



ST AUGUSTINE'S

CATHOLIC PRIMARY SCHOOL

Annual Governance Statement of the Governing Board of 2020/21

The Purpose of this Governance Statement

This governance statement has been prepared and published by the Governors of St Augustine's Catholic Primary School (hereafter referred to as the Governing Board) 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 2020 – 2021 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 Board

As the Governing Board 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 Board 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 Board 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 Board are mindful of this requirement in all that we do.

Scope of Governing Board's Responsibilities

The Governing Board 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 Board 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 Board

The Governing Board of St Augustine's Catholic Primary School, is made up of 1 Staff Governor (elected by the staff), the Headteacher (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 of the Bishop of the Diocese of Lancaster. Governors are appointed to the Governing Board, 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 Board is reviewed regularly, to ensure that the Governing Board is made up of highly skilled, committed and effective members.

More information about each of our Governors can be found on the website:
<https://www.staugustinespreston.co.uk/governors/>

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

The full Governing Board has met 4 times during the year and on all occasions, via Zoom due to Covid-19 restrictions.

We are proud that no Governing Board meetings were cancelled because of “quorate” (the number of Governors needed to ensure that legal decisions can be made). The Impact the Governors have made can be found at **Appendix 4**.

Overall Governors have excellent attendance at Governing Board meetings acknowledging the challenges. Individual Governors' attendance during the year at Governing Board meetings can be found at **Appendix2**.

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 Board meets each term (with an additional meeting in the Autumn term to set out the terms and procedures for the year ahead, establishing the Chair and Vice Chair and the membership of the sub-committees.

These termly sub-committees are:

- **Resources Committee**
- **Pay Committee**
- **Curriculum & Community Committee**

At each termly Board 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.

During the Autumn term the Governors Pay Committee meet to discuss and agree staff pay increments – especially the teacher’s and Headteacher’s which are performance related. 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 contacts the school and where possible (within Covid guidelines) will visit the school.

Training

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

- Self-Evaluation
- The Ofsted Framework & Governor Responsibilities
- Safeguarding Training

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 Board.

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 attendance at staff INSET training and sessions as appropriate.

Due to the restrictions imposed during the Covid-19 pandemic the Governor visits to school were restricted. These visits are an essential part of the work of the Governing Board and ensure that Governors understand what is happening in school on a day-to-day basis. We aim to start these again as soon as it is safe to do so.

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 Board this year

Continued monitoring the school's response to COVID-19

The governors have been in regular contact with the Headteacher to advise and support through this difficult time. Procedures were agreed upon and support offered to the Head. Decisions about appropriate actions during and after Lockdown were made whilst balancing the physical and emotional wellbeing of our children, families and staff.

Maintenance and development of the school premises.

Regular maintenance is completed for the upkeep of the interior and exterior of the school. The Governors also carry out work to ensure that Health and Safety around school is kept at a high standard.

Monitoring the school's budget

The Governing Board 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.

Monitoring the school's staffing

The Governing Board 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.

Monitoring the quality of the Curriculum provision

The Governing Board has spent time considering the impact of the school's **curriculum and assessment system**. We also **review 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 at least in line with National Standards.

Monitoring the quality of Special Educational Needs and Disability and Pupil Premium provision

The Governing Board receive termly reports from the SENCo to inform progress and attainment of pupils with special needs. They also receive termly updates from the Pupil Premium Lead about the progress the children are making and progress being made on the school's PP Action Plan. The school's two SEND/PP Governors have regularly visited the school and carried out a range of monitoring with the SENCo. They have discussed provision in school, offered the SENCo support and fed back to the Governing Board.

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.

Monitoring pupil attendance

The Governing Board set an attendance target of 97% for the academic year 2020/ 2021. Pupil's attendance is monitored and strategies put in place to manage absence and support families.

Monitoring safeguarding

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 – especially in relation to the Single Central Record.

The Governing Board 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 Board welcomes good relationships with all stakeholders and notes feedback from annual stakeholder questionnaires.

Monitoring the school's policies and procedures

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 Board has also received and discussed a number of internal and external **audits** such as Health and Safety and financial audits.

