

# ST MARY'S CATHOLIC PRIMARY SCHOOL

## The Governing Body

October 2024



### Mission Statement

St. Mary's school community follows the teachings of Jesus Christ, working together to develop the whole child, in a spiritual, moral, academic, physical, social and emotional way, within a caring and supportive environment.

### Ethos

We recognise that there is a challenge in creating an enriching environment for all those involved at every level of school life. We take our lead and inspiration from Christ with regard to the Gospel values: the belief that all human beings are uniquely created and loved by God and worthy of respect. This challenge manifests itself in the way that we treat and value:

- Our relationships with each other and the wider community;
- Our respect for one another;
- Our welcome to and interest in all those who visit our school;
- Discipline inspired by forgiveness, healing and reconciliation;
- Our school environment.

Through rising to this challenge we aim to create an awareness of a sense of belonging to and being part of the life of St Mary's.

The Governing Body consist of 12 members:

Name of Governor	Category	Interest / Governorships of Other Schools	Positions of Responsibility	Date When Office Expires
Mrs Wendy Allen	Foundation Governor	Not Applicable	Chair of Governors. Performance Management, Standards and Achievement (Chair), Pupil Discipline, Admissions Committee (Chair), Inclusion, Child Protection, NAACE, Member Governor Forum, Planning and Assessment, Well-being. Health and Safety.	31/08/2027
Father John Shewring	Foundation Governor	Not Applicable	Religious Education and Catholic Life Link Governor, Resources Committee Member, Standards and Achievement Committee Member, Pupil Discipline Committee Member. Pay Committee.	31/08/2026
Mrs Maryknoll Quiachon	Foundation Governor	Not applicable	Vice Chair of Governors. Chair of Resources Committee. Leading Parent Partnership Award Link Governor. Literacy and Numeracy Link Governor. Standards and Achievement Committee Member. Music Link Governor. Governor Recruitment Panel Member, Performance Management	31/08/2025

			Governor, Pupil Discipline Committee. Admissions.	
Mr Marvin Sarabia	Foundation Governor	Not Applicable	Performance Management, Standards and Achievement, Admissions Committee, Resources Committee Member, Art, Design and Technology link Governor. Health and Safety.	31/08/2027
Mr Richard Fernandes	Foundation Governor	Not Applicable	Resources Committee Member, Pupil Discipline, Pay Committee Member, Numeracy and Literacy Link Governor, PSHE Link Governor, Science Link Governor.	31/08/2025
Mr. Mervin Collaco	Foundation Governor	Not Applicable	Pay Committee. Humanities. PE Link.	31/08/2026
Mr Vitalis Tante	Foundation Governor	Not Applicable		28/02/2029
Mr. Michael Ossei	Local Authority Governor	Not Applicable	Standards and Achievement Committee. Resources Committee. Stakeholder link Governor, GDPR Governor, Training and Development Governor. Pupil Premium and PE Premium.	03/04/2028
Mrs Amanda Clarke	Parent Governor	Not Applicable	Standards and Achievement Committee Member, Resources Committee Member. Thinking Skills. MFL. Early Years Link Governor.	29/04/2026
Mr Lawrence Okraku	Parent Governor	Not Applicable	Standards and Achievement Committee Member, Resources	04/12/2027

			Committee Member. ICT Link governor.	
Ms. Maeve Creed	Headteacher	Not Applicable	Resources Committee Member, Standards and Achievement Committee Member, Admissions Committee Member, Governor Recruitment Panel Member	N/A
Mr Patrick Murphy	Staff Governor	Not Applicable	Health and Safety Link Governor, Standards and Achievement, Admissions, Finance Committee Member	31/08/2027

*GB Information updated in April 2025 following appointment of new Foundation governor.*

The Governing Body has four core strategic functions which are:

- ◆ Ensuring clarity of vision, ethos and strategic direction

Governors are responsible for setting the school's strategic framework, identifying priorities for school improvement and monitoring progress towards these goals.

We are also responsible for setting a school ethos of high expectations of behaviour, progress and attainment of all pupils and of conduct of staff and governors.

- ◆ Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff

Governors must provide challenge to the school and hold the headteacher and senior leaders to account for improving the quality of teaching and learning and school performance. We do this through questioning and through regular monitoring and analysis of data on children's performance and progress. Governors hold the headteacher to account for the performance management of teachers (The headteacher's performance management is conducted by governors).

- ◆ Overseeing the financial performance of the school and making sure its money is well spent

Governors look at financial statements and ask questions to ensure that the school makes efficient use of its budget and provides best value for money.

Each year the Governing Body considers:

- ◆ Standards of attainment and progress of all year groups and groups of children across

the school

- ◆ Attendance and punctuality
- ◆ Staffing
- ◆ Finance
- ◆ Health and Safety
- ◆ Regular review of the School Development Plan and the School's Self Evaluation

During the 2023-24 school year, the Governors focused on a number of key areas including:

- ◆ The National Curriculum and its resource implications with a key focus on Reading.
- ◆ Assessment for all pupils.
- ◆ The use of the Pupil Premium allowance and its impact on pupils.
- ◆ ensuring the voices of stakeholders are heard

Governors look at findings from pupil and parental questionnaires and ask questions as needed. Governors endeavour to visit the school to meet directly with staff as part of governor visit days and link governor subject visits.

- ◆ Continuing to embed new regulations for supporting children with special educational needs.

### **What are the different types of Governors?**

**Foundation Governors:** - Foundation Governors are appointed in the name of the Archbishop of Westminster and form the majority of the governing body. They have a legal duty to preserve and develop the Catholic character of the school and to ensure that the school is conducted in accordance with its trust deed.

**LA Governors:** - LA Governors are governors appointed by the London Borough of Enfield.

**Parent Governors:** - Parent Governors are governors elected by parents of children at the school.

**Staff Governors:** - Staff Governors are governors elected by the staff at the school, with the exception of the Headteacher, who has the automatic right to be a governor of the school where they are Headteacher.

**Associate Members:** - The governing body can appoint associate members to serve on one or more governing body committees and attend full governing body meetings. The definition of an associate member is wide and pupils, school staff and people who want to contribute specifically on issues related to their areas of expertise (for instance finance) can be appointed as associate members.

**Clerk:** - Every governing body must have a clerk (by law). The clerk's role centres on governing body meetings- to inform governors of the meeting, prepare and distribute the agenda, write the minutes, give procedural advice at the meeting and carry out follow-up correspondence. At St Mary's we purchase our clerking service through the LA (Local Authority).

**The Chair of Governors:** - the governors elect the chair for a term of office of 1-4 years. He/she is responsible for leading the governors' meeting and ensuring that business is dealt with efficiently and democratically. The chair is also influential between meetings, as the representative of the governing body. He/she can take action on behalf of the governing body in certain cases. These actions must be reported to the next meeting of the governing body.

**Vice-chair:** - A vice-chair is also elected to stand in for the chair if he/she is absent. If both the chair and vice-chair are absent from the meeting of the governing body, one of the governors must be chosen to chair the meeting.

**Co-opted Governors:** - Co-opted governors are appointed by the governing body. They are people who in the opinion of the governing body have the skills required to contribute to the effective governance of the school.

All governors are eligible for election as chair or vice-chair, or to chair in their absence, except for governors employed at the school.

**Link Governor:** - The role of the link governor is to pass on to the governing body information about training courses, which are available to governors.

## **THE RESPONSIBILITIES OF THE GOVERNING BODY**

Our governing body work in partnership with the headteacher and staff, to develop further the quality of education, which St Mary's provides for its pupils.

Being a governor is a demanding responsibility, but experience shows that most governors find their role interesting, rewarding and enjoyable.

### **Sub-committees**

The Governing Body work as a team, however, in order to carry out our responsibilities effectively, we have delegated a number of our statutory functions to sub-committees. We currently have sub-committees for the following:-

- Resources – this committee considers the staffing needs, vacancies and appointment of staff in addition to the school's budget and associated finances.
- Standards and Achievement – this committee considers the curriculum and learning of the pupils at the school.
- Admissions – this committee considers pupil applications for the school.

These committees meet at least once per term and report back to the full governing body any actions or decisions taken by the committee.

### **Subject Link Governors**

Whilst governors are not expected to have an in-depth knowledge of the school's curriculum, they need to have an understanding of the various topics, which are taught in school. As a way of gaining this knowledge governors link with the subject leaders of the different curriculum subjects which are taught in school. Governors visit the school at least once per academic year to discuss their link subject with the associated teacher. This linking helps governors to develop a relationship with the school.

### **The Role of the Governing Body**

- Any governor is part of a team – the governing body. Individual governors have no power – only the full governing body has. However, the governing body can delegate responsibilities to an individual and the chair can act on behalf of the governing body in certain urgent cases.
- The main aim of our governing body is to promote high standards and to help St Mary's School provide the best possible education for its pupils. Whilst at the same time preserving and developing the Catholic character of the school.
- As Governors of a Voluntary Aided school we are responsible for the school's admissions, the appointment of staff and for the repair and maintenance of the school buildings.
- The governing body is responsible for the long-term development of the school, not for the day-to-day decisions and management, which is the legal responsibility of the headteacher. The governing body have a particular interest in such things as:-
  - Pupils; overall standards of achievement;
  - How pupils of different genders, capability, ethnic background or social background are getting on at school;
  - The overall balance and quality of education offered to pupils;
  - The values and Catholic ethos the school encourages;
  - The atmosphere in the school;
  - How the school works with parents, the parish and the local community;
  - The priorities in the school development plan;
  - The way the school's financial planning reflects its priorities;
  - How the school's budget is being managed;
  - The school's policies.



**GOVERNORS' PRAYER**

**Spirit of God,  
who was *with Jesus at the Jordan,*  
*before his ministry, at Mount Tabor,*  
*before his passion and death,*  
*and who was sent by Him at Pentecost,*  
*be with us now in our special ministry.***

***Guide us with your wisdom as we seek  
to take responsibility for the  
education of our young people.***

***Show us how to build a community,  
sharing a deep concern  
and common purpose.***

***May we find together  
The inspiration which is,  
And always will be  
Jesus Christ our Lord.***

***Amen***