

**Holy Cross Catholic Primary School**

**Governing Body**

**Purpose of this Governance Statement**

This governance statement has been prepared and published by the Governing Body of Holy Cross 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 2022-23 academic year.

**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 (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 Holy Cross Catholic Primary 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 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

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.

Holy Cross Catholic Primary School is a voluntary aided school in the Trusteeship of the Archdiocese of Liverpool. The composition of the school governing body is summarized in the following table:

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| **Category of Governor** | **No.of Governors in category** |
| Foundation | 7 |
| Parent | 2 |
| Head teacher | 1 |
| Staff (elected staff governor) | 1 |
| Local Authority (nominated by the local authority and appointed by the Governing Body) | 1 |
| **Total size of Governing Body** | **12** |

The total number of governors on the school governing body is 12 and the term of office for every governor is 4 years from the date of appointment.

Governors are volunteers who have an important part to play in working with the school, providing strategic leadership and accountability to ensure that the school delivers a good quality education. Governors appoint the head teacher and deputy head teacher. It is governors who hold the main responsibility for finance in the school, and it is governors who work with the head teacher to make the tough decisions about balancing resources.

Each individual governor is a member of a governing board, which is established in law as a corporate body. Individual governors may not act independently of the rest of the governing body; decisions are the joint responsibility of the governing body.

The headteacher is responsible for the internal organisation, management and control of the school and the implementation of the strategic framework established by the governing body. Working together with the head teacher, the key functions of the governing body are to:

* set the aims and objectives for the school
* set the policies for achieving those aims and objectives
* set the targets for achieving those aims and objectives
* monitor and evaluate the progress the school is making towards achievement of its aims and objectives
* hold the head teacher to account for a school’s performance
* make sure the school’s budget is properly managed
* be a source of challenge and support to the head teacher (a critical friend)

# Serving Governors (2020-2021)

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| **Name**  | **Category of Governor**  | **Date Appointed**  | **Term of Office**  | **Appointed By**  | **Business, pecuniary or material interests**  |
| Mrs Theresa Butler  | Foundation Governor ***Chair of Governors***  | 18/09/2012 | 17/10/2022 | The Archbishop of Liverpool  | Serves on Board of St Helens Young Carers  |
| Mrs Yvonne Allen | Foundation Governor ***Vice Chair of Governors***  | 18/06/2018 | 17/06/2022 | The Archbishop of Liverpool  |  Brownies Leader  |
| Mrs Anne-Louise Friar  | Foundation Governor  | 09/10/2017 | 08/10/2021 | The Archbishop of Liverpool  |  |
| Mrs Claire Drought | Foundation Governor  | 28/10/2020 | 27/10/2024 | The Archbishop of Liverpool  |   |
| Br. Ben Foy | Foundation Governor  | 27/01/2021 | 26/01/2025 | The Archbishop of Liverpool  |   |
| Vacancy  | Foundation Governor  |  |  | The Archbishop of Liverpool  |   |
| Vacancy  | Foundation Governor  |  |  | The Archbishop of Liverpool  |  |
| Mr Mark Knapper  | LA Governor   | 18/12/2020 | 17/12/2024 | Governing Body  |   |
| Mr Stephen Spencer | Parent Governor  | 20/11/2020 | 19/11/2024 | Elected by Parents   |   |
| Mr Colin Rylance | Parent Governor  | 20/11/2020 | 19/11/2024 | Elected by Parents  |   |
| Mrs Kate Chauveau | Staff Governor  | 10/12/2019 | 09/12/2023 | Elected by School Staff  |  |
| Mrs Carol Gillespie  | Headteacher  | 01/09/2020 | n/a | Automatically a member by virtue of office  | Foster Carer for Liverpool City CouncilRelated to Pastoral Manager |

**Governor Attendance Records (Sept 2022 - August 2023)**

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| **Meeting** | **Date** | Mrs T Butler | Mr Y Allen | Mrs C Gillespie | Miss K Chauveau | Mrs AL Friar | Mrs C Drought | Mr M Knapper | Mr S Spencer | Mr C Rylance | Br. B Foy | Vacancy | Vacancy |
| Full Governing Body  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Curriculum and Standards Committee |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Finance, Premises and Health and Safety Committee  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Governor Attendance Records (Sept 2021 - August 2022)**

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| **Meeting** | **Date** | Mrs T Butler | Mr C Reichardt | Mrs C Gillespie | Mrs Y Allen | Mrs A Friar | Mrs C Drought | Br. B Foy | Vacancy | Mr M Knapper | Mr S Spencer | Mr C Rylance | Mrs K Chauveau |
| Full Governing Body  | 30/11/2021 | X | X | X |  | X |  |  |  |  |  |  | X |
| 15/03/2022 | X |  | X | X | X | X | X |  |  | X |  | X |
| 21/06/2022 | X |  | X | X |  | X | X |  |  |  |  | X |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Curriculum and Standards Committee | 19/10/2021 | X |  | X | X |  | X |  |  |  |  |  | X |
| 01/02/2022 | X |  | X | X |  | X | X |  |  |  |  | X |
| 17/05/2022 | X |  | X |  |  | X | X |  |  |  | X | X |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Finance, Premises and Health and Safety Committee  | 05/10/2021 | X | X | X |  | X |  |  |  | X |  |  | X |
| 18/01/2022 | X | X | X |  | X |  |  |  |  |  |  | X |
| 10/05/2022 | X | X | X |  |  |  | X |  | X |  |  | X |

**ITEMS OF BUSINESS**

The following lists are suggested key tasks that our Governing Body will undertake throughout the 2021-2022 academic year as part of our agenda planning process.

