

**ST. JOSEPH'S GOVERNING BODY SELF EVALUATION.**

**July 2021.**

ACTIONS SECURELY IN PLACE / WORKING.

ACTIONS IN PROGRESS / BEING REVIEWED AS A CONTINUAL PROCESS.

ACTIONS NOT IN PLACE / NEED TO BE PLACED.

AMENDMENTS June 2021.

TO BE CLARIFIED WITH GOVERNORS AT THE DISCUSSION OF THE GOVERNANCE EVALUATION.

	<p style="text-align: center;"><b>REQUIREMENT</b></p>	<p style="text-align: center;"><b>PRESENT PRACTICE.</b></p>
<p><b>Governor Skills.</b></p>	<p>New governor selected through a skills audit. The G.B has an updating skills recording sheet for each governor. This audit is checked on an annual basis. Parent / teacher governors are elected following the correct procedure. Foundation governors are appointed by the Bishop on recommendation by the P.P. L.A. governor is agreed with the L.A.</p>	<p>The skills list was updated May 2021 Parent governor election has taken place. One parent came forward but has since left due to moving house. Waiting now to see the M.A. T's decision on how many will be on a local governing body One new foundation governors have been appointed. 7 foundation governors.</p>
<p><b>A professional clerk.</b></p>	<p>A L.A professional clerk is in place.</p>	<p>Professional clerk deals with all governor meetings agendas and minutes. Information is also circulated.</p>
<p><b>Governor Training</b> In House, L.A. &amp; Diocese.</p> <p><b>Governor Induction</b></p>	<p>Governors read the L.A / Diocese course information and take opportunities to make appropriate selection. An induction pack is given to all new governors. An induction programme is being trialled.</p>	<p>Some virtual training has been accessed by governors.</p>

<p><b>Keeping up to date with local and national educational initiatives.</b></p>	<p>Governors read the L.A / Diocese course information and take opportunities to take part in training.</p>	<p>Chair N.L.G. G.B. member of F.A.S.N.A. Check C.E.S. and N.LG. AND D.F.E updates. Member of the N.G.A. Individual governors' members of the N.G. A</p>
<p><b>G.B. structure and terms of reference.</b></p>	<p>To be reviewed annually. All committees to be reviewed and evaluated annually. G.B. audit carried out annually.</p>	<p>Reconstituted in 2015 Reviewed in Septembers 2020 New Instrument of Governance in place. Committee terms of reference updated Autumn term academic year 2020/21.  Annual audit July 2021</p>
<p><b>G.B. Strategic Vision.</b></p>	<p>This is officially reviewed annually. checked for meeting targets at least once during the academic year.</p>	<p>Strategic actions had to be dealt with as practical priorities - appointment of the Head teacher, COVID safety, review of the governing body structure Remote learning and school improvement plan, M.A.T. preparation. A governor strategic plan discussed and agreed July 2021 in line with the M.A.T growth plan for 2021. Preparation ongoing for M.A.T inclusion.</p>

<p><b>Performance Data.</b></p>	<p>Analysed and reviewed as an on-going process by the S&amp;C committee. Reported to the full G.B. through each set of committee minutes.</p> <p>Fischer, Family Trust Dashboard and A.S.P. data sent to all governors. Actions resulting are outlined in the head teacher's reports to the G.B and in the School development/improvement plan.</p>	<p>Data is shared with governors at staffing and curriculum meetings as well as main board meetings throughout the year.</p> <p>Due to COVID there has been no external data. Internal assessment data has been shared with governors at meetings.</p>
<p><b>Holding the School to account.</b></p> <p><b>The distinctive catholic Nature of the school</b></p> <p><b>Performance and progress of pupils.</b></p>	<p>Questions are asked and minuted in all meetings. Head Teacher's performance targets are set in the Autumn term. Governors are reminded of their responsibility to ensure the distinctive ethos of the Catholic school by the Chair.</p> <p>A short 'power point presentation is made on the role of the governor in the Catholic school for all governors and as a part of the new governor induction process.</p>	<p>Senior and middle management team members at every governors' committee meeting</p> <p>Section 48 inspection is due.</p> <p>The Parish Priest / governor visits the school on a regular basis observing/ leading liturgy and monitoring the R.E. curriculum. with the head teacher.</p> <p>Aspects of the S.D.P are discussed at every S&amp;C main meeting Teacher's report each Full Governor Board meeting.</p> <p>Evidence H.T. reports, committee minutes, signing in book. Governors have been unable to visit the school to talk to subject coordinators and carry out book scrutinies due to Covid restrictions but have been able to question coordinators over zoom at governor meetings. Some governors have telephoned coordinators to fill in proformas</p>

