

## Annual Governance Statement

---

<b>School Name</b>	St. Bernadette's Catholic Primary
<b>School Address</b>	Tewkesbury Lane, Monkston Park, Milton Keynes, MK10 9PH
<b>Telephone number</b>	01908 692438
<b>Contact email address</b>	stbernadettes@milton-keynes.gov.uk
<b>Website</b>	www.stbernadettesschool.com

*The governing body must be only contacted via the school details given above, which is the legal business address for the whole governing body.*

<b>Category of school</b>	Voluntary Aided
<b>DfE number</b>	8263353
<b>Ofsted grading and date of last inspection</b>	1 25 <sup>th</sup> June 2014

<b>Name of Headteacher</b>	Maxine Clewlow
<b>Name of Deputy Headteacher</b>	Jane Zamora

<b>Date of Annual Governance Statement</b>	October 2016
--	--------------

### **The core functions of the governing body**

---

As defined by the Department for Education (DfE) in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the core functions of the governing body include:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and performance management of staff
- To oversee the financial performance of the school and ensure money is well spent.

In exercising their functions the governing body shall

- Act with integrity, objectivity and honesty and in the best interests of the school; and
- Be open about the decisions they make and the actions they take and in particular shall be prepared to explain their decisions and actions to interested parties.

***Our governing body has a code of conduct which is reviewed and agreed annually. All governors and associate members are obliged to abide by this code.***

## Legal constitution of the governing body

The governing body was formally constituted on

2 March 2015
--------------

Category of Governor	Appointed or elected onto the governing body?
8 Foundation Governors	Appointed by the Diocese of Northampton
2 Parent Governors	Elected on to the governing body by parents of pupils at the school
1 Co-opted Governor	Elected by the governing body
1 x Headteacher	Governor by virtue of employment by the school
1 x Staff Governor	Elected on to the governing body by all staff employed by the school
1 x Local Authority Governor	Nominated by the Local Authority and appointed by the governing body
<b>Total number of governors = 14</b>	

## Who volunteers on the school's governing body?

Category of Governor	Full Name	Term of Office
Foundation	Mr John Brandon	31/08/17
Foundation	Mr Richard Gordon	04/09/17
Foundation	Mr Darren Johnson	26/11/17
Foundation	Miss Mary McGowan	24/02/16
Foundation	Mr Andre Misso	18/06/19
Foundation	Dr Andrea Moro	04/09/17
Foundation	Dr Jonathan Morris	04/09/17
Foundation	Sister Yvonne Pilarski	18/06/19
Parent	Mrs Cloe Atkinson	12/12/17
Parent	Mrs Julia Collymore	07/02/20
Headteacher	Mrs Maxine Clewlow	18/04/18
Staff	Mrs Emma Molloy	18/06/19
Local Authority	Miss Trudy Munyongani	24/03/18
Co-opted	Mr Steve Penny	01/03/19

<b>The Clerk to Governors is</b>	Mrs Fiona Vines
<b>The Chair of Governors is</b>	Miss Mary McGowan
<b>The Vice Chair of Governors is</b>	Dr J Morris

*This governing body also has Associate Members. Associate Members are not governors but they are public volunteers. They are appointed by the governing body to support the ongoing work and duties of the governing body. The number of Associate Members is determined by the governing body.*

Associate Members	Term of office	Voting rights at committee level?

## How the governing body delegates and distributes its duties

The governing body agreed to form the following committees on 19 October 2015. This is reviewed annually.

