

Governor Impact Statement

Governors identified the following beneficial impacts of their deliberations and discussions at the meeting:

- Budget monitoring – effective use of resources
- Breakfast club arrangements – promoting improved conditions for learning.

Minutes of the Finance and Staffing Committee meeting held at the school on Thursday 7th February 2019 at 5.00 p.m

Governor Impact Statement

Governors identified the following beneficial impacts of their deliberations and discussions at the meeting:

- Staffing issues
- SFVS and skills matrix.
- Financial monitoring.

Minutes of the Finance and Staffing Committee meeting held at the school on Thursday 2nd May 2019 at 5.00 p.m.

Governor Impact Statement

Governors identified the following anticipated beneficial impacts of their discussions and deliberations at the meeting:

- Budget setting and deliberations regarding savings.
- Benchmarking comparisons on spending and increasing staffing expenditure.

Minutes of the governing board meeting held at the school on Wednesday 28th November 2018 at 6.00 p.m.

Governance Impact Statement

Governors identified the following governance impact on school improvement relating to the board's considerations and decisions at the meeting:

- Contingency planning in relation to the headteacher's secondment;
- Governing board skills, training and membership;
- Academies discussion.

Minutes of the governing board meeting held at the school on Wednesday 27th March 2019 at 6.00 p.m.

Governance Impact

Governors identified the following governance impact on school improvement and/or church school distinctiveness relating to the board's considerations and decisions at the meeting:

- Challenge regarding the impact of reading initiatives;
- Discussion regarding the impact of DHT and headteacher absence;
- Early Years strategy and request for update on progress to the Curriculum and Community committee in the autumn term;
- Action regarding SCR completion;
- Training regarding future staffing decisions.

Minutes of the governing board meeting held at the school on Wednesday 3 July 2019 at 6pm.

Governance Impact

Governors identified the following intended impact, on school improvement and/or church school distinctiveness, of the board's considerations and decisions at the meeting;

- Performance – scrutiny of the effectiveness of the school improvement plan and attention to priorities for 2019 / 2020 in terms of pupil attainment, effective use of staff resource and financial management.
- Compliance, assurance, representation regarding the HRSE curriculum and roll out. Head teacher held to account regarding legislative requirements, consultation, roll out and maintaining catholic ethos.
- Management and Leadership – governance training evaluation undertaken and actions to be incorporated in the school improvement plan.



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