



DIOCESE OF ARUNDEL AND BRIGHTON
SURREY COUNTY COUNCIL

St. Joseph's Catholic Primary School

St Joseph's Catholic Primary School is:

A calm, holy place where we pray, think and celebrate God's world
Where we share a true love of learning through our creative curriculum
Where we celebrate the gifts and talents of every person as uniquely created in the image of God
A supportive community where home, school and church work together
Living, learning and laughing together in the light of God's love.

Annual Governance Statement 2020/21

Purpose of this Governance Statement

This governance statement has been prepared and published by the Governing Body of St Joseph's (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 2020/21 academic year.

A list of governors who served on the Governing Body during 2020/21, their attendance, areas of responsibility and declarations of interest can be found on the school website alongside this statement.

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 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 Joseph's 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 8 Foundation Governors †, 2 Staff Governors (including the headteacher), 2 Parent Governors, 1 Local Authority Governor and 1 Co-opted Governor*.

† 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 and the trust deed under which the school 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.

Governing Body's work this year

During the year 2020/21

- We worked with the diocese to appoint two new deputy head teachers, ensuring that the SLT meets the needs of our growing school. We have also supported the appointment of an effective middle management within the school, with year group leads, maths and english leads and subject leads.
- We have monitored the effectiveness of subject leadership via twice yearly meetings between subject leaders and link governors. The focus of these meetings has been to establish what the action plan was and how it had been implemented and have seen evidence of a positive impact on children's learning. Governors have been looking for evidence that changes have impacted on children's learning. Due to COVID restrictions we have been unable to meet with subject leads in person, but we have instead used remote meetings.
- We have focused on supporting the school through the COVID closure and catch-up. We have reviewed the evidence on the impact of school closures on learning and ensured that the additional funding that the school was allocated went to those with the greatest need.
- We have invested in upgrading the IT infrastructure at the school, ensuring that it meets the needs of modern teaching and learning and have seen evidence of the success of its implementation.
- We have ensured that systems were in place including more frequent monitoring in order to turn around the end of financial year 2021 deficit position into a projected carry forward at the end of the financial year 2022.
- We have overseen the implementation of the new RSE curriculum ensuring that it was done in full consultation with parents.

The full Governing Body has met 4 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.

Committees work this year and Governors attendance at Committee meetings

At St Joseph's we have:

- a Resources Committee, which focusses on finance, premises and personnel matters;
- a Curriculum Committee which focuses on Learning & Teaching;
- an EDR (Ethos, Discipline and Relationships Committee) which focuses on the Catholic ethos of the school, Behaviour, Relationships, Safeguarding and Inclusion;
- an Admissions Committee which deals with all matters relating to admissions including examination of all applications in the normal admissions round for places to start in the September and placing all applications in a rank order list which is submitted to Surrey CC;
- a Pay Committee which deals with matters related to staff pay, and
- a Performance Management Committee which together with an independent external adviser deals with the appraisal of the Headteacher.

Each committee is delegated by the Governing Body and the responsibilities for each committee are set out in the terms of reference which are agreed by the Governing Body at least annually.

Governors' Future Plans for the School

- To ensure that safeguarding is front and centre of all that we do and to ensure effective implementation of the changes to Keeping Children Safe in Education.
- To ensure effective leadership and management of the school; governors to impact on the strategic direction of the school and to hold leaders to account through the implementation of the School Development Plan.
- To ensure the quality of teaching and learning in the school; governors to ensure that COVID catch up is effective and to establish the effectiveness of individual subject area teaching.
- To check the effectiveness of the PSHE curriculum in meeting children's needs & general wellbeing post-covid and to focus on staff wellbeing.
- To ensure that the new early years curriculum is effectively implemented.
- To ensure that the funds allocated to the school are spent in a way that maximises the benefit to children's learning.
- To assist in the employment of a school chaplain to support the catholic ethos of St Joseph's.
- To embed the new processes and systems for ECTs and ECTs+1.

Minutes of Governing Body and Committee meetings

Minutes of Governing Body and Committee meetings are public documents unless they are deemed 'Confidential' by the Chair. Pay Committee and Performance Management Committee minutes are deemed as confidential and are therefore not public documents.

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 additional expenses incurred throughout 2020/21 related to Covid 19 resulted in the school going into a deficit position at the end of the 2020/21 financial year. This has now been addressed with the recovery plan on track to recover the deficit at the end of the 2021/22 financial year.

During the year the Governing Body ensured the IT system was robust and able to meet the challenges of remote learning. As well as meeting the challenges of increased site security which was able to adapt to the requirements of 'managing bubbles'.

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 Resources 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.

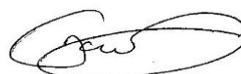
How to contact the Governing Body

We always welcome suggestions, feedback and ideas from parents, carers and the wider school community – please contact the Chair of Governors, Barbara Barrett on barbarabarrett@stjospehsredhill.co.uk

This governance statement is approved by order of the members of the Governing Body on 25/11/21 and signed on its behalf by:



Barbara Barrett
Chair of Governors



Tamsyn Lawlor
Headteacher