



# ST PAUL'S CATHOLIC PRIMARY SCHOOL & NURSERY

PAULSGROVE, PORTSMOUTH

**"Do everything with love"**

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## ANNUAL GOVERNANCE STATEMENT 2015 - 2016

### **Purpose of this Governance Statement**

This governance statement has been prepared and published by the Governing Board of St Paul's School (hereafter referred to as the Governing Board) 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 Board**

As the Governing Board 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 Board 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 Board 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" and the Governing Board is mindful of this requirement in all that we do.

### **Scope of Governing Board's Responsibilities**

The Governing Board acknowledges that we have overall responsibility for ensuring that St Paul's School 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 Board 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 Board**

The Governing Board is made up of 7 Foundation Governor†, 2 Staff Governors (including the headteacher), 2 Parent Governors, 1 Local Authority Governors and 0 Co-opted 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 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 Board and are people who, in the opinion of the Governing Board, have the skills required to contribute to the effective governance and success of the school. Our Governing Board has no co-opted members.

#### **Governing Board's work this year and Governors' attendance at Governing Board meetings**

The main focus of the work undertaken by the Governing Board during the academic year was the monitoring of the School Development Plan to ensure a raising of standards, particularly in relation to disadvantaged children.

Ensuring accountability of headteacher and all staff.

Monitoring of budget to ensure financial rigor.

Full review of all policies and rationalisation of review dates.

Recruitment and retention - the governors appointed a new Deputy Headteacher, a Lead Practitioner and an Inclusion Leader and supported the Headteacher in taking on the additional role of Executive Headteacher at Corpus Christi School.

Building and resourcing a new 60 place nursery.

The Full Governing Board has met 6 times during the year.

We have not cancelled a Governing Board 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 Board meetings.

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

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

At St Paul's School we have a Resource Management Committee, which focusses on finance, premises, admissions, pay and personnel matters and a Teaching and Learning Committee. The purpose of the work undertaken by each Committee is set out in the terms of reference, **Appendix 3**.

#### **Resource Management**

- Monitoring finances and ensuring value for money.
- Reviewing admissions policy and overseeing admissions process.
- Reviewing Headteacher's performance and pay.
- Building and resourcing of new 60 place nursery.
- Reviewing Health and Safety.
- Monitoring site maintenance and development.

#### **Teaching and Learning**

- Recruitment of a School Counsellor in response to difficulties in behavior and emotional development.
- Recruitment of Speech and Language Therapist in response to children's learning difficulties related to poor S&L development.
- Monitoring of the school development plan, with particular reference to raising standards of attainment and progress in Reading, Writing and Maths, with particular attention to disadvantaged children.
- Monitoring introduction of new curriculum.
- Updating Sex and Relationship Education Policy and Equalities Information Statement.
- Monitoring administration of SATs.
- Reviewing performance data.
- Maintaining overview of the spending and effectiveness of Pupil Premium and Sports Premium.
- Introduction of 2 year olds into the Nursery.

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

### **Governors' Future Plans for the School**

The future plans for St Paul's School for the coming academic year, 2016/17 are:

- Ensuring stability of management structure.

- Ensure all levels of staff, particularly management, receive the necessary CPD.
- Reviewing Audit Report and ensuring all recommendations are met.
- Monitoring the School Development Plan.
- Monitoring spending of Pupil Premium and Sports Premium.
- Ensuring accelerated progress is made in all year groups.
- Monitoring effectiveness of strategies put in place to improve teaching and learning.
- Safeguarding the health and safety of all children.

### **Minutes of Governing Board and Committee meetings**

Minutes of Governing Board and Committee meetings are public documents - 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 Board 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 Board has delivered/improved value for money during the year by:

- Monitoring finances and ensuring value for money. This includes:
  - Examination of the finance report in order to ensure the finances of the School are on target with projected expenditure.
  - Questioning the finance team when expenditure is outside the range of the forecast.
  - Welcoming the external audit and acting upon its findings (such as looking at the PTA accounts).
  - Ensuring services received are having a positive impact for the School.
  - Questioning value of insurance where it is considered the premium was too high and it did not provide value for money.
- Applying Best Value principles in all aspects of financing the building of the new nursery.

### **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 Board;
- Regular reviews by the Resource Management 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 Board 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 Board 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 Board**

We always welcome suggestions, feedback and ideas from parents, carers and the wider school community – please contact the Chair of Governors, Chris Barrell. Contact details are available from the school office.

