



ST AUGUSTINE'S

CATHOLIC PRIMARY SCHOOL

Annual Governance Statement of the Governing Board of 2021/22

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 2021 – 2022 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 **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 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**
- **Curriculum & Community Committee**

Additional committee meeting for the Autumn term:

- **Pay Committee**

Additional committee meeting for the Summer term:

- **Headteacher Appraisal**

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;

- Roles & Responsibilities and Ofsted Awareness
- School Performance and Reporting
- Safeguarding Training

The governors can also access NGA and The Key Governance Information. Three 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 and tutoring funding 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 96% for the academic year 2021/ 2022. 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 Resources Committee)

Mrs M Finley-Landry (sister to a member of staff and supports some of our children as a freelance Counsellor)

Mr G Mckevitt

Mrs C Beetham

Mr Terry May

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 and Mrs Naadiya Desai*

Headteacher: *Mr J Entwistle*

Clerk to Governors: *Mrs Gillian Price*

Committee membership:

The Committees were made up of the following members:

HT Appraisal – D Cox, A Dawson, T May

Pay Committee – S Desai, A Dawson, T May

Admissions Committee – S Desai, M Finley-Landry,

Curriculum and Community – G McKevitt (chair), S Bennett, D Cox, J Entwistle, M Finley-Landry, R Gordon, C Beetham, N Desai, L Walsh (Associate Member)

Resources Committee – A Dawson (Chair), S Desai, J Entwistle, T May, R Gordon, L Fishwick (Observer), E Goulding (Associate Member)

Nominated Governors:

Child Protection and Safeguarding – D Cox

Health and Safety – S Desai

HRSE – G McKevitt

Inclusion and Pupil Premium – M Finley-Landry and T May

RE – G McKevitt

Training Link – vacancy

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 2021– 2022

St Augustine's Catholic Primary School Attendance		Y = Attended, N = Apologies Accepted, NA = Apologies not Accepted, NS = No Apologies sent, ? = Attendance Not Marked, Blank = Not Required												
		Full Governing Board 15 Sep 2021	Curriculum and Community 14 Oct 2021	Resources Committee 04 Nov 2021	Pay 04 Nov 2021	Full Governing Board 24 Nov 2021	Full Governing Board (Academy and Resources Committee 26 Jan 2022	03 Feb 2022	Curriculum and Community 10 Mar 2022	FGB Spring Term 23.03.22	Resources Committee 19 May 2022	Curriculum and Community 09 Jun 2022	Full Governing Board 29 Jun 2022	Possible / Actual Summary
Governor	Governor Type													
Christina Beetham	Foundation governor	Y	N			N	Y		N	Y		N	3/7	
Mrs Sarah Bennett	Staff governor	Y	Y	Y		Y	Y		N	Y	Y	N	7/9	
Mr David Cox	Foundation governor	Y	Y			Y	Y		Y	Y		Y	8/8	
Andrew Dawson	Foundation governor	Y		Y		Y	Y	Y		Y	Y		8/8	
Salim Desai	Local Authority Governor	Y		NS	Y	Y	Y	NS		Y	Y		7/9	
Naadiya Desai	Parent governor								Y	N		Y	2/3	
John Entwistle	Headteacher	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12/12	
Moira Finley-Landry	Foundation governor	Y	Y			Y	Y		Y	Y		Y	7/8	
Mrs Louise Fishwick	Other			Y				Y			Y		3/3	
Mrs Rosina Gordon	Parent governor	Y	N	N	N	NS	Y	Y	N	N	Y	Y	5/11	
Elaine Goulding	Associate Member			Y				Y					2/2	
Terence May	Foundation governor	Y		Y	Y	Y	Y	Y	Y	N		Y	8/9	
Mr Gerard McKeivitt	Foundation governor	N	Y			N	Y		Y	Y		Y	6/8	
Lindsey Walsh	Associate Member								Y			Y	2/2	