The Governing Board 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 from meetings can be found in Appendix 4.

Governors' Future Plans for the School

The Governing Board 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 Board and Committee meetings

Minutes of Governing Board 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 Board 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 Board;
- 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 Board 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 Board 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 Board is always looking to further develop its skills to ensure;

- the school continues to strengthen and pupils achieve well
- to support the Headteacher and staff to raise standards and the school to become outstanding.

How to contact the Governing Board

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

Appendix 1

Governing Board of St Augustine's Catholic Primary School

List of serving governors

Chair: *Mr D Cox (Chair of the Building Committee)*

Vice Chair:

Foundation Governors:

Mr A Dawson (Chair of Finance Committee)

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

Mrs B Gardner

Mr G Mckevitt

LEA: *Mr S Desai (also a Governor at Christ the King High School, Preston, a local councillor and husband to a member of school staff)*

Staff Governor: *Mrs S Bennett*

Parent Governors: *Mrs Rosina Gordon*

Headteacher: *Mr J Entwistle*

Clerk to Governors: *Ms Gillian Price*

Committee membership:

The Committees were made up of the following members:

Admissions Committee – S Desai, M Finley-Landry,

Buildings, Health & Safety Committee – S Desai (Chair), S Atcha, J Entwistle, L Archibald, S Moss, R Gordon, S Patel, L Fishwick (Co-opted)

Complaints Committee – A Dawson, S Desai

Curriculum and Community – S Bennett, D Cox, J Entwistle, M Finley-Landry, R Gordon, G McKeivitt

Resources Committee – A Dawson (Chair), S Desai, J Entwistle, B Gardner, R Gordon, L Fishwick (Co-opted)

Nominated Governors:

Child Protection and Safeguarding – D Cox

Equality – S Desai

Health and Safety – D Cox

HRSE – M Finley-Landry

Inclusion – M Finley-Landry

Pupil Premium –

RE –

Training Link –

Wider Curriculum – D Cox, R Gordon

Appendix 2

Governing Board of St Augustine's Catholic Primary School

Governor attendance at Governing Board and Committee meetings for 2020– 2021

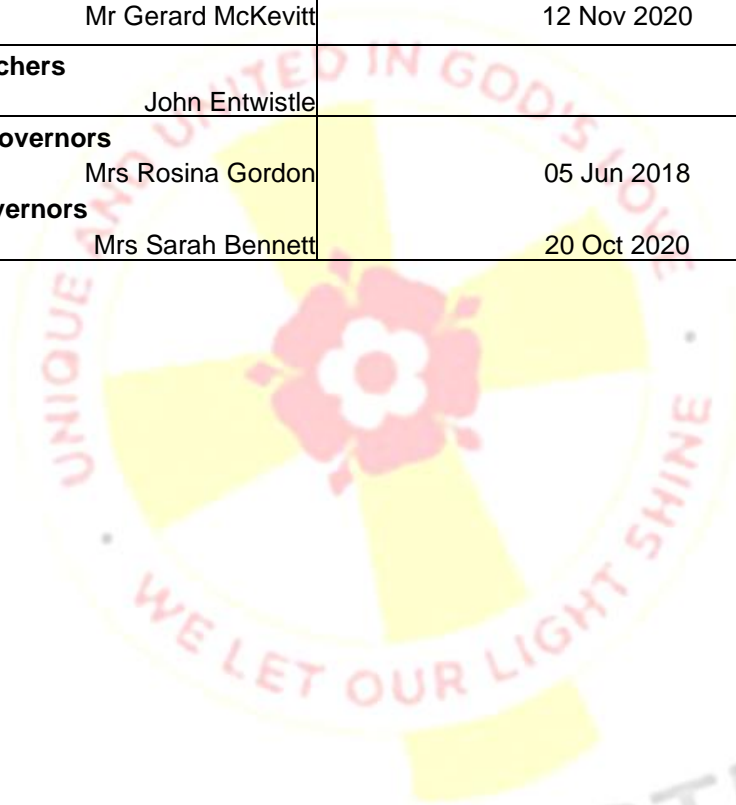
Governor	Governor Type	Full governing board Business	Resources Committee	Curriculum and Community	Pay Committee	Full governing board meeting	Resources Committee	Curriculum & Community	Full governing board meeting	Resources Committee	Curriculum & Community	Full governing board meeting	Attendance against possible
		16 Sep 2020	15 Oct 2020	05 Nov 2020	05 Nov 2020	25 Nov 2020	04 Feb 2021	25 Feb 2021	23 Mar 2021	06 May 2021	10 Jun 2021	07 Jul 2021	Total
Mrs L Archibald	Staff governor (Term Ended)	Y	Y	Y				Y			Y		5/5
Mrs S Bennett	Staff governor					Y		Y	Y		Y	Y	5/5
Mr D Cox	Foundation governor	Y		Y		Y		Y	Y	Y	Y	Y	8/8
Mr A Dawson	Foundation governor	Y	Y			Y	Y		Y	Y		Y	7/7
Mr S Desai	Local Authority Governor	Y	Y		Y	Y	NS		Y	Y		Y	7/8
Mr J Entwistle	Headteacher	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	10/10
Mrs MFinley-Landry	Foundation governor	Y		Y	Y	Y		Y	N		N	Y	6/8
Mrs B Gardner	Foundation governor					Y	Y		Y	Y	?	Y	5/6
Mrs R Gordon	Parent governor	N	Y			Y	N	N	Y	N	Y	Y	5/9
Mr T May	Former Governor (Term Ended)	Y		Y									2/2
Mr G McKeivitt	Foundation governor					Y		Y	Y		Y	Y	5/5
Ms S Moss	Former Governor (Term Ended)	N	N			Y	NS						1/4
Mr S Patel	Former Governor (Term Ended)	Y	Y	Y	Y	Y	Y	Y	Y	N			8/9