Committee 1 Statutory	Committee 2 Finance and Resources	Committee 3 Curriculum
<p>MEMBERSHIP: Chair of Governors, Head Teacher plus two governors.</p> <p>QUORUM: The quorum shall be three.</p> <p>MEETINGS: The committee shall meet at least once a term and otherwise as required.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. To plan the annual cycle of governing body and committee meetings.</li> <li>2. To adopt and review policies identified as statutory in the Governors' Guide to the Law.</li> <li>3. To work with Strategic Leadership Team to develop, review and revise the school prospectus.</li> <li>4. With the help of data provided by the SLT, LA and DFE, review SDP annually.</li> <li>5. To consider and make initial decisions about any issues relating to staff grievance, disciplinary or capability matters in accordance with the school's adopted policies and procedures.</li> <li>6. To ensure that the governing body works within its adopted personnel policies, such as discipline, capability, grievance and redundancy.</li> </ol>	<p>MEMBERSHIP: Head Teacher plus three governors.</p> <p>QUORUM: The quorum shall be three.</p> <p>MEETINGS: The committee shall meet at least once a term and otherwise as required.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1 To agree, with the advice of the Head Teacher and from other committees, a proposed annual budget and subsequent revision if required, to meet the LA and statutory time lines and requirements.</li> <li>2 To consider each year's school development plan priorities and approve the annual budget plan for the school.</li> <li>3 To monitor the school's income and expenditure throughout the year and report the financial situation to the governing body each term.</li> <li>4 To make recommendations to the governing body on the level of financial delegation to the Finance Committee in relation to the maximum value of a single transaction, awarding of contracts and the maximum value of virement.</li> <li>5 To make recommendations on the level of financial delegation to the Head</li> </ol>	<p>MEMBERSHIP: Head Teacher plus three governors.</p> <p>QUORUM: The quorum shall be three.</p> <p>MEETINGS: The committee shall meet at least once a term and otherwise as required.</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1 To advise the governing body on its statutory obligations regarding the curriculum as required by the DfE and as recommended by the Diocese.</li> <li>2 To adopt and review the policy on and provision for collective worship and religious education.</li> <li>3 To adopt and review policies other than those identified as statutory in the Governors' Guide to the Law.</li> <li>4 To link with Strategic Leadership Team (SLT) and the curriculum leaders to understand school philosophy and practice.</li> <li>5 To monitor the School Development Plan (SDP) and agree areas for future development with the SLT.</li> <li>6 To promote and support positive home-school relationships to the benefit of pupils, parents and staff, including preparing the</li> </ol>

<p>7. To appoint the panel who set, monitor and review the performance objectives of the Head Teacher, as set out in the Performance Management Policy.</p> <p>8. To advise the Head Teacher in matters arising of particular difficulty, sensitivity or emergency.</p> <p>9. To consider the LA's policies on health and safety and adopt a health and safety policy for the school in order to enable the governing body and the Head Teacher to discharge their responsibilities under the Health and Safety at Work Act 1974.</p> <p>10. To monitor the effectiveness of the school's health and safety arrangements, make periodic inspections of the building's plant and equipment and report at least once a year to the governing body.</p> <p>11. To consider matters relating to admission of pupils, including at times of over subscription of pupil numbers.</p> <p>12. To act as required in areas not covered by Finance and Resourcing Committee and Curriculum Committee.</p>	<p>Teacher in respect of expenditure and virement, in accordance with the Council's Financial Regulations.</p> <p>6 To establish and review the staffing structure whenever a vacancy occurs and at least annually in relation to the school development plan.</p> <p>7 To establish and carry out procedures for the selection and recruitment of staff (except head and deputy head appointments) and to decide upon appropriate salary of the appointee.</p> <p>8 To inspect the buildings and grounds annually and prepare an annual statement of priorities for maintenance and development.</p> <p>9 To ensure that agreed levels of delegation are recorded in writing and incorporated within the school's financial management procedures.</p> <p>10 To ensure that the school operates within the the Council's Financial Regulations for Schools.</p> <p>11 To ensure that an audit of the voluntary funds is undertaken for presentation to the Full Governing Body.</p> <p>12 To comply with the requirements of the Schools Financial Value Standard (SFVS) and provide a detailed annual report to the governing body for signature by the Chair of governors.</p> <p>13 To ensure the principles of Best Value are followed when making decisions.</p>	<p>home-school agreement for approval by the governing body.</p> <p>7 To contribute towards the preparation of the School Development Plan (SDP) and monitor progress on the implementation of the plan.</p> <p>8 To discuss the annual school targets with the Headteacher and review the outcomes on an annual basis.</p> <p>9 To monitor and evaluate the school's SATs results on an annual basis and report any conclusions to the Full Governing Body.</p> <p>10 With the assistance of staff, to provide information to the Full Governing Body about how the curriculum is taught, evaluated and resourced.</p> <p>11 To monitor school improvement with the help of information contained in such documents as Local Authority (LA) school profiles, Raise-online and the Ofsted data dashboard.</p> <p>12 To ensure that the Full Governing Body's statutory duties with regard to children with special needs and the Disability Discrimination legislation are met.</p> <p>13 To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg: Literacy, Numeracy, SEN.</p>
---	--	--

