

Annual Governance Statement for the Governing Body of Holy Family Catholic Primary School May 2017

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of the Holy Family Catholic Primary School 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;
3. Overseeing the financial performance of the school and making sure its money is well spent.

Governance arrangements

The Governing Body of Holy Family Catholic Primary School was constituted according to guidance issued by the Catholic Diocese of Brentwood and is now made up of seven Foundation Governors, two Teaching Staff Governors (one of whom must be the Headteacher), two Elected Parent Governors and one Local Authority Governor appointed by the relevant bodies 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. At present, the governing body has members with the following skills and experiences: central government, local government, policing, IT, Early Years, teaching, administration and human resources.

In exercising their functions the governing body shall:

- (a) act with integrity, objectivity and honesty and in the best interests of the school;

and

- (b) be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties.

The governing body shall focus on ensuring:

- the school is providing Religious Education and Collective Worship in line with Diocesan guidelines
- the school is offering an inspirational, broad and balanced curriculum
- the improvement of pupil progress and attainment
- that all governors attend appropriate training courses relevant to their committee and the subject they are responsible for
- that all governors visit the school at least once a term, by prior arrangement, to carry out monitoring visits and/or visit with their subject leader.

Collectively Governors have oversight of pupils from Nursery class to the Year 6 class and the full Governing Body meets once each term. We also have committees to consider various aspects of the school in detail as set out below:

Standards and Ethos Committee which oversees curriculum coverage and balance, behaviour, attendance, uniform and standards and attainment;

Assets Committee which oversees the school budget, premises, and lettings; as well as overseeing performance management and staffing

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Admissions Committee which oversees admissions to the school and ensures adherence to the Admissions Policy for Holy Family Catholic Primary School and the national code of conduct.

Attendance records of Governors

Governors make full efforts to attend all meetings, accepting our fair share of the responsibilities and will visit the school regularly by arrangement. We have excellent attendance at meetings and we have never cancelled a Full Governing Body meeting because it was not “quorate” (the number of governors needed to ensure that legal decisions can be made). See the separate link on the Governor home page for details of individual governors’ attendance at meetings.

How you can contact a school governor

We always welcome suggestions, feedback and ideas from parents – please contact the Chair of Governors, via the school office. Minutes of Governing Body meetings are available from the school. Governor information follows on the next two pages.