NB: Due to Covid-19 restrictions all meetings held were virtual by nature.

Appendix 3

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

GOVERNORS TERM OF OFFICE	Term Start	Term End
Local Authority Governors Salim Desai	25 Nov 2020	24 Nov 2024
Foundation governors Mr David Cox Andrew Dawson Moirá Finley-Landry Mrs Barbara Gardner Mr Gerard McKeivitt	18 Sep 2020 07 May 2021 24 Oct 2020 20 Nov 2020 12 Nov 2020	17 Sep 2024 06 May 2025 23 Oct 2024 19 Nov 2024 12 Nov 2024
Headteachers John Entwistle		
Parent governors Mrs Rosina Gordon	05 Jun 2018	04 Jun 2022
Staff governors Mrs Sarah Bennett	20 Oct 2020	19 Oct 2024



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CATHOLIC PRIMARY SCHOOL

APPENDIX 4

GOVERNOR IMPACT STATEMENTS FROM THE PAST YEAR OF MEETINGS

Autumn 2020 – Summer 2021

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

Impact Statements from the Resources Committee:

15th October 2020:

a) Staffing & Finance:

- Scrutiny over budget increase and rationale
- Approval of staffing changes
- Support & approval of effective catch-up provision due to Covid-19.

b) Buildings:

- Approval of VACAS bid for school entrance
 - improved safety & security
 - School identity

b) Compliance:

- Approval of external GDPR audit
 - ensure compliance

4th February 2021:

a) Covid-19 ongoing review:

- Impact on Pupil Performance
- Impact on Staff Wellbeing
- Impact on Finances

b) Finances:

- Analysis & review of Termly Monitoring Report addressing adverse areas
- Scrutiny & Approval of the 2021 School Financial Value Standard
- Scrutiny & Approval of additional expenditure for the Entrance
- Approval of TA's hours to support SEN pupil

c) Compliance & Governance:

- Introduction of a termly asset register checklist
- Approval of GDPR assessment & management thereof
- Held the headteacher to account on matters of assurance, compliance and accountability.

