



ANNUAL GOVERNANCE REPORT FOR THE GOVERNING BOARD OF
Sacred Heart RC Primary SCHOOL
School Year 2024 - 2025

ROLE OF THE GOVERNING BOARD

The role of the governing board in a local authority maintained school is set out in education law, namely to 'conduct the school with a view to promoting high standards of educational achievement'. The board also has a legal responsibility to promote pupil wellbeing. It does this by:

- Setting the strategic direction**
- Ensuring clarity of vision and ethos
 - Engaging with stakeholders
 - Making sure statutory duties are met.
- Creating robust accountability**
- Accountability for teaching, achievement, behaviour and safety
 - Strengthening and supporting school leadership
 - Performance managing the headteacher
 - Contributing to school self-evaluation.
- Ensuring financial probity**
- Making sure the school's money is well spent
 - Monitoring the use of the pupil premium grant and other resources to overcome barriers to learning.

GOVERNANCE ARRANGEMENTS

The governing board is made up as follows:

- **Parent Governors: 2 (1 vacancy)**
- **Headteacher: 1**
- **Staff Governor: 1**
- **Co-opted Governors: 1 (SBM)**
- **Local Authority Governor: 1**
- **Foundation Governors: 7**

For more information, please refer to the Staff – Governor Link document.

The full governing board meets **once per half term; governors also meet when appropriate for Admissions – usually Autumn Term and Spring Term**

At **Sacred Heart RC Primary** School we have the following committees:

Pay committee – convene where appropriate in line with new Pay Conditions (Only staff moving from M6 to UPS).

Headteacher performance management – Autumn Term

Admissions – Autumn and Spring Term

Ad Hoc

Governors also have links to **school priorities and key Ofsted criteria** and visit school regularly to meet pupils and staff, in addition to monitoring specific aspects of the curriculum or areas such as the provision for pupils with special educational needs and disabilities (SEND) and safeguarding. **Please refer to the Staff – Governor Link document.**

There are also committees that meet, if required, to consider pupil discipline, staffing appeals and complaints.

A list of Governors, their terms of office and positions of responsibility is attached as Appendix 1.

GOVERNORS' ATTENDANCE RECORD

Governing boards make decisions collectively, though they may choose to delegate responsibility to committees, or individuals (including the headteacher). Attending governing board meetings is an essential part of a governor's role and the attendance record for the governors of our school is **good and increasing with the addition of our new members.**

This ensures that all governors receive the necessary information all at the same time and therefore important and informed decisions can be made as and when necessary, on all aspects of the school, staff and pupils.

The attendance record for all governors is published on the school website.

GOVERNORS' TRAINING RECORD

All Governors are required to attend annual safeguarding training. Additional training is undertaken relevant to the individual governor's specific roles and responsibilities on the board.

The training record for governors for the 2024 – 2025 school year is as follows:

See Appendix 2.

ASSESSMENT AND IMPACT OF THE GOVERNING BOARD DURING THE 2024 – 2025 SCHOOL YEAR

Examples of the types of issues that have been discussed by the governing board over the school year are listed below, together with the impact of any decisions taken.

- Monitoring induction of new staff members
- Monitoring the changes to the mathematics curriculum and the impact it has had on pupil outcomes.
- Greater monitoring of pupil attendance and behaviour – implementation of a new Behaviour Policy.
- Staff well-being.
- Monitoring of group outcomes was beginning to be a focus – disadvantaged pupils.
- Monitoring of pupil mobility and how this impacts on attendance, outcomes and classroom provision. Start of a new trend for school.
- Received external reports on the school's SEND provision

Full Governing Board

- Governor visits to school focused on priorities for school improvement
- School improvement plan
- School self evaluation
- Governing board development plan – started to discuss
- Governor training – new governors
- Impact review – new governors, so this is a new area for the whole governing board.

Resources Committee – Completed as Full Governors – Focus in both half term meetings.

- Financial Management, budget-setting and monitoring including use of pupil premium grant
- Staff recruitment, performance and pay reviews
- Meeting the Schools' Financial Value Standard
- Building developments/improvements
- Health and safety monitoring

Standards & Curriculum Committee – Completed as Full Governors – Focus in both half term meetings.

- Data analysis – attainment and pupil progress
- Monitoring the school curriculum
- Special educational needs and disabilities provision
- Pupil attendance
- Pupil behaviour and safety
- Child protection and pupil welfare

FUTURE PLANS FOR CONTINUOUS IMPROVEMENT

If appropriate, any plans for continuous improvement could be shared here, e.g. school development plan priorities, and how progress will be monitored by governors.

- Ensure there is sufficient time to help new board members to engage in meetings through healthy debate (support and challenge) when discussing agenda items
- Develop the strategic vision of the board
- Continue to buddy-up new and experienced governors when undertaking school visits.
- Documents to be uploaded in a timely manner so governors have time to read and prepare for meetings.
- Undertake skills audit and address any needs through training.
- Keep a record of governor training.

Appendix 1: Governor Roles and Terms of Office:

Name	Terms of Office	Roles
<i>Mrs Sharon Travers</i>	16.12.20 – 15.12.25	Chair of Governors Cyber-Security English
Mrs Anna Herko	20.05.25 – 15.01.29	Vice Chair of Governors Well-being Maths
Mrs Lorraine Taylor	03.07.25 – 02.07.29	Vice Chair of Governors Safeguarding Attendance
Mrs Zoe Horden-Ashton	01.11.22 – 31.10.26	Parent SEND / SEMH
<i>Miss Agnieszka Kucharzak</i>	20.09.24 – 19.09.29	Parent Health and Safety
Mrs Claire Sharples	08.10.24 – 07.10.28	Foundation EYFS
Mrs Barbara Howell	01.09.24 – 31.08.28	Foundation RE Ethos
Mrs Marie Gungor	01.09.24 – 31.08.28	Foundation Re / Ethos
Miss Eleanor Wilde	06.11.23 – 05.11.27	Staff Governor
Mr Ian McDermott	01.09.18 - ongoing	Headteacher
LA Governor Vacancy		
Foundation Governor Vacancy – Resignation of Father Carl		Catholic Life / Mission / Ethos
Mr Steven Gore		Co-opted – SBM (Sep24)
Mrs Jane Glynn		Co-opted – SBM (Jan25)

Appendix 2: Governor Training: 2024 – 2025

- **Induction with Chair of Governors**
- **New to Governance**
- **Archdiocese CoG Meetings**
- **Safeguarding**
- **School Visits**

Agreed by the Governing Board on:

Signed by the Chair: