



Annual Governance Statement for 2020 - 2021

St Wilfrid's Catholic Primary School

Purpose of this Governance Statement

This governance statement has been prepared and published by the Governing Body of St Wilfrid's 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 our overarching duty to conduct the school in accordance with its Catholic character and 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 endeavors to operate at a strategic level leaving the headteacher and senior school leaders responsible and accountable to the Governing Body 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 Wilfrid'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 (vacancy), 1 Co-opted Governor and 2 Associate Governors.

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. On our Governing Body the 1 Co-opted Governor is the Deputy Headteacher of St Wilfrid's School. However, in order to be able to succession plan the Governing Body have appointed 2 Associate Governors who are always practicing Catholics and have expertise in either, HR, Community matters or knowledge of the Curriculum.

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

The Governing Body has fulfilled and continues to fulfill in spite of the Covid 19 crisis, its statutory duties in terms of monitoring all areas of the school's work and offering support and challenge through the agreed agendas of each committee and the agenda of the Full Governing Body Meetings. All Governors have completed an annual skills audit and taken part in training virtually to ensure they are fully aware and up to date with current issues for school and have the right skills to support and challenge the Senior Leadership Team. Due to Covid 19 Governors have been unable to monitor and review all key priorities of the School Development Plan for 2020/21. It is hoped that this monitoring will re-commence in the autumn term. At St Wilfrid's each Governor is assigned a Link Governor Role. This is where a governor is linked to a specific key stage, subject, or objective within the school, this then gives governors an opportunity to work in partnership with the teaching staff. With regular meetings, link governors build a better understanding of their link area within the school. All Governor visits to school are documented on a Link Governor form which details the visit and their observations and whether anything needs clarification or improvement. Please note that due to Covid 19 restrictions Governors have carried out their Link Governor role by having Zoom Meetings with relevant teaching staff during 2020/21. Listed below are further duties and responsibilities which St Wilfrid's Governing Body has fulfilled during this year.

We have done this primarily by:

- Supporting the Headteacher in achieving excellence in all areas.
- Review of statutory policies and ensuring there is compliance of the school website.
- Monitoring the quality of teaching and learning across the whole school, ensuring standards continue to be high. Ensuring that there is pupil progress across the school and that there is a broad and balanced curriculum to engage all children.
- Monitoring the use of Pupil Premium/Sports Premium funding (statement available on the school website)
- Budget Management and assurance of "best value"
- Ensuring Leadership of the school is secure.
- Ensuring that the school is fit for purpose.

The full Governing Body has met 3 times during the year via zoom.

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 had excellent attendance at Governing Body meetings via Zoom.

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

Committees work this year and Governors attendance at Committee meetings

At St Wilfrid's School we have held the following Committee Meetings:

1. Strategic Steering Committee :

This Committee is for the chairs of the committees to meet with the Chair of Governors, Headteacher, Deputy Headteacher and the Clerk to Governors. This committee helps the Chairs of the individual committees to plan their agendas and to highlight areas to focus on during the individual committee meetings.

2. Resources/Finance/Staffing/Health & Safety:

This committee monitor's finance stringently to ensure the schools budget is spent to achieve the best possible outcomes for the children, especially in these very difficult financial times. All financial procedures are monitored by CWAC. Governors monitor Staffing to ensure good work life balance and more importantly due to Covid 19 the committee has been and continues to monitor the wellbeing of all staff and if and when issues arise address these accordingly. Governors receive regular updates from the Everyman system in relation to the maintenance of the school site. All health and safety issues are monitored on a regular basis and the Health and Safety audit is carried out on a yearly cycle.

3. Standards and Achievement:

Governors provide a high level of challenge of the Headteacher, Senior Leadership team and the school. They consider a range of documents and data. Unfortunately, due to Covid 19 none of the usual data mechanisms have been available to this committee to monitor. So, this academic year governors have therefore monitored the following: termly Headteacher reports, along with any school-based data and assessments provided by the teachers to judge the impact of strategies within the school. Governors on this committee also monitor specific areas of the School Development Plan on a regular basis. This year however due to Covid 19 restrictions the SDP was suspended for 20/21. It is hoped that that in the autumn term that the SDP monitoring will re-commence.