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| Standard Governing Body Agenda Items |
| Apologies for absence and consent to absence |
| Declaration of pecuniary interest |
| Review governing body membership |
| Minutes of the last meeting and matters arising |
| Headteacher’s report* Report on the provision for Looked After Children
* Report on the provision for disadvantaged children (pupil premium)
* Update on self-evaluation
* Update on school development and improvement plan
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| Reports from committees |
| Reports on governor visits / nominated governors |
| Review governor training and development |
| Confirm dates of next meeting |
| Any other business (if required) |
| Confidentiality (to declare confidential items) |

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| Items for the Autumn Term  | Responsibility  |
| Appointment of Chair / Vice Chair  | Governing Body  |
| Review of committee membership and terms of reference, including delegation structures  | Governing Body  |
| Review of governing body code of conduct  | Governing Body  |
| Register of business interest returns  | Governing Body  |
| Approval of school development and improvement plan  | Governing Body  |
| Review governing body strategic plan/self-evaluation  | Governing Body/All Committees  |
| Review scheme for financing schools (financial regulations)  | Finance, Premises and Health and Safety Committee  |
| Review School financial procedures  | Finance, Premises and Health and Safety Committee  |
| Review Whistle Blowing Policy  | Finance, Premises and Health and Safety Committee  |
| Review and approve local authority service level agreement  | Finance, Premises and Health and Safety Committee  |
| Ratify/approve audited school fund account  | Finance, Premises and Health and Safety Committee/Governing Body  |
| Monitor appraisal procedures for head teacher, SLT and teaching staff  | Head teacher performance management Committee/ Finance, Premises and Health and Safety Committee/Governing Body  |
| Review of SATS/national tests/examination results  | Curriculum and Standards Committee  |
| Review of admission policy  | Governing Body/Admissions Committee  |
| Report on the provision for disadvantaged children (pupil premium)  | Curriculum and Standards Committee  |

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| Items for the Spring Term  | Responsibility  |
| Review school information published on website  | Curriculum and Standards Committee  |
| Receive ASP online and analysis data  | Curriculum and Standards Committee/Governing Body  |
| Approve school term and holiday dates/occasional and INSET days  | Governing Body  |
| Review asset management plan/ building reports  | Finance, Premises and Health and Safety Committee  |
| Approve initial school spending plan  | Finance, Premises and Health and Safety Committee  |
| Review governors and staff financial management competencies  | Finance, Premises and Health and Safety Committee  |
| Undertake/review and approve assessment for school financial value standard (SFVS)  | Finance, Premises and Health and Safety Committee/Governing Body  |
| Review pay policy  | Finance, Premises and Health and Safety Committee  |
| Report in the provision for disadvantaged children (pupil premium)  | Finance, Premises and Health and Safety Committee/ Curriculum Standards Committee  |

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| Items for the Summer Term  | Responsibility  |
| Review staffing structure  | Finance, Premises and Health and Safety Committee  |
| Review attendance of pupils and staff  | Finance, Premises and Health and Safety Committee  |
| Review pupil exclusions for the school year  | Finance, Premises and Health and Safety Committee  |
| Monitor provision for special educational needs  | Finance, Premises and Health and Safety Committee/ Curriculum Standards Committee  |
| Ratify/approve initial school spending plan (if not already completed in spring term – by 30th June)  | Finance, Premises and Health and Safety Committee/ Governing Body  |
| Undertake financial benchmarking exercise  | Finance, Premises and Health and Safety Committee  |
| Agree meeting schedule for governing body and committees for forthcoming school year  | Governing Body  |
| Report on the provision for disadvantaged children (pupil premium)  | Finance, Premises and Health and Safety Committee/ Curriculum Standards Committee  |
| Undertake pay review for headteacher, deputy head and teaching staff  | Finance, Premises and Health and Safety Committee  |

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| Items for Any Time of the Year  | Responsibility  |
| Implementation of audit recommendations (whenever audit of school undertaken)  | Finance, Premises and Health and Safety Committee/Governing Body  |
| Receive report from LA Link Professional/Governor  | Curriculum Standards Committee /Governing Body  |
| Preparation for Ofsted inspection / review of action plan following inspection  | Governing Body  |
| Review statutory policies as per governing body schedule  | Governing Body  |

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| Items for Consideration Every Term  |
| Monitor and evaluate pupil progress  |
| Monitor and evaluate provision for disadvantaged children  |
| Monitor and evaluate quality of teaching  |
| Monitor and evaluate the school development plan  |
| Update self-evaluation documentation  |
| Monitor spending plan/school budget  |
| Evacuation and Emergency Procedure  |

