

ANNUAL GOVERNANCE STATEMENT 2019-2020

Purpose of this Governance Statement

This Governance Statement has been prepared and published by the Governing Body of All Hallows Catholic 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 2019-2020 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 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.

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 All Hallows Catholic 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

The Governing Body is currently made up of 8 Foundation Governors, 2 Staff Governors (including the Headteacher), 2 Parent Governors and 3 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/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. Within our Governing Body, 2 of the Co-opted Governors are parents and 1 is a former staff member.

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

The purpose of the Full Governing Body as a whole is to:

- Determine the strategic direction of the school;
- Holding the Headteacher and Senior Leadership Team 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
- Overseeing the financial performance of the School and making sure its money is well spent.

The Full Governing Body has met 4 times during the year and Appendix 2 shows the Governors' attendance during the year at all committee meetings. Overall, Governors have good attendance at Governing Body meetings. 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).

Committees work this year and Governors attendance at Committee meetings

At All Hallows Catholic School we have the following Committees:

- Full Governing Body
- Finance, Infrastructure & Personnel
- Catholic Community
- Education & Standards
- Admissions

The purpose of each Committee is as follows:

Full Governing Body

1. To be the custodians of the schools Catholic Mission;
2. To be responsible for the strategic vision of the School and to set and monitor appropriate objectives for the senior management team;
3. To review policies, targets and priorities in the light of current regulations and the needs of various stakeholder groups;
4. To act as a critical friend to the School;
5. To agree constitutional matters including procedures where the Governing Body has discretion;
6. To recruit new members as vacancies arise and to appoint new governors where appropriate;
7. To hold at least three Governing Body meetings a year;
8. To appoint or remove the Chair;
9. To appoint or remove a Clerk to the Governing Body;
10. To establish the committees of the Governing Body and their Terms of Reference*;
11. To suspend a Governor;

12. To decide which functions of the Governing Body will be delegated to committees, groups and individuals;
13. To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary;
14. To approve the first formal budget plan of the financial year;
15. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate these matters cannot be delegated to either a committee or an individual.

Finance, Infrastructure & Personnel

Finance

1. To review and agree the school's annual budget plan, before submission to the Full Governing Body for approval.;
2. To monitor and consider the school's in-year expenditure and income against budgets at each termly meeting;
3. To consider the financial implications of the annual School Development Plan, and to advise other Committees or the Full Governing Body of the financial impact of potential decisions;
4. To monitor expenditure and income of all voluntary funds kept on behalf of the Governing Body;
5. To review annually the financial procedures (Best Value Statement, and Controls Assurance Statement) and to take into consideration recommendations from external auditors;
6. The Governing Body delegates responsibility for the day-to-day financial management of the school to the Headteacher in accordance with the school's Finance Manual. Commitments in excess of £100,000 are to be referred to the Committee for approval.

Infrastructure

1. To consider the premises related impact of the annual School Development Plan, and to advise other Committees or the Full Governing Body of these implications;
2. To consider the maintenance needs for the school buildings and site, and to monitor the planned maintenance and development projects related to school premises;
3. To perform annual Health & Safety reviews, and to report findings and recommendations to the Full Governing Body;
4. The Governing Body delegates responsibility to the Headteacher and SLT for carrying out and reviewing annual risk assessments, and reporting outcomes to the Committee;
5. The Governing Body delegates responsibility to the Headteacher for carrying out an annual inventory check in accordance with the school's Finance Manual;

Personnel

1. To consider any personnel related implications of the annual School Development Plan, and to advise other Committees or the Full Governing Body of the potential impact on the school;
2. To review and agree annually both the Teachers and Support Staff Pay Policies;
3. To convene a select panel of Governors to confidentially hear, or consider appeals, regarding staff grievances or disciplinary issues;
4. To convene a select panel of Governors and Senior Leadership Team members to select and interview applicants for the post of either Deputy or Headteacher posts, and to recommend to the Full Governing Body for appointment;
5. The Governing Body delegates responsibility to the Headteacher for the following:
 - a. Annually reviewing all teaching and support staff salaries (excluding the Headteacher's salary);
 - b. Recruiting and appointing all staff and reporting to the Committee (excluding Deputy and Headteacher posts);
 - c. Determining all initial staff dismissal decisions in accordance with statutory guidelines (excluding Deputy and Headteacher which must be referred to the Committee).



Catholic Community

1. To ensure that all school leaders contribute to sustaining, developing and nurturing the school's Catholic ethos;
2. To ensure that the Religious Education and Collective Worship policies contribute to an institution in which the Catholic faith is manifested through every aspect of school life;
3. To ensure the school develops a corporate life which attempts to glorify God in developing the full human potential of each person - whether pupil, member of staff, Parent or Governor;
4. To ensure that Catholic principles are embedded in the policies and day to day life of the school;
5. To regularly monitor and review the school's self-evaluation as a Catholic school, ensuring that self-evaluation is ongoing and contributes to school improvement;
6. To ensure the school, through its distinctive Catholic character, meets the needs of all learners;
7. To ensure that the importance of Religious Education is demonstrated in the school;
8. To ensure learning and teaching in Religious Education is effective and progress of pupils' learning is assessed;
9. To ensure Collective Worship inspires and enhances the spiritual development of pupils and staff, of all faiths or of none;
10. To ensure that the school leaders and governors focus on the Gospel Values of Unity, Respect, Joy, Love and Courage to promote a distinctive Catholic vision of the school.

Education & Standards

1. To review, monitor and evaluate the curriculum offered at all Key Stages;
2. To recommend for approval to the Governing Body the following: a. Self-Evaluation Form (SEF); b. School Development Plan (SDP); and c. Targets for school improvement to the Governing Body;
3. To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups;
4. Review priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation;
5. Review and monitor policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline);
6. To monitor and evaluate the effectiveness of leadership and management;
7. To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement;
8. To monitor and evaluate the impact of continuing professional development on improving staff performance;
9. To monitor and evaluate provision for all groups of children (including vulnerable, Pupil Premium, SEND and Looked After) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement;
10. To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENDCo and an annual report from the SEND Governor;
11. To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively;
12. 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;
13. To ensure that all children have equal opportunities;
14. To advise the Finance Infrastructure & Personnel Committee on the relative funding priorities necessary to deliver the curriculum;
15. To monitor the school's publicity, public presentation and relationships with the wider community;

16. To identify and celebrate pupil achievements;
17. To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

Admissions

1. To review the School Admissions Policy at least annually, to ensure that it meets the requirements of the current Admissions Code;
2. To recommend to the Governing Body any amendments to the Admissions Policy;
3. To determine offers that shall be made within the criteria for admissions;
4. To determine offers that shall be made outside the criteria for admissions.

Governors' Future Plans for the School

This is going to be an unusual and challenging year ahead because of the impact of Covid-19 on the school and society as a whole. The aim is to successfully re open the whole school and provide our pupils with as near normal education as possible whilst keeping staff and pupils safe during the year ahead. We will also be advertising the Headteacher post and fill this during the year ahead.

Minutes of Governing Body and Committee meetings

Minutes of Governing Body and Committee meetings are public documents - you can e-mail enquiry@governors.allhallows.net 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 ensured value for money during the year by reviewing, challenging and closely scrutinises budget plans, infrastructure projects, monies spent, staffing numbers, educational performance, etc to ensure that what we do provides best educational outcomes for the pupils.

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, Infrastructure and Personnel 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 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, Mr Ian Anderson, by e-mailing:

enquiry@governors.allhallows.net.

This Governance Statement is approved by order of the members of the Governing Body on 20th October 2020 and signed on its behalf by:

**Mr Ian Anderson
Chair of Governing Body**

**Mr Mark Baines
Acting Headteacher**

Appendix 1

**ALL HALLOWS CATHOLIC SCHOOL & SIXTH FORM
FULL GOVERNING BODY
Schedule of Governors
(2020-2021)**

GOVERNING BODY OFFICERS		Term of Office	Roles	Notes
Mr Ian Anderson	IA	6 th Nov 17 – 5 th Nov 21	<i>Chair of the Governing Body & Chair of Admissions Committee</i>	Elected Chair Summer 2020
Ms Elizabeth (Libby) Reynolds	LR	12 th Feb 19 – 11 th Feb 23	<i>Vice-Chair of the Governing Body</i>	Elected Vice-Chair Summer 2020
Mr Mark Baines	MB	Permanent	<i>Acting Headteacher & Governor</i>	Ex-officio
Mrs Paula Gosling	PG	Permanent	<i>Clerk to the Governing Body</i>	Appointed Spring 2019

GOVERNORS				
<i>Foundation</i>				
Mrs Anne Long	AL	31 st Jul 18 – 30 th Jul 22	<i>Safeguarding Link Governor</i>	
Mr Ian Anderson	IA	6 th Nov 17 – 5 th Nov 21	<i>Chair of Governing Body</i>	
Mr Finbarr O'Sullivan	FS	6 th Nov 17 – 5 th Nov 21	<i>Covid-19, Health & Safety Link Governor</i>	
Mr Nicholas Williams	NW	30 th Nov 18 – 29 th Nov 22		
Deacon Craig Aburn	CA	1 st Sep 18 – 31 st Aug 22	<i>Chair of Catholic Committee</i>	
Ms Cristina Sturges	CS	30 th Jan 19 – 29 th Jan 23	<i>SEN Link Governor</i>	
Father Anthony Glaysher	AG	1 st Apr 19 – 31 st Mar 23		
Mrs Alice Nixon	AN	10 th Jul 20 – 9 th Jul 24	<i>Training Link Governor</i>	