This governance statement is approved by order of the members of the Governing Board on 15<sup>th</sup> February 2017 and signed on its behalf by:

**CHRIS BARRELL**

**Chair of Governors**

**BRENDA SHOULLER**

**Headteacher**



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## APPENDIX 1

### List of serving governors – 2015-2016

Name of governor	Governor category	Nominating group	Committee membership	Governor role	Term of office Start	Term of office End
Chris Barrell	Foundation	Diocese	Resource Management	Chair of Governors	21/03/2013	20/03/2017
Andreas Bubel	Foundation	Diocese	Teaching & Learning		12/02/2016	11/02/2020
Jhonny Calumpita	Foundation	Diocese	Resource Management		10/12/2013	9/12/2017
Theresa Davis	Foundation	Diocese	Teaching & Learning	Vice Chair of Governors  Chair of T&L Committee  Safeguarding	11/11/2014	10/11/2018
Sharon Dorrell	Staff	Staff election	Teaching & Learning		12/10/2015	12/10/2019
Mark Doswell	Foundation	Diocese	Resource Management	Health & Safety	23/05/2016	22/05/2020
Joe McNerney	Foundation	Diocese	Teaching & Learning		18/09/2011	17/09/2019
Brenda Schouller	Headteacher	Local Authority	Resource Management  Teaching & Learning		01/01/2011	-

David Smith	Parent	Parental election	Resource Management	SEN LA Forum	24/01/2014	23/01/2018
Alexander Speight	Foundation	Diocese	Resource Management	Chair of RM Committee Training Liaison	18/03/2014	17/03/2018
Vacancy	Local Authority					
Vacancy	Parent					
<b>Resignations</b>						
Shaun Manning	Parent	Resigned: 21/09/2016				



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## APPENDIX 2

### Governor attendance at Governing Board meetings - 2015-2016

Governor	FGB meetings attended	Out of a possible	T&L Committee meetings attended	Out of a possible	RM Committee meetings attended	Out of a possible
Chris Barrell	6	6	4	5	4	5
Andreas Bubel	6	6	4	5	n/a	n/a
Jhonny Calumpita	3	6	n/a	n/a	3	5
Theresa Davis	6	6	5	5	n/a	n/a
Sharon Dorrell	4	6	4	5	n/a	n/a
Mark Doswell	5	6	n/a	n/a	5	5
Joe McNerney	6	6	n/a	n/a	4	5
Shaun Manning	5	5	2	4	n/a	n/a
Brenda Schouller	6	6	4	5	5	5
David Smith	5	6	n/a	n/a	3	5
Alex Speight	1	6	n/a	n/a	5	5

The number of meetings during the academic year which a governor is expected to attend will depend on which committee he/she has been nominated to stand. The total number of meetings may depend on a governor's term of office.



**APPENDIX 3**

**Committee Terms of Reference: general guidance**

**Membership**

- The Governing Board determines the membership, proceedings and terms of reference of committees, and reviews these annually.
- The membership of a committee may include associate members, provided that a majority of members of the committee are governors.
- Each committee must have a chair, appointed by the committee, and a clerk.
- The NGA strongly recommends that it is better practice to have an independent professional clerk.
- The headteacher and the chair are entitled to attend all committee meetings.

**Quorum**

- Not less than three governor members of the committee must be present for a quorum.

**Meetings**

- Committees will meet each half term, in advance of the Full Governing Board meeting. Committee meetings will not be open to the public.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- Chairs will inform the clerk of items to be included on the agenda and agendas will be distributed 7 days in advance of all meetings.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Full Governing Board and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

## **General terms**

- To act on matters delegated by the Full Governing Board.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

## **Terms of Reference: Resource Management Committee**

### **Financial policy and planning**

- To review, adopt and monitor a finance policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three year financial plan, taking into account the priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the Governing Board for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.

### **Financial monitoring**

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the headteacher.
- To report back to each meeting of the Full Governing Board and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.

- To review, complete and submit the Schools Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a local authority audit.
- To review statements and monitor funds held by the PTA.

### **Premises**

- To provide support and guidance for the Governing Board and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that a termly inspection of the premises and grounds takes place and receive a report from the Site Manager once a term identifying any issues.
- To inform the Governing Board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Governing Board.
- To arrange professional surveys and emergency work as necessary. The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan.
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the Governing Board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

### **Staffing**

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy – including the arrangements and operation of the school's appraisal procedures for the headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation.

- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the Governing Board for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these and where necessary form a committee to hear staff grievances.
- To recommend to the Governing Board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

### **Admissions**

- To review and agree the admissions policy.
- To advise and assist the headteacher in the annual allocation of places for reception year entrants according to the admissions policy.
- To monitor waiting lists and applications for admission in all year groups.

### **Terms of Reference: Teaching and Learning Committee**

- To review, monitor and evaluate the curriculum offer.
- To recommend to the Full Governing Body for approval the:
  - Self-evaluation form
  - School Improvement Plan
  - Targets for school improvement.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.

- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To ensure that the requirements of children with special needs and disability are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEND governor.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the Resource Management Committee on the relative funding priorities necessary to deliver the curriculum.
- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.