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| Governance Committee Structures (September 2022) |
| Function |  | Name  |
| English  |  M Knapper |
| Maths  | C Rylance |
| R.E  | Y Allen / C Drought |
| Safeguarding  | T Butler  |
| Special Needs/Equalities | M Knapper  |
| PE (including Sports premium) /Well being  | C Drought / S Spencer |
| Governors’ Forum  | T Butler  |
| Pupil Premium Champion  | T Butler  |
| Young Carers Champions | Y Allen |
| Link Governor for Training  | B Foy  |
| LAC/Post LAC  |   |
| Health and Safety  |  AL Friar / T Butler |
| British Values with Prevent Duty & Diversity | S Spencer  |
| Foundation Curriculum/Humanities | B Foy |
| Website compliance  | AL Friar  |

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| Class | Governor |
| EYFS | Y Allen |
| Y1 | T Butler |
| Y2 | C Drought |
| Y3 | C Rylance |
| Y4 | S Spencer |
| Y5 | B Foy |
| Y6 | M Knapper |

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| Area | Governor | Staff  |
| Quality of education | M KnapperAL Friar | Headteacher Deputy HeadteacherSENDCOTLR Holders/Senior Leaders |
| Behaviour and Attitudes | C DroughtC Rylance | HeadteacherDeputy HeadteacherBehaviour LeadPastoral LeadSafeguarding LeadSENDCO |
| Personal development | B FoyS Spencer | HeadteacherDeputy HeadteacherPastoral LeadSENDCORe Lead |
| Leadership and Management | T ButlerY Allen | Headteacher Deputy HeadteacherSENDCOTLR Holders/Senior Leaders |

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| Curriculum and Standards Committee | Finance, Premises, Health and Safety | Pay Committee |
| C Gillespie - Headteacher | C Gillespie - Headteacher | C Gillespie - Headteacher |
| C Drought – Chair | - Chair |  |
| Y Allen - Vice chair | A L Friar - Vice | T Butler |
| T Butler | T Butler | M Knapper |
| K Chauveau | S Spencer | S Spencer |
| C Rylance | M Knapper |  |
| B Foy |  |  |
| Appeals relating to; Personnel, Salaries & Disciplinary issues | Complaints Committee | Staff Grievance and discipline |
| Y Allen | T Butler | A L Friar - Vice |
| C Drought | C Drought | A Friar |
| B Foy | Y Allen | T Butler |
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| Headteachers Performance Review Panel |  |  |
| Y Allen |  |  |
| T Butler |  |  |
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| **Governor Training** for current and previous academic year |
| Governor | Training  | Date |
| Ben Foy | Domestic Abuse Training overview to Governors | 06/07/2022 |
| Kate Chauveau | EVC training | 06/07/2022 |
| Ben Foy | Succession Planning | 28/06/2022 |
| Ben Foy | School Equality Policy and Governor Responsibilities | 14/06/2022 |
| Theresa Butler | Governors Forum | 07/06/2022 |
| Ben Foy | Prevent training for governors | 11/05/2022 |
| Carol Gillespie | EVC Briefing | 04/05/2022 |
| Kate Chauveau | Reducing the Risk of Harm from FGM through the PSHE curriculum | 28/04/2022 |
| Carol Gillespie | LAC training - Improving the Quality and Impact of the PEP | 27/04/2022 |
| Kate Chauveau | Positive Handling | 24/04/2022 |
| Carol Gillespie | Worth it & well-being project - introductions session | 28/02/2022 |
| Ben Foy | Criminal Child Exploitation (CCE) & Child Sexual Exploitation (CSE) | 22/02/2022 |
| Kate Chauveau | Safer recruitment Training | 09/02/2022 |
| Theresa Butler | Prevent training for governors | 19/01/2022 |
| Yvonne Allen | Prevent training for governors | 19/01/2022 |
| Kate Chauveau | DSL: Professional Curiosity | 18/01/2022 |
| Claire Drought | Safeguarding | 12/01/2022 |
| Kate Chauveau | Behaviour & supporting Children | 07/12/2021 |
| Kate Chauveau | Pupil Premium | 30/11/2021 |
| Yvonne Allen | Children’s Social care Overview | 15/11/2021 |
| Theresa Butler | Children’s Social care Overview | 15/11/2021 |
| Yvonne Allen | Pupil premium Internal Audit | 04/11/2021 |
| Carol Gillespie | Healthy & Safety IOSHH | 02/11/2021 |
| Theresa Butler | Safeguarding for governors | 04/10/2021 |
| Kate Chauveau | Designated Safeguarding Lead Refresher | 05/10/2020 |
| Carol Gillespie | Designated Safeguarding Lead Refresher | 04/10/2020 |
| Claire Drought | Being Ofsted ready | 30/09/2021 |
| Mark Knapper | Being Ofsted ready | 30/09/2021 |
| Carol Gillespie | Annual Headteacher Safeguarding Briefing | 21/09/2021 |