	<p>14 To monitor the effect of the pupil premium on the progress and educational attainment of those pupils for whom the funding was allocated and to publish the information on the school's website as required by the School Information Regulations 2008.</p> <p>15 To receive, and where appropriate, respond to periodic audit reports on the school budget and other public funds administered by school staff.</p> <p>16 To review periodically and adopt the school's charging and lettings policies.</p> <p>17 To review periodically and adopt the school's policy on governors' expenses.</p> <p>18 To undertake, with the Headteacher, a termly review of the school's financial management to enable the school's self-evaluation to be kept up to date.</p> <p>19 To undertake, with the Headteacher, a termly review of the school's self-evaluation to ensure it is kept up to date.</p> <p>20 To undertake any other financial tasks as required by the Full Governing Body.</p>	
<p>KEY DECISIONS MADE AND IMPACT</p> <ul style="list-style-type: none"> <li>The Statutory Committee carries out the majority of the policy setting and sets the strategic direction for the school. A code of conduct is discussed and agreed to present each year for a new governing body. This sets the tone and</li> </ul>	<p>KEY DECISIONS MADE AND IMPACT</p> <ul style="list-style-type: none"> <li>The school has continued to balance a budget and carry forward a contingency sum.</li> <li>Benchmarking shows prudent spending comparable to the benchmark examples. Investment in the building</li> </ul>	<p>KEY DECISIONS MADE AND IMPACT</p> <ul style="list-style-type: none"> <li>Governors consider and discuss the achievement data of the pupils at all three meetings. They use Raise On Line as informative tool to monitor the progress and attainment of the pupils in the school. The impact is</li> </ul>

<p>makes clear the expectations of its governors.</p> <ul style="list-style-type: none"> <li>• Admissions Policies and the Admission process is dealt with very carefully so that our families are treated fairly and within the law. Last year no appeals were upheld on administrative or unlawful management of the process by the school or the governing body.</li> <li>• A new Disability and Discrimination Policy and action Plan was reviewed. This is a three year policy with an annual action plan.</li> <li>• Governors considered an Appraisal Policy for Support Staff which has been placed on hold until further decisions are made relating to job evaluation.</li> <li>• The Pay Policy required more careful thought as this year Performance related pay was introduced for the first time for teachers. Governors spent time carefully considering the impact of different systems and have agreed to maintain the historic increment rises providing teachers maintain the high quality of teaching that has been agreed. (i.e not to split increment rises as is an option)</li> <li>• Child Protection Policies have been reviewed to include the latest updates.</li> <li>• Governors reviewed the Equality Policy and discussed how the school staff representation could better reflect the diversity of its school pupil community.</li> <li>• Governors also considered and agreed other employment policies: Adoption policy and Leave of Absence Policy. And brought all the employment policies provided by the Catholic Education Service</li> </ul>	<p>continues with investment in maintenance schedules.</p> <ul style="list-style-type: none"> <li>• Governors considered Performance Management Reports for teachers, providing scrutiny to the headteacher's recommendations.</li> <li>• The Committee has closely monitored the introduction of the before and after school clubs undertaking an in depth review of pricing.</li> <li>• The committee has undertaken due diligence exercise from the consultancy work associated with the National Leader role of the Headteacher.</li> <li>• The committee has established financial procedures for the National Support School procurement of contracts.</li> </ul>	<p>marked with standards rising over a 5 year period. 2015-16 has seen the highest standards the school has achieved with clear indications that year on year improvement is now sustainable.</p> <ul style="list-style-type: none"> <li>• Governors have been particularly involved this year with the introduction of the new Assessment systems as a result of new policy 'Assessment without Levels'. Governor visits in school throughout the year has provided the evidence and knowledge so that discussions about the curriculum or assessment have been informative and challenging.</li> <li>• The committee received presentations from teachers relating to the 'Learning projects' they had been involved with as part of their Continued Professional Development, (CPD).</li> <li>• The committee received reports from governors attached to specific areas, including science, Literacy and SEN.</li> </ul>
--	---	--

(CES) into line with the latest updates issued by the CES.		
--	--	--

Specific panels of the governing body are convened as required for

- School Complaints
- Staff Grievance and Discipline
- Pupil Discipline

The governing body delegates some specific functions to some governors covering specific areas of school life. These governors are known as Link Governors. Our school has the following link governors.

Area of responsibility	Named Governor	Number of visits to school in this role in academic year
Safeguarding	Richard Gordon	1 Full Audit
Special Educational Needs and Disability (SEND)	Mary McGowan	3
School Data	Jonathan Morris	3
RE	Sr. Yvonne Pilarski (New May 2015)	2
Maths	Darren Johnson	1
English	Trudy Munyongani	1
Science	Andrea Moro	1

## Governing body and committee meeting attendance

Governor name	Governing Body Meeting Dates and Attendance					
	Autumn Term 19/10/2015	Autumn Term dd/mm/yy	Spring Term 7/03/2016	Spring Term dd/mm/yy	Summer Term 13/06/2016	Summer Term dd/mm/yy
Maxine Clewlow (Headteacher)	Attended		Attended		Attended	
Richard Gordon (Chair)	Attended		Attended		Attended	
Mary McGowan	Attended		Attended		Attended	
Cloe Atkinson	Attended		Attended		Attended	
John Brandon	Attended		Attended		Attended	
Darren Johnson	Attended		Attended		Attended	
Jonathan Morris	Attended		Attended		Attended	
Trudy Munyongani	Attended		Apologies given and		Attended	

Governor name	Governing Body Meeting Dates and Attendance					
	Autumn Term 19/10/2015	Autumn Term dd/mm/yy	Spring Term 7/03/2016	Spring Term dd/mm/yy	Summer Term 13/06/2016	Summer Term dd/mm/yy
			accepted			
Andrea Moro	Attended		Apologies given and accepted		Attended	
Julia Collymore	Not in post		Attended		Attended	
Steve Penny	Attended		Attended		Attended	
Emma Molloy	Attended		Attended		Apologies given and accepted	

Membership	Committee 1 Statutory Meeting Dates and Attendance					
	Autumn Term 30/09/15	Autumn Term dd/mm/yy	Spring Term 29/02/16	Spring Term	Summer Term 18/04/16	Summer Term 11/07/2016
Maxine Clewlow (Headteacher)			Attended		Attended	Attended
John Brandon			Apologies given and accepted		Attended	Attended
Richard Gordon			Attended		Attended	Attended
Jonathan Morris			Apologies given and accepted		Attended	Apologies given and accepted
Sr. Yvonne Pilarski			Attended		Apologies given and accepted	Apologies given and accepted
Trudy Munyongarni			Apologies given and accepted		Attended	Apologies given and accepted
Cloe Atkinson			Attended		Attended	Attended

Membership	Committee 2 Finance and Resources Meeting Dates and Attendance					
	Autumn Term 23/10/15	Autumn Term 03/12/14	Spring Term 18/01/16	Spring Term 29/04/15	Summer Term 29/04/16	Summer Term dd/mm/yy
Maxine Clewlow (Headteacher)	Attended		Attended		Attended	
Cloe Atkinson (Chair)	Attended		Attended		Attended	
Richard Gordon	Attended		Apologies given and accepted		Attended	
Andre Moro	Attended		Attended		Attended	
Andre Misso	Attended		Attended		Attended	

Membership	Committee 2 Finance and Resources Meeting Dates and Attendance					
	Autumn Term 23/10/15	Autumn Term 03/12/14	Spring Term 18/01/16	Spring Term 29/04/15	Summer Term 29/04/16	Summer Term dd/mm/yy
Darren Johnson	Attended		Apologies given and accepted		Attended	
Lindsay Stedman (school Business Manager)	Attended		Attended		Attended	