4. Pupil Parents and Community:

Governors monitor parental/community involvement in school and make recommendations re development of future links. They keep constantly under review pupil attendance, targets and strategies to improve attendance and engagement, the committee receives termly reports on behaviour and discipline including bullying incidents. Governors ensure that the school meets its legal requirements to publish information on the school's website. The committee

annually reviews the school's admissions policy and makes recommendations to the Full Governing Body when appropriate. This year Governors have been actively looking at how to market the school in the local community in the hope that this will increase the number of children on role within the school. They are currently in the process of awarding a contract for a video of the school to be used on the website and for social media purposes. The impact of this will be monitored during the autumn term.

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

Governors' Future Plans for the School for 2021/2022 are as follows:

- The Governing Body will continue to work in line with the Government Agenda
- To ensure that all Children make the best possible progress including Pupil Premium and SEND
- To ensure that the Senior Leadership Team continue to drive the school ever forward
- To monitor the school budget in light of future budget cuts
- To monitor the effectiveness of the School Development Plan/Recovery Plan for 2021/2022
- To continue to look at the implementation of a succession plan for the Governing Body.

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 Wilfrid's School website or you can ask Mrs. A Bennett Clerk to Governors 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 improved value for money during the year by

- Purchase of the Everyman Maintenance System.
- Re- negotiating the school's Broadband Contract.
- Whole School Promotional Video

The School Business Manager always obtains at least three tenders for any work that school needs to carry out and always tries to get the best price on any supplies that school may require throughout the year. To the extent that in spite of a huge cut in the school's budget for 2019/2020 and with the School Business Manager obtaining best value prices and the Finance committee making difficult decisions the Governing Body had a carry forward into the next financial year for 2020/2021,

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, Mrs. Elaine Morrissey via the **school office**.

This Governance Statement is approved by order of the members of the Governing Body on 7 July 2021 and signed on its behalf by:



EP Mrs. Elaine P Morrissey
Chair of Governors

Signed by the clerk due to Covid



Mrs. Justine McEniff
Headteacher

Appendix 1

Governing body of St Wilfrid's Catholic Primary School

List of serving Governors 2020 – 2021.

Governor details	Category of Governor	Term of office expiry date
Mrs. A Bennett	Clerk to Governors	
Mrs. R Blair: KS1	Foundation Governor	08/22
Mr. P Billington: Chair Finance/ Staffing /Health & Safety/ Health & Safety	Foundation Governor	08/24
Mr. D Collingwood: Health & Safety	Foundation Governor	08/24
Mrs. A Costello: Pupil Wellbeing/Social Media	Parent Governor	08/23
Mr. A Davies: School Council /PE	Parent Governor	08/23
Mrs. P O'Hara Acting Deputy Headteacher	Co-opted Governor	08/21
Ms. C Kirkham	Staff Governor	
Dr. A Leonard: Gifted & Talented	Foundation Governor	08/22
Mrs. J McEniff Headteacher	Staff Governor	
Mrs. E Morrissey Chair of Governors/ Chair SAC/ Send/Pupil Premium/Safeguarding/RE/RSE	Foundation Governor	08/23
Mrs. S Newey Vice Chair/ Chair Pupils/ Parents & Community/ KS2	Foundation Governor	08/24
Mr. A Reid: GDPR/Computing	Foundation Governor	08/24
Mrs. F Rose: EYFS /KS1	Associate Governor	
Fr. P Standish: Parish	Foundation Governor	08/22

