



Annual Governance Statement

Academic Year: 2020-2021

Purpose of this Governance Statement

This governance statement has been prepared and published by the Governing Body of **St Edmund Arrowsmith Catholic High 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 [2020-2021] academic year.

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

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 Headteacher 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 Edmund Arrowsmith CHS 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 Headteacher for ensuring financial controls conform with the requirements of both propriety and good financial management.

Governance Arrangements

Composition of the Governing Body

The Governing Body is made up of [7] Foundation Governors †, [2] Staff Governors (including the Headteacher), [2] Parent Governor(s), [1] Local Authority Governor(s) and [0] Co-opted Governor(s)*.

† Foundation Governors are appointed by the Bishop of the Diocese in which the School is situated. The Bishop not only appoints his Foundation Governors because of their particular skills, but, more importantly, for the strict purpose of ensuring, on his behalf, the Catholic character of the School. Foundation Governors are also under important legal duties to preserve and develop the School's Catholic character. In order to ensure that the School's Catholic character is protected and that it is being conducted in accordance with the tenets of its Catholic designation, Governing Bodies of Catholic schools and academies must always have a majority of Foundation Governors.

The Diocesan Bishop is Canonically responsible for his schools and academies. He ensures that the Catholic ethos of the school/academy is maintained, particularly through the appointment of Foundation Governors, but also through overseeing the appointment of members of staff and through Diocesan inspection, in order to ensure that the school/academy is fulfilling the objects cited in its Instrument of Government/Articles of Association and the trust deed under which the school/academy was established.

* Co-opted Governors are appointed by the Governing Body and are people who, in the opinion of the Governing Body, have the skills required to contribute to the effective governance and success of the school/academy.

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

[The Governing Body must set out the purpose of the work undertaken by the Governing Body as a whole as well as any particular issues they encountered and how they were dealt with.]

The full Governing Body has met 5 times during the year.

We have not cancelled 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**.

The work of the Governing Body has been particularly challenging due to the restrictions placed upon education during the Covid-pandemic. However, the FGB were able to maintain regular contact and attend all meetings via MS Teams. The Clerk ensure that correspondence was sent to governors electronically and the school's Governor Portal was used to download documents securely in advance of meetings.

New Governors were provided with an induction training day and a New Governor Handbook to ensure that they felt confident with the responsibilities of school governance and could contribute to meetings effectively from the outset.

Committees' work this year and Governors' attendance at Committee meetings

At St Edmund Arrowsmith CHS we have the following Committees:-

- Finance and Buildings
REMIT: To include all areas of finance and buildings for which the GB is responsible.
- Pay and Performance
REMIT: To include making decisions about performance related pay for teachers and the Headteacher.
- Personnel
REMIT: To include the formulation and review of all staffing issues including the recruitment of new staff.
- Curriculum and Standards
REMIT: To include the formulation and review of all school targets and the oversight and regular review of the school curriculum.

Individual Governors' attendance during the year at Committee meetings can be found at **Appendix 2**.

Governors' Future Plans for the School

In the academic year 2021-22, the Governing Body will reconstitute their committees and reduce the number of committees. This decision has been taken with the aim of strengthening the support for the school's strategic aims and by having a committee that is called 'Quality of Education' we can align this Committee to the new Ofsted framework. Separating this work from the Finance, Premises and Personnel Committee will enable more specificity in the work of the Committees.

The Committee Terms of Reference have been re-written to provide clarity and are support the intended outcomes of the School Improvement Plan.

The meeting schedule will ensure that the Full Governing Body works cohesively with the committees reporting into the FGB at the end of each term.

The FGB will continue to follow the Agenda items provided by Wigan's Governor Services, as this ensures that all relevant items for discussion are incorporated into the process. The Clerk will also bring relevant matters of interest to the Chair's attention for inclusion when appropriate.

Members of the FGB will continue to attend relevant training courses to enhance their knowledge and understanding of school governance.

Those governors who are aligned to Departments/specific areas of responsibility will ensure that they carry out link visits and report their findings back to the FGB.

Minutes of Governing Body and Committee Meetings

Minutes of Governing Body and Committee meetings are public documents and if you would like to see a copy of the minutes you can ask The Clerk to Governors, Mrs Pamela Lennon (01942 728651 x 2223)

PLennon@arrowsmith.wigan.sch.uk

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 Governing Body has delivered value for money during the year by ensuring that the School Business Manager has been able to report with transparency, providing support and advice where appropriate. The school has been able to maintain the setting of a balanced budget for the forthcoming academic year 2021-22, which is remarkable given the current difficulties regarding school funding.

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 General Purpose Committee] of reports which indicate financial performance against the forecast and of major purchase plans, capital works and expenditure programmes;
- Setting targets to measure financial and other performance;
- Clearly defined purchasing (asset purchase or capital investment) guidelines;
- Delegation of authority and segregation of duties;
- Identification and management of risks.

Capacity to Handle Risk

The Governing Body regularly reviews the key risks to which the School is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks.

Review of Effectiveness

The Governing Body has responsibility for reviewing the effectiveness of the systems in place in the School to identify and manage risk and plan to address any weaknesses (if relevant) and ensure continuous improvement of the system is in place.

How to contact the Governing Body

We always welcome suggestions, feedback and ideas from parents, carers and the wider school community – please contact the Chair of Governors, Mr Stephen Westhead via email SWesthead@arrowsmith.wigan.sch.uk or via The Clerk to Governors, Mrs Pamela Lennon (01942 728651 x 2223) PLennon@arrowsmith.wigan.sch.uk.