Membership	Committee 3 Curriculum Meeting Dates and Attendance					
	Autumn Term 15/11/15	Autumn Term dd/mm/yy	Spring Term 25/04/16	Spring Term dd/mm/yy	Summer Term	Summer Term 18/07/16
Maxine Clewlow (Headteacher)	Attended		Attended			Attended
Jonathan Morris (Chair)	Attended		Attended			Attended
Steve Penny	Attended		Attended			Apologies given and accepted
Emma Molloy	Attended		Attended			Apologies (Mat Leave)
Trudy Munyongarni	Attended		Attended			Attended
Mary McGowan (Observer)	Did not attend		Observer			Observer
Julia Collymore	Not in post		Attended			Attended
Andre Moro	Attended		Attended			Attended

## Governing body effectiveness and impact

### ***What were the significant challenges for the governing body in 2015/16?***

- To maintain the high quality achieved (Ofsted 2014 Outstanding) during a period of transition with new assessment and curriculum demands.
- To apply for National Leader of Education and National Support School

### ***How were the challenges met?***

- Close monitoring of achievement data and asking challenging questions of the senior leaders.
- The application for the Headteacher and School has been successful. (April 2016)

### ***What were the achievements of the governing body for 2015/16?***

- A successful Section 48 RE Inspection- Outstanding

- Governors have continued to challenge the quality of teaching and learning so that teachers meet the demands of the new curriculum.
- High tests results in Year 6 both for attainment and progress.
- ***How have these achievements have improved areas of school life (impact)?***
- The school community continues to thrive as we welcome communities from diverse cultures. Priority 1 in the School Development Plan is to enhance the spirituality of the school community. Governors have continued to support the school in its Catholic mission through visits, participation in collective worship, Chaplaincy and celebration of our pupils' achievements. The outstanding judgement in the Section 48 report recognises the part governors play in developing this mission.
- Close monitoring and challenge of leaders has provided support so that they have been able to call for the highest quality of teaching in all areas of the curriculum. Measured outcomes in the national tests show that standards are continuing to rise with children making outstanding progress from their starting points.

- **Find out more about our school ...**

---

- Link to Ofsted report <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>
- Our school's Performance testing information <https://www.compare-school-performance.service.gov.uk/school/134318>
- Link to school's website [www.stbernadettesschool.com](http://www.stbernadettesschool.com)
- Link to school's pupil premium statement on the school's website <http://www.stbernadettesschool.com/ofsted.htm>
- Link to school's PE and sport premium information on the school's website <http://www.stbernadettesschool.com/ofsted.htm>
- Link to Parent View Portal, which seeks parents' opinions on aspects of our school, from the quality of teaching, to dealing with bullying and poor behaviour. <https://parentview.ofsted.gov.uk/>

## • **Governing Body Register of Interests (2015/16)**

### **This register must**

- state the name and category of each governor
- set out any relevant business interests
- set out details of any other educational establishments that they govern
- set out any relationship details between governors and members of staff, including spouses, partners and relatives.

<b>Full Name</b>	<b>Category of Governor</b>	<b>Declarations of Members' Interests: Business, Educational and Personal</b>
Cloe Atkinson	Parent Governor	• No Business, Educational or Personal interests to declare
John Brandon	Foundation Governor	• No Business, Educational or Personal interests to declare
Maxine Clewlow	Headteacher	• No Business, Educational or Personal interests to declare
Richard Gordon	Foundation Governor	• No Business, Educational or Personal interests to declare
Darren Johnson	Foundation Governor	• No Business, Educational or Personal interests to declare
Mary McGowan	Foundation Governor	• No Business, Educational or Personal interests to declare
Andre Misso	Foundation Governor	• No Business, Educational or Personal interests to declare
Emma Molloy	Staff Governor	• No Business, Educational or Personal interests to declare
Andrea Moro	Foundation Governor	• No Business, Educational or Personal interests to declare
Jonathan Morris	Foundation Governor	• No Business, Educational or Personal interests to declare
Trudy Munyongani	LA Governor	• No Business, Educational or Personal interests to declare
Julia Collymore	Parent Governor	• No Business, Educational or Personal interests to declare
Steve Penny	Co-opted Governor	• No Business, Educational or Personal interests to declare
Sr Yvonne Pilarski	Foundation Governor	• No Business, Educational or Personal interests to declare

*Each governor has declared their interests as given above in writing to the governing body.*

**Chair of Governor's signature** *Mary McGowan*

**Date** 17<sup>th</sup> October 2016

**Planned review date** September 2017