Appendix 2

Governing body of St Wilfrid's Catholic Primary School

Governor attendance at Full Governing Body meetings for 2020 - 2021

Governor	Full Governing Body meetings attended	Out of a possible
Mrs. A Bennett Clerk to Governors	3	3 FGB Meetings held via Zoom
Mrs. R Blair: EYFS/KS1	3	3 FGB Meetings held via Zoom
Mr. P Billington: Health & Safety	3	3 FGB Meetings held via Zoom
Mr. D Collingwood: Health & Safety	3	3 FGB Meetings held via Zoom
Mrs. A Costello Pupil Wellbeing/Social Media	2	3 FGB Meetings held via Zoom
Mr. A Davies: School Council	2	3 Final Meeting held via Zoom
Ms. C Kirkham	3	3 Final Meeting held via Zoom
Dr. A Leonard: Gifted and Talented	3	3 Final Meeting held via Zoom
Mrs. J McEniff Headteacher	3	3 Final Meeting held via Zoom
Mrs. E Morrissey Chair of Governors/ Safeguarding/SEND/Pupil Premium/RE/RSE	3	3 Final Meeting held via Zoom
Mrs. S Newey Vice Chair of Governors/ Chair Pupils/ Parents & Community/ KS2	2	3 FGB Meetings held via Zoom
Mr A Reed: GDPR/Computing	3	3 Final Meeting held via Zoom
Mrs. F Rose: EYFS/KS1	3	3 Final Meeting held via Zoom
Fr. P Standish:	3	3 Final Meeting held via Zoom
Mrs. P O'Hara Acting Deputy Headteacher	2	3 Final Meeting held via Zoom

NB: Since March 20 due to Covid 19 and in order to adhere to Government advice and guidelines all Governor Meetings have been held via Zoom and will continue to do so for the foreseeable future.

Appendix 3

Governing body of St Wilfrid's Catholic Primary School

Governor attendance at Committee meetings for 2020-2021

Strategic Steering Committee

Governor	Meetings Attended	Out of how Many
Mrs. A Bennett (Clerk)	3	
Mr. P Billington	3	3 Meetings held via Zoom due to Covid 19
Mrs. P O'Hara	2	3 Meetings held via Zoom due to Covid 19
Mrs. J McEniff	3	3 Meetings held via Zoom due to Covid 19
Mrs. E Morrissey	3	3 Meetings held via Zoom due to Covid 19
Mrs. S Newey	3	3 Meetings held via Zoom due to Covid 19

Standards and Achievement Committee

Governor	Meetings Attended	Out of how Many
Mrs. R Blair	4	4 Meetings held via Zoom due to Covid 19
Mrs. P O'Hara	2	4 Meetings held via Zoom due to Covid 19
Dr A Leonard	3	4 Meetings held via Zoom due to Covid 19
Mrs. J McEniff	4	4 Meetings held via Zoom due to Covid 19
Mrs. E Morrissey	4	4 Meetings held via Zoom due to Covid 19
Mr. A Reid	4	4 Meetings held via Zoom due to Covid 19
Mrs. F Rose	4	4 Meetings held via Zoom due to Covid 19

Resources/Finance/Staffing/Health and Safety

Governor	Meetings Attended	Out of How Many
Mrs. A Bennett (Clerk)	3	3 Meetings held via Zoom due to Covid 19
Mr. P Billington	2	3 Meetings held via Zoom due to Covid 19
Mr. D Collingwood	3	3 Meetings held via Zoom due to Covid 19
Mrs. J McEniff	3	3 Meetings held via Zoom due to Covid 19
Mrs. E Morrissey	3	3 Meetings held via Zoom due to Covid 19

Pupils/Parents/Community

Governor	Meetings Attended	Out of how Many
Mrs. Bennett (Clerk)	3	3 Meetings held via Zoom due to Covid 19
Mrs. A Costello	3	
Mr. A Davies	3	3 Meetings held via Zoom due to Covid 19
Ms C Kirkham	3	3 Meetings held via Zoom due to Covid 19
Mrs. J McEniff	3	3 Meetings held via Zoom due to Covid 19
Mrs. E Morrissey	3	3 Meetings held via Zoom due to Covid 19
Mrs. S Newey	3	3 Meetings held via Zoom due to Covid 19
Fr P Standish	2	3 Meetings held via Zoom due to Covid 19