



ST AUGUSTINE'S

CATHOLIC PRIMARY SCHOOL

Annual Governance Statement of the Governing Board of 2019/20

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 2019 - 2020 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 3 times during the year (though the Summer meeting had to be held via Zoom due to Covid-19 restrictions).

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

We have not had to cancel a Governing Board 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 Board meetings.

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:

- **Buildings and Health and Safety Committee**
- **Finance and Staffing Committee**
- **Curriculum & Community**

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 visits 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
- Diocesan Training Evening on current issues

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

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 2019/ 2020. 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 matters. 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 at 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 systems in place.

Future plans for the governors

The Governing Board is always looking to further develop its skills to ensure that the school continues to strengthen and pupils achieve well and 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, or the Vice-Chair of Governors Mr Terence May, 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: *Mr T May (Chair of Curriculum and Community Committee)*

Foundation Governors:

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

Mr A Dawson (Chair of Finance Committee)

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

Mrs S Moss

Vacancy

Vacancy

LEA: *Mr S Atcha*

Staff Governor: *Mrs L Archibald*

Parent Governors: *Mrs Rosina Gordon, Mr Suhail Patel*

Headteacher: *Mr J Entwistle*

Clerk to Governors: *Mrs Susan Robinson*

Committee membership:

The Committees were made up of the following members:

Admissions Committee – S Desai, M Finley-Landry, S Moss

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 – S Atcha, M Finley-Landry, S Moss

Curriculum and Community – T May (Chair), D Cox, M Finley-Landry, L Archibald, J Entwistle, S Patel

Finance and Staffing Committee – A Dawson (Chair), S Atcha, S Desai, J Entwistle, L Archibald, R Gordon, S Patel, 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 – T May and M Finley-Landry

Pupil Premium – T May

RE – S Moss

Training Link – S Moss

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 2019– 2020

Governor	Governor Type	Full governing board Business Meeting	Finance & Staffing Committee	Curriculum & Community Committee	Buildings Committee	Full governing board meeting	Buildings Committee	Finance & Staffing Committee	Curriculum and Community Committee	Full governing board virtual meeting	Full governing board virtual meeting	TOTAL
		18 Sep 2019	17 Oct 2019	07 Nov 2019	21 Nov 2019	27 Nov 2019	06 Feb 2020	06 Feb 2020	20 Feb 2020	12 May 2020	24 Jun 2020	Attendance against possible
Mrs L Archibald	Staff governor	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	10/10
Mr S Atcha	Local Authority Governor	Y	Y		N	Y	Y	Y		Y	N	6/8
Mr D Cox	Foundation governor	N	N	Y	Y	Y	N	N	Y	Y	Y	6/10
Mr A Dawson	Foundation governor	Y	Y			Y		Y		Y	Y	6/6
Mr S Desai	Foundation governor	N	Y		Y	Y	Y	Y		Y	Y	7/8
Mr J Entwistle	Headteacher	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	10/10
Mrs M Finley-Landry	Foundation governor	N		N		Y			N	Y	N	2/6
Mrs R Gordon	Parent governor	N	N		Y	N	N	N		N	Y	2/8
Mr T May	Foundation governor	Y		Y		Y			Y	Y	Y	6/6
Mrs S Moss	Foundation governor	Y			N	Y	N			N	N	2/6
Mr S Patel	Parent governor	N	Y	NS	Y	N	Y	Y	Y	Y	Y	7/10

Appendix 3

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

<i>GOVERNORS TERM OF OFFICE</i>		Term Start	Term End
Local Authority Governors			
	Saeed Atcha	23 Mar 2016	22 Mar 2020
Foundation Governors			
	David Cox	10 May 2020	09 May 2024
	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
	Terence May	20 Aug 2016	20 Oct 2020
	Susan Moss	02 Mar 2018	01 Mar 2022
Headteacher			
	John Entwistle		
Parent Governor			
	Suhail 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

Autumn 2019 – Summer 2020

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

Impact Statements from the Buildings, Health and Safety Committees:

21st November 2019:

- Fire assessment and accountability challenge on fire safety
- LCVAP bid for new school entrance – decisions in the planning around safety and safeguarding including creation of a secure meeting room.
- Church school distinctiveness – LCVAP bid for new school entrance decision that the design portray catholic school distinctiveness

6th February 2020:

- a) Submit a planning application for the school entrance project
 - Why - to maximise chance of being project ready should funding materialise
 - Governance - Confident Strategic leadership
- b) Change meeting start time to 4pm
 - Why – Ensure quoracy.
 - Governance efficient and effective operation of the committee
- c) Scrutiny of ongoing maintenance
 - Why – to ensure premises is safe and fit for purpose
 - Governance – Hold the headteacher to account on matters of assurance, compliance and accountability.

Summer 2020 Committee meetings were held as Full Governing Board Meetings via Zoom due to the COVID-19 Lockdown.

Impact Statements from the Finance and Staffing Committees

17th October 2019:

- Budget monitoring and deliberations regarding savings.
- Assurance and compliance of effective utilisation of pupil premium and Sports budgets due to monitoring of the excellent reports which had been developed over the year and foster a culture of continuous improvement.

6th February 2020:

- Financial monitoring – careful, realistic and holistic monitoring to balance sustainability with staff wellbeing and pupil experience and attainment

Summer 2020 Committee meetings were held as Full Governing Board Meetings via Zoom due to the COVID-19 Lockdown.

Impact Statements from the Curriculum and Community Committees

7th November 2019:

School performance and reputation:

- Attention to the new Ofsted framework including governor knowledge.
- Attention to curriculum modification to ensure it is in line with Ofsted requirements and meets the needs of the pupils.

Compliance and Catholic ethos and representation (community):

- Scrutiny of the arrangements and policy to deliver the HRSE curriculum with consultation and involvement of the Diocese.

13th February 2020:

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

- Proposal to look at increasing the hours allocated for the SENCO role
- Proposal to develop a matrix for subject leader reports and submit annually to the full governing board.

Performance – Governance

- Ofsted – training for governors – lead governors to be identified

Summer 2020 Committee meetings were held as Full Governing Board Meetings via Zoom due to the COVID-19 Lockdown.

Impact Statements from the Full Governing Board Meetings

18th September 2019:

- Effective management & leadership and church school distinctiveness – Ethos and vision event scheduled
- Educational Performance / holding the headteacher to account / Financial performance – School improvement plans agreed with clear monitoring arrangements and link to sustainability of finances

27th November 2019:

- Ethos vision evening arranged – Church School Distinctiveness
- HRSE policy and programme of study. – Strategy and Compliance
- Ofsted readiness preparations and training – Academic Performance and reputation
- Financial Matters – decisions being made to ensure the financial sustainability of the school

12th May 2020 Resources Focus under Lockdown:

- Effective use of resources including staffing changes to ensure a balanced budget was set, with a view to building up future reserves
- Policies including safeguarding addendum approved to ensure compliance
- Governors planning for future opening of school to ensure the safety of staff and pupils.

24th June 2020 Curriculum Focus under Lockdown:

- Safe wider opening of the school would benefit staff, children and families.
- Governors holding senior leaders to account by questioning Y3 and Y4 progress.
- Subject leader reporting and feedback from nominated governors. Following a discussion, it was agreed that an item relating to subject leader action plans should be included on future termly agendas. A folder would be provided on GovernorHub for this purpose.



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CATHOLIC PRIMARY SCHOOL