6th May 2021:

a) Finances:

- Scrutiny over the budget & use of reserves

- Scrutiny over additional expenditure plans ensuring improved education, quality, well-being for pupils and staff
 - Approval of the 2021/22 Budget
- b) Buildings & Safety:
- Approved electronic sign in system
- supports both security & safeguarding
 - Approved additional investigation into security fencing & external wall
- c) Compliance & Governance
- Approved plans to deliver robust GDPR policies & procedures

All 2020-21 Committee meetings were held via Zoom due to the COVID-19 Restrictions.

Impact Statements from the Curriculum and Community Committees

5th November 2020:

School performance and reputation:

- Attention to the School Improvement Plan in relation to current environment
- Attention to priority groups identified within the data.

School Community:

- Comprehensive update considering Covid-19.

11th March 2021:

Holding executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff:

School performance and reputation:

- Scrutiny of School Improvement Plan
- Approval to recruit a chaplain
- Attention to SEN pupils, progress & plans
- Attention to staff wellbeing

School Community:

- Comprehensive update of school life & remote learning to all pupils
- Comprehensive update of additional support for vulnerable & pupil premium children
- Approval of Admissions Policy
- Continued acknowledgement of the diverse faith backgrounds supported within the school, observed lack of catholic children applying

10th June 2021:

School performance and reputation:

- Reviewed School Improvement Plan identified many progress areas
- Scrutinised absence figures, considered external factors (Covid-19)

- Reviewed SEF format & Governor training was agreed
 - Governors which to contribute to the SEF
 - Request for the data in the current SEF grading to be re-reviewed.
- Acknowledgement of excellent SEND progress and the use of funds for external agencies

School Community:

- Approval of Headteachers approach to relaxation of Covid-19 restrictions
- Acknowledgement of the Trauma & Attachment training & assessment by staff
- Acknowledgement of the excellent Safeguarding Audit outcomes & observations
- Acknowledgment of the exceptional work by all staff

All 2020-21 Committee meetings were held via Zoom due to the COVID-19 Restrictions.

Impact Statements from the Full Governing Board Meetings

16th September 2020: Full Governing Board Business Meeting

- Effective management & leadership and church school distinctiveness
 - Reviewed policies & procedures
 - Reviewed Diocesan items
 - Reviewed effectiveness of governing board
 - Governor Training scheduled for 23rd September 2020
- Educational Performance
 - Held the headteacher to account
 - Financial performance
 - School improvement plans agreed with clear monitoring arrangements and link to sustainability of finances
- Acknowledgement of changes within Governing Board
 - Terms of office ending; Changes in Board Position; Need for succession planning
 - Nominated Governors
- Covid-19
 - Acknowledgments of current processes and procedures in place.
 - Agreement to complete Covid Governance Review

25th November 2020:

- Strategy & Compliance:
 - * Annual Governance Statement Agreed
 - * Financial Matters – allocation of funding for vulnerable children was scrutinised & agreed processes Schools Financial Value Standard for the Local Authority
- Buildings:
 - * Plans outlined and approval for the focal point entrance

23rd March 2021

- Strategy & Compliance:
 - * Approval of training for Dyslexia Assessment and Speech & Language for SENCO
 - * Completion of School Website Audit
 - * Discussion of admissions vs. falling birth rates scheduled for Summer Full Governing Board
- Finance:
 - * Extensive scrutiny & impact of budget and allocation of resources for 2021-22
 - * Approval of budget for school entrance
- Buildings & Safety:
 - * Approval for flexible approach for bubble closures emphasis on health & safety, adherence to Covid restrictions & supporting children remaining in school where possible.
- Wider Community:
 - * Consideration made for the Madrasa and bubble closures within the school
 - * Additional pastoral support considered to mitigate social impact of lockdown

7th July 2021

- Finance:
 - * Ratified the budget for 2021/22.
- Strategy & Compliance:
 - * EVC and Education Visit procedures confirmed.
 - * Agreed that there needs to be more focus on Governor training
 - * Agreed to review Governors Vision and succession planning in 2021/22.
 - * Acknowledgement of the positive Safeguarding Audit by LCC.
 - * Agreed for SENCO to review the SEND Governance document with their next meeting with the nominated SEN governor.
- Wider Community:
 - * Agreed to contacting local Turner Prize winning artist and UCLan being beneficial to school experience of all pupils