<i>Co-opted</i>				
Mr Nick Somerville	NS	1 st Apr 19 – 31 st Mar 23	<i>Complaints Link & Chair of Education & Standards Committee</i>	
Ms Elizabeth (Libby) Reynolds	LR	12 th Feb 19 – 11 th Feb 23	<i>Vice Chair of Governing Body</i>	
Mrs Alison Paterson	AP	14 th Jul 20 – 13 th Jul 24	<i>Communication, Equality & Diversity Link Governor</i>	

<i>Parents</i>				
Mrs Natalie Boniface	NB	6 th Mar 20 – 5 th Mar 24	<i>Pupil Premium Link Governor</i>	
Mr Paul Hampshire	PH	9 th Nov 17 – 8 th Nov 21	<i>Chair of Finance, Infrastructure & Personnel Committee, Link Governor for Staff Exit Interviews</i>	

<i>Staff</i>				
Mr Michael Corrigan	MC	1 st Sept 19 – 31 Aug 23		

<i>Local Authority Governor</i>				
Vacant				

<u>Vacancies:</u>	
LA	1



**ALL HALLOWS CATHOLIC SCHOOL & SIXTH FORM
FULL GOVERNING BODY
Schedule of Committees
(2020-2021)**

<i>Admissions</i>	<i>Catholic Community</i>	<i>Education & Standards</i>	<i>Finance, Infrastructure & Personnel</i>	<i>Headteacher Appraisal</i>
<p><i>Governors:</i> Mr I Anderson (<i>Chair</i>) Ms L Reynolds Mr N Somerville Mr M Baines (<i>Acting Headteacher</i>)</p> <p><i>Staff Attendee:</i> Lead - Mrs K Clarke (<i>Admissions & Attendance Officer</i>)</p>	<p><i>Governors:</i> Deacon C Aburn (<i>Chair</i>) Mrs A Nixon Ms C Sturges Father A Glaysher Mr I Anderson Mr M Baines (<i>Acting Headteacher</i>)</p> <p><i>Staff Attendee:</i> Lead - Mr D Ragg (<i>Assistant Headteacher</i>) Mrs T Fanshawe (<i>Acting Deputy Headteacher</i>)</p>	<p><i>Governors:</i> Mr N Somerville (<i>Chair</i>) Mrs A Paterson Ms C Sturges Mrs N Boniface Mr M Corrigan Mr M Baines (<i>Acting Headteacher</i>)</p> <p><i>Staff Attendee:</i> Lead - Mr D Spare (<i>Acting Deputy Headteacher</i>)</p>	<p><i>Governors:</i> Mr P Hampshire (<i>Chair</i>) Ms L Reynolds Mr F O'Sullivan Mr N Williams Mrs A Long Mr M Baines (<i>Acting Headteacher</i>)</p> <p><i>Staff Attendee:</i> Lead - Mrs C Antrobus (<i>School Business Manager</i>)</p>	<p><i>Governors</i> Ms L Reynolds Deacon C Aburn</p> <p><i>External Advisor:</i> Lin Le Versha</p>

Additional Committees or Panels may be established by the Governing Body for specific functions.



Appendix 2

**GOVERNOR ATTENDANCE AT GOVERNING BODY MEETINGS
2019-2020**

Governor	Full Governing Body	Admissions	Catholic Community	Education & Standards	Finance, Infrastructure & Personnel
No. of Meetings Held	4	1	3	3	2
Mr Ian Anderson (Foundation & Chair)	4	N/A	N/A	2	N/A
Ms Libby Reynolds (Co-Opted & Vice-Chair)	4	N/A	N/A	N/A	2
Mrs Anne Long (Foundation)	3	1	N/A	3	N/A
Mr Finbarr O'Sullivan (Foundation)	3	N/A	?	N/A	0
Mr Nicholas Williams (Foundation)	0	N/A	N/A	0	N/A
Deacon Craig Aburn (Foundation)	4	1	3	N/A	N/A
Ms Cristina Sturges (Foundation)	4	N/A	2	2	N/A
Fr Anthony Glaysher (Foundation)	0	N/A	0	N/A	N/A
Mrs Alice Nixon (Foundation)	N/A	N/A	N/A	N/A	N/A
Mr Nick Somerville (Co-Opted)	4	N/A	N/A	3	N/A
Mrs Alison Paterson (Co-Opted)	N/A	N/A	N/A	N/A	N/A
Mrs Natalie Boniface (Parent)	1	N/A	N/A	1	N/A
Mr Paul Hampshire (Parent)	4	N/A	N/A	N/A	2
Mr Michael Corrigan (Staff)	4	N/A	N/A	3	N/A

NB. Mr Guy Stephens (Foundation), Mrs Helen Collins (Co-Opted) and Mrs Nicola Craig (LA) resigned in June 2020 and their attendance is not shown in the above table.

Mrs Alice Nixon and Mrs Alison Paterson joined the Governing Body in July 2020 after all the meetings had taken place.