This governance statement is approved by order of the members of the Governing Body on 22 June 2021 and signed on its behalf by:

[SIGNED]

[SIGNED]

Stephen J Westhead
Governor

Mark J Dumican
Headteacher

Appendix 1 – Full Governing Body 2020-2021

Names of Governors	Type of Governor	Term of Office	Date of Appointment	End date for appointment	Date of resignation (if resigned in the last 12 months)	Appointing Body
Stephen Westhead	Foundation	4 yrs	01.10.2020	30.09.2024		The Archdiocese of Liverpool
Mark Dumican	Headteacher	4 yrs	01.10.2014	n/a		Headteacher
Peter Phillips	Foundation	4 yrs	01.09.2018	31.08.2022	18.0.2021	The Archdiocese of Liverpool
Paul Jensen	Local Authority	4 yrs	04.12.2018	03.12.2022		Wigan Council *(Appointed by Governing Body)
Peter McGuire	Foundation	4 yrs	15.11.2018	14.11.2022	10.05.2021	The Archdiocese of Liverpool
Fr John Gorman	Foundation	4 yrs	15.10.2017	14.10.2021	10.03.2021	The Archdiocese of Liverpool
Andrew Connellan	Foundation	4 yrs	22.02.2020	21.02.2024		The Archdiocese of Liverpool
Jayne Harrald	Parent	4 yrs	17.12.2019	16.12.2023		Elected by parents
Claire Brophy	Staff	4 yrs	15.10.2019	14.10.2023		Elected by Governing Body
Catherine Hopkins	Foundation	4 yrs	01.09.2020	31.08.2024		The Archdiocese of Liverpool
Peter Whitfield	Foundation	4 yrs	01.09.2020	31.08.2024		The Archdiocese of Liverpool
Joanne Farrimond	Parent	4 yrs	06.01.2021	05.01.2025		Elected by parents

Appendix 2: Governing Body Meeting Attendance Record – 2020-21

Name of Governor	Dates of Full Governing Body Meetings Attended									
	15/09/2020		01/12/2020 <i>Virtual</i>		09/02/2021 <i>Virtual</i>		23/03/2021 <i>Virtual</i>		22/06/2021	
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
Stephen Westhead (Chair)	X		X		X		X			
Simon Atherton	X		N/A		N/A		N/A		N/A	
Clare Brophy	X		X		X		X			
Andrew Connellan (Vice-Chair)	X		X		X		X			
Mark Dumican (H/T)	X		X		X		X			
Fr John Gorman		X*	X					X*		
Jayne Harrald	X		X		X		X			
Catherine Hopkins	X		X		X		X			
Paul Jensen	X		X		X		X			
Peter McGuire	X		X		X		X			
Peter Phillips	X		X		X		X			
Peter Whitfield	X		X		X		X			
Joanne Farrimond	N/A		N/A		X		X			
SEA: SLT/Observers										
Suzanne Chapman	X		X		X		X			
Annemarie Doolan	X		X		X			X*		
Ann Morgan	X		X		X		X			
Gillian Morris	X		X		X		X			
Louise Payne	X		X		X			X*		
Dean Cullen	X		X		X		X			
Stephen Doyle	X		X		X		X			
* Apologies received / ** Apologies not received										

Name of Governor	Dates of Finance & Buildings Committee Meetings					
	13/10/2020 Virtual		09/02/2021 Amalgamated with FGB mtg		27/04/2021 Virtual	
	YES	NO	YES	NO	YES	NO
Andrew Connellan	X				X	
Jayne Harrald	X				X	
Paul Jensen		X			X	
Peter McGuire (Chair)	X				X	
Mark Dumican (H/T)	X				X	
Catherine Hopkin (Obs)	X				X	
Peter Whitfield (Obs)	X				X	
Stephen Westhead Obs)	X				X	
J Farrimond (Obs)					X	
SEA: SLT / Observers						
Suzanne Chapman	X				X	
Gillian Morris					X	

Name of Governor	Dates of Curriculum and Standards Committee Meetings					
	10/11/2020* <i>Virtual</i>		02/03/2021*		08/06/2021	
	YES	NO	YES	NO	YES	NO
Peter Phillips (Chair)	X		C&S specific agenda items incorporated into FGB Meetings			
Peter Whitfield	X					
	Meeting amalgamated with the Personnel Committee so that a quorate meeting could take place					

Name of Governor	Dates of Personnel Committee Meetings					
	10/11/2020 <i>Virtual</i>	26/01/2021*		18/05/2021		
	YES	NO	YES	NO	YES	NO
Clare Brophy	X		Personnel specific agenda items incorporated into FGB or P&P Meetings			
Fr John Gorman		X				
Peter Phillips	X					
Stephen Westhead	X					
Mark Dumican (H/T)	X					
Andrew Connellan (observer)	X					
Catherine Hopkins (observer)	X					
Peter McGuire (observer)	X					
Peter Whitfield (observer)	X					

Name of Governor	Dates of Pay & Performance Committee Meetings					
	13/10/2020 <i>Virtual</i>	23/02/2021 <i>Virtual</i>		11/05/2021 <i>Virtual</i>		
	YES	NO	YES	NO	YES	NO
Andrew Connellan (Chair)	X		X		X	
Jayne Harrauld (Vice-Chair)	X		X		X	
Stephen Westhead	X		X		X	
Mark Dumican (H/T)			X		X	