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 Moiria Finley-Landry Mr Terry May Mr Gerard McKevitt	18 Sep 2020 07 May 2021 24 Oct 2020 4 Sept 2021 12 Nov 2020	17 Sep 2024 06 May 2025 23 Oct 2024 3 Sept 2025 12 Nov 2024
Headteachers John Entwistle		
Parent governors Mrs Rosina Gordon Mrs Naadiya Desai	05 Jun 2019 24 Feb 2022	04 Jun 2022 23 Feb 2025
Staff governors Mrs Sarah Bennett	20 Oct 2020	19 Oct 2024



ST AUGUSTINE'S
CATHOLIC PRIMARY SCHOOL

APPENDIX 4

GOVERNOR IMPACT STATEMENTS FROM THE PAST YEAR OF MEETINGS

Autumn 2021 – Summer 2022

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

Impact Statements from the Resources Committee:

4th November 2021:

- **Governors reviewed the 2021/22 budget and approved the headteachers additional spending plans on staffing which would benefit curriculum delivery, covid catch up and pastoral support**
- **Health and Safety risks were considered and approval given to replace the staff corridor flooring and re-tarmac an area impacting drainage on the school playground**
- **Governors deliberated the wording around voluntary contributions for school trips. Having considered the requirements of the school community in balance with the needs of the school and capacities of the budget it was agreed that the wording ‘voluntary contribution’ be removed from communication. It was, however, agreed that support should be offered to all families, and this should be made clear on all correspondence.**

3rd February 2022:

- **Governors considered staff contact changes and agreed that steps should be taken to ensure all staff were protected during the TUPE process for the potential academisation**
- **The SFVS was scrutinised with particular focus on areas highlighted as significantly different to similar schools.**
- **Governors requested the headteacher consider additional labour for after school club to allow a wider offering of support to the school community and to improve staff well-being**
- **Planned budget spend was reviewed and opportunities to improve quality of education and the fabric of the school building through utilising a proportion of the estimated balance carry forward were considered and approved in principle.**

5th May 2022:

- **Governors scrutinised the budget outturn and sought to understand the impact this had on the 2022/23 budget and 3-year forecast. Consideration was given to potential savings that could be made on the 2022-23 budget to ensure cumulative surplus budget at the end of 2024/45. After consideration the impact the proposed savings would have, and a potential increase in income due to pupil numbers,**

governors agreed that the proposed budget remain unchanged with close financial management throughout the year

- Several virements were challenged and governors were satisfied that there had been progress in managing the budget with virements primarily due to unforeseen bills etc.
- Governors agreed the additional costs for the Academic Mentor to ensure consistent delivery of catch-up support with a focus on quality of education. Additional recruitment to maintain the staff structure and support future succession planning was also approved
- Use of DFC was approved to replace the condemned kitchen ovens

All 2021-22 Committee meetings were held via Zoom due to the COVID-19 Restrictions.

Impact Statements from the Curriculum and Community Committees

14th October 2021:

- Governors supported the headteacher's cautious approach to relaxing Covid restrictions and keeping the school and community as safe as possible.
- The increased incidents of poor behaviour were challenged and governors, whilst supportive of action taken, sought further data analysis to understand if any additional proactive strategies could be put in place to reduce occurrences.
- Attendance data was analysed and processes to improve attendance discussed. Governors supported the recruitment of staff and the school's strategy to tackle this ongoing problem.
- EYFS Development was considered and governors requested ongoing updates on those year 1 children unlikely to achieve a Good Level of Development by Christmas 2021.

9th March 2022:

- A detailed review of the Schools Advisors report was undertaken. Governors challenged actions taken and were pleased to note that work had been undertaken, or planned, to address all issues identified.
- Governors welcomed the headteacher's plans to analyse behaviour patterns in more detail.
- A number of actions were agreed including the recruitment of an Academic Mentor to support quality of education for all children and involvement of external suppliers, in this case Aspire, to support the school in managing behavioural issues in key stage 2.
- Governors explored the pupil book study process that had been introduced and supported the school's positive approach to learning ambassadors.
- Governors strongly supported the need to ensure all staff were treated fairly during the TUPE process if the school's intention to become an academy progressed. It was agreed that wherever feasible and viable within the budget staff

should be moved to permanent contracts to aide with this. The school would engage the HR Advisor to support with the process.

