



ANNUAL GOVERNANCE STATEMENT

ST. PIUS X CATHOLIC PRIMARY SCHOOL

Purpose of this Governance Statement

This governance statement has been prepared and published by the Governing Body of **St. Pius X Catholic Primary 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 2015/2016 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 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 Body are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the head teacher 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" (806§2) 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. Pius X Catholic Primary School** has an effective and appropriate system of control, financial and otherwise. Such a system, however, 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 head teacher for ensuring financial controls conform with the requirements of both propriety and good financial management.

Governance Arrangements

The approved constitution of the Governing Body is as follows:

Foundation	7
Authority	1
Parent	2
Staff	2
Total	12

Composition of the Governing Body 2015/2016

Foundation	3
Authority	1
Parent	2
Staff	2
Associate Member	1
Total	9

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 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 is fulfilling the objects cited in its Instrument of Government/Articles of Association and the trust deed under which the school was established.

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

Attendance record of governors

A record is kept by the clerk to the governing body, of governors' attendance at meetings, details of attendance can be found on page one of the minutes of the meetings. Meetings need to be 'quorate' to ensure that decisions can be made.

The work we have carried out within our committees and in the full governing body meetings:

The Governing Body reconstituted in the Autumn Term and reviewed the membership of the committees to ensure expertise was prevalent for driving school improvement.

The School Mission Statement and Vision Statement are reviewed at the Governors Full governing body meeting held early in the Autumn Term every year, giving the governors a clear direction to move the school forward.

The Governing Body ensure that all relevant guidance from the DfE and the Diocese of Brentwood is followed and that all statutory requirements are met.

Resources

- Ensure the school acquires best value for services and resources
- Achieve the Schools Finance Value Standard and Assurance (SFVS).
- Ensure a well managed budget so that forecasting is accurate and improvements are timely

- Successful bid to install new drainage in the playground
- Recruitment of high quality staff in Year 2
- Ensure school has followed Health & Safety guidelines and policies to provide a safe and stimulating learning environment for pupils, parents and staff.

School Improvement

- Set ambitious targets for expectations at the end of each Key Stage
- Monitor progress of pupils in each year group against their expectations
- Analyse school data and ensure improvements in the curriculum are implemented to further English and Maths particularly at greater depth.
- Work closely with school to ensure disadvantaged pupils are achieving their potential and are receiving any relevant support
- Ensure policies and guidance are updated, relevant and shared across school
- Ensure teaching and learning is adapting to meet the demands of the new curriculum and assessment requirements.

Strategic Planning for the future

Governors work closely with the Senior Leaders to draw up and implement the School Development Plan. The School Development Plan identifies improvements the school needs to make following analysis of school data, self-evaluation, Local Authority consultation and Ofsted Inspection priorities.

The main priorities in 2015/2016 were:

- Improve the quality of teaching so that it is consistently good or better
- Ensure that pupils' progress was tracked rigorously in all lessons so that all pupils were able to make consistently rapid progress.
- Raise achievement in writing, maths and spelling and grammar
- Improve marking and feedback

The main priorities for 2016/2017 are:

- Provide additional opportunities for the more able pupils through mastery of the curriculum
- To continue to develop the consistency of teaching and learning within the foundation subjects
- Strengthen the capacity of middle leaders to lead subject areas and implement improvements in teaching and learning
- To raise the profile of the school in the local area

- To provide regular and precise assessments of children's learning in Early Years and ensure they are recorded.

The full Governing Body meets three 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 good attendance at Governing Body meetings.

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

Committees and Governors attendance at Committee meetings

At St. Pius X Catholic Primary School we have a Finance Committee which focuses on finance, premises and some personnel matters and a Quality & Standards Committee which focuses on all matters appertaining to teaching and learning, achievement and attainment of pupils within the school. These committees meet regularly throughout the academic year, i.e. at least once per term. We also have an Admissions, Staff Disciplinary/Dismissal/Appeals, Pupils Discipline and Salaries committees which meet when required.

Individual Governors' attendance during the year at Committee meetings can be found at **Appendix 3**.

Minutes of Governing Body and Committee meetings

Minutes of Governing Body and Committee meetings are public documents - you can either find them on the Governors' page of St. Pius X Catholic Primary School website or you can ask at the school office if you would like to see a copy of the minutes.

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.

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 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 J. Milligan (chair@st-piusx.essex.sch.uk)

Governing Body of ST. PIUS X CATHOLIC PRIMARY SCHOOL

List of serving governors – 2015/2016

Governor details	Category of Governor	Term of office expiry date
Mr K. Bell	Parent Governor	14/12/18
Mr M Bushell	Associate Governor	
Mr G. Dexter	Staff Governor	08/11/19
Mr D Kenning	Parent Governor	04/11/16
Mrs L. McSweeney (Head Teacher)	Staff Governor	Ex-Officio
Mr J. Milligan (Chair)	Foundation Governor	02/12/18
Fr. I Morris	Foundation Governor	N/A
Fr. Pius Collins	Foundation Governor	20/11/18
Ms. C. Rickwood	LA Governor	31/12/18
Mrs L. Smith (Vice Chair)	Foundation Governor	07/03/18

Governing Body of ST. PIUS X CATHOLIC PRIMARY SCHOOL

Governor attendance at Governing Body meetings for 2015/2016

Governor	Full Governing Body meetings attended	Out of a possible
Mr K. Bell	4	4
Mr M Bushell	0	4
Mr G. Dexter	3	4
Mr D Kenning	2	4
Mrs L. McSweeney (Head Teacher)	4	4
Mr J. Milligan (Chair)	3	4
Fr I Morris	1	4
Fr. Pius Collins	2	4
Ms. C. Rickwood	2	3
Mrs L. Smith (Vice Chair)	4	4

Governing body of ST. PIUS X CATHOLIC PRIMARY SCHOOL

Governor attendance at Committee meetings for 2015/2016

Governor	Committee meetings attended	Out of a possible
Finance Committee		
Mr K. Bell	2	3
Mr M Bushell	2	3
Mr G. Dexter	N/A	N/A
Mr D Kenning	N/A	N/A
Mrs L. McSweeney (Head Teacher)	3	3
Mr J. Milligan (Chair)	2	3
Fr I Morris	0	0
Fr. Pius Collins	N/A	N/A
Ms. C. Rickwood	3	3
Mrs L. Smith (Vice Chair)	N/A	N/A
Quality & Standards Committee		
Mr K. Bell	N/A	N/A
Mr M Bushell	N/A	N/A
Mr G. Dexter	2	3
Mr D Kenning	N/A	N/A
Mrs L. McSweeney (Head Teacher)	3	3
Mr J. Milligan (Chair)	2	3
Fr I Morris	0	0
Fr. Pius Collins	2	3
Ms. C. Rickwood	3	3
Mrs L. Smith (Vice Chair)	3	3