

## **St Helen's Catholic Primary School Governance Statement Summer 2016**

In accordance with the Government's outlined functions for all governing bodies, the three core strategic functions of St Helen's Catholic Primary School 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.
3. Overseeing the financial performance of the school and making sure its money is well spent.

### **Governance arrangements**

The Governing Body of St Helen's Catholic Primary School is made up of 7 Foundation governors, 2 staff governors (including the Headteacher), 2 elected Parent Governors and 1 Local Authority Governor.

The full Governing Body meets to consider different aspects of the school three times each term. We also have a number of sub-committees, Admissions, which decide upon the annual intake of pupils; Staff Matters, which deals with Pay and Performance; Finance which meets as and when necessary. We also have committees that meet if required to consider pupil discipline and staffing issues.

### **Attendance record of governors**

Governors have excellent attendance at meetings and we have never cancelled a meeting because it was not "quorate" (the number of governors needed to ensure that legal decisions can be made). Details of individual governors' attendance are shown on the school website.

### **The work that we have done on our committees and in the governing body during 2015-2016.**

The Governing Body has had a busy year, focusing on school improvement and the key issues for development that were raised in our School Development Plan. We also are vigilant with the progress of the building project.

Governors are involved in monitoring the performance of the school and the achievement and progress of pupils. This is done by reviewing and discussing key data, asking questions in meetings and also by going in to the school and visiting members of staff and classes. Following a visit to the school, a governor will meet with the Headteacher and write a report which is shared with the other governors.

Governors have individual responsibilities for monitoring and focusing on children who are eligible for Pupil Premium. We are also involved with the performance management of the Headteacher and receive detailed reports and information about the performance and development of all staff.

The Governing Body is also particularly concerned about safeguarding and we have a Nominated Governor for Safeguarding (Mrs Bradford- Hughes).

Finance and General Purposes makes decisions about how the school should use the budget, including the use and impact of the Pupil Premium and the Sports Premium funding provided for primary schools.

Early in the summer term, the FGB approved the 2016/17 budget plan for the school: we are pleased to report that the school is in a sound position financially which enables us to carry out the education of our children with a good staff team.

The Personnel Committee works hard to ensure we have the staff necessary to operate the school and ensures that everyone works hard to provide the best start to school life for our pupils.

Another role for governors is reviewing and agreeing school policies, and this year we have considered a number of key policies, including assessment, marking and feedback, anti-bullying and health and safety.

### **How you can contact the governing body**

We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, Mr Upsher, via the school office. You can see the full list of governors, their attendance at meetings and more information about what we do, on the Governors' page of the school website.