- Suggestions were provided to aide in the improvement of attendance.
- Governor training was shaped to focus on governing board improvement and preparation for Ofsted.

9th June 2022:

- Governors sought to understand the impact intervention sessions had had on targeted children to ensure effective use of resources and continued focus on delivering quality of education. The headteacher agreed to introduce a tracker that would numerically quantify the progress children receiving interventions had made.
- Behaviour outcomes from pupil and staff questionnaires were challenged to understand what procedures the school had in place to effectively manage behaviour. Governors were pleased to see the school had engaged behaviour management specialists to support with the small number of identified behavioural issues.

All 2021-22 Committee meetings were held via Zoom due to the COVID-19 Restrictions.

Impact Statements from the Full Governing Board Meetings

15th September 2021: Full Governing Board Business Meeting

- Governors agreed that the school should express an interest in the Academisation process and were keen to be involved in the process from its infancy to allow strategic input. Governors also agreed several key areas, impacting staff and pupils, that would require clarification before agreeing to joining the MAT
- 2 new Foundation Governors joined the governing body with key skills required on the board
- A Standards Committee was introduced to ensure the governing body had an in-depth overview of the School Improvement Plan. This would ensure effective challenge of the SIP and a continued focus on quality of education
- Governors assessed and supported the headteacher's staff appointment request.
- Governors agreed to consider the recruitment of a Deputy Head teacher. A final decision would be made at the November Governing Body to ensure sufficient time was given to consider the appointment in terms of the school's vision, ethos and strategic direction, financial performance, and management organisation
- Governors ensured robust procedures were in place to set strategic direction and effectively monitor school performance
- Governors agreed to fulfil their statutory duties
- Training sessions linked to school/ governing body vision, and academisation were agreed. Both sessions would ensure governors were clear of the governing bodies roles and responsibilities in these areas and further develop the board. Chairs would assign specific online modules to committees, where appropriate.

24th November 2021:

- **Governors considered the Performance Management information provided and confirmed that the process in place fulfilled all requirements whilst also allowing impartiality for any potential appeals process**
- **Nominated governors visit schedule and reporting process agreed ensuring governors could effectively review the quality of education being delivered to children whilst also fulfilling the governors statutory requirements**
- **Governors challenged the headteacher to quantify the installation of the new breakout lodges in terms of their impact on quality of education and closing the gap for pupil premium children**
- **Staffing requests were improved supporting the headteacher's decision to be reactive to the budget to ensure the school was delivering high quality education to its best possible ability**
- **The decision was made to recruit for a Lead Assistant Head Teacher.**

23rd March 2022

- **Governors discussed the importance of the SCR and the requirement for them to always keep their details up to date**
- **It was agreed that all governors should maintain a high level of understanding of the SEND issues impacting school, in relation to their committees remit, with the 2 nominated governors having a more detailed understanding and new governors receiving a clear briefing of issues impacting school**
- **Governors requested that the headteacher confirm a residential visit for next year's year 6 pupils to afford them an enrichment opportunity they are likely to get outside of school and to support their personal development and wellbeing**
- **Governors expressed the need for a balanced approach to food safety and Natasha's law to ensure that key enrichment and development opportunities were not lost.**
- **Governors approved next year's budget, in principle, and requested the Resource Committee consider the budget in detail at their next meeting**
- **The governor's training plan was further developed with a training session looking at 'Monitoring of Schools Performance' planned for May. This would support governors in their ability to hold the senior leadership team to account when scrutinising data sets and in turn ensure quality of education across the school.**

29th June 2022

- **Governors expressed concerns about the potential direction of the MECMAT and the need for the school to be involved in the development of the multi academy trust and particularly in the selection of a permanent CEO**
- **Governors agreed staff changes which would enhance the quality of teaching and improve the focus on SEN through effective use of the already agreed budgets**
- **Governors deliberated an unpaid staff leave request and considered the impact the said requested leave would have on quality of teaching, children and staff wellbeing and school improvement priorities**

- Standard items including school holidays, budgets etc. were agreed.

All 2021-22 Full Governor meetings were held via Zoom due to the COVID-19 Restrictions.