<p><b>Financial Probity.</b></p>	<p>F&amp;P committee meets on a regular basis and discusses financial status and issues with the school bursar. And c.a.p.i.t.a....F&amp;P committee have a robust calendar identifying appropriate use of grants and allocations, updating procedures and fiscal requirements. The monitoring of a curriculum business plan and maintenance rolling programme is in place.</p>	<p>Budget updates are given every Finance and premises meeting at the beginning and end of year summaries are presented to the finance and premises meeting. Committee reports are shared with the full governing Body A 3-year fiscal plan is discussed on a regular basis. Evidence - minutes, plan and audit reports. Bench marking with similar schools nationally is carried out. F&amp;P meeting is held four times per annum. Reports are given at every F&amp;P meeting by the school bursar.</p>
<p><b>Statutory regulations and communication of such.</b></p>	<p>Policies and procedures are written into each committee annual calendar and reviewed and changed as appropriate.</p>	<p>The school web site is regularly updated. The school online prospectus is reviewed annually</p>

<p><b>Governor Communication.</b></p>	<p>Governor information given through - display board, web site, parent letters. The chair visits the H.T and Staff on a regular basis and when requested to discuss school issues and plans.</p> <p>All governor communication between the governing body members is made through the clerk to the governors.</p>	<p>Chair visits the school at the end of the day each term to talk to parents in the playground and front of the school building. An open house surgery for parents to talk to Chair is organised once a year.</p> <p>Governors talk to parents at celebrations and in the playground.</p> <p>Governors place letters to parents on the school website.</p> <p>Information to be placed on the Church notice board on a regular basis. This needs to be increased.</p> <p>Due to COVID meetings have had to be made through 'Zoom'.</p>
<p><b>Governing Body Audits.</b></p>	<p>Annual audit of committees, whole G.B. and Chair.</p>	<p>An evaluation of the impact and the effectiveness of the governing body was carried out on 8/07/2021.</p>
<p><b>Governor succession.</b></p>	<p>A generic succession plan has been made.</p> <p>An operational governor mentoring programme is being trialled.</p>	<p>This is difficult at the moment as preparation is under way to join a multi academy trust.</p> <p>A new parish priest has been appointed and will need to be inducted into the governing body</p>

<p><b>Governor Impact.</b></p>	<p>All governors are invited to the making decisions regarding appointments of staff.</p> <p>Strategic building /premises improvements.</p>	<p><b>A new Head teacher has been appointed.</b></p> <p>Chair has been involved in the appointment of teaching staff. - maternity leave cover, temporary appointments.</p> <p>Vice Chair has been involved in the refurbishment of the key stage two building containing the school office. An accessibility ramp has been built.</p> <p>The governors feel that there has been more rigour and directed leadership which they have valued.</p> <p>Questioning at the meetings has become more proactive</p>
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<p><b>Statutory responsibilities and duties.</b></p>	<p>Educational progress and standards. is being maintained,  Financial probity.  Safeguarding / security and safety of pupils and staff.  Keeping senior management to account.</p> <p>Monitoring the distinctive ethos of the Catholic school.</p> <p>Duty of care to staff and pupils.</p> <p>Inclusivity.</p> <p>Policies and procedures.</p> <p>Duty of care to staff and pupils is shared by committees.</p>	<p>Committee minutes.  Balance sheets. presented to the F.G.B year.  3-year fiscal plan.  F&amp;P governors work with the Bursar and school admin on health and safety issues and audits.  The school is supported by the diocese buildings and maintenance company. (Arcadis).  Governors have begun to visit the school in the summer term due to COVID  There has been no discussion with the school council due to covid.  Teaching staff invited to give reports to the governor meetings  Policies and procedures reviewed by governors on a rolling programme.  Welfare and safeguarding on all C&amp;W agendas  Questions asked about pupil needs and inclusivity.</p>
<p><b>Risk Assessments.</b></p>	<p>A risk assessment document covering a wide spectrum of risks is reviewed annually and actions highlighted in red kept an eye on during the year.</p>	<p>Action areas -  COVID  Attendance. teaching and learning, standards in reading and writing Admission numbers.  Recruitment of parent governors.</p>
<p><b>School system working.</b>   <b>Community liaison.</b></p>	<p>The school works closely with the Diocesan education centre in Lancaster.  Strong parish links.  A working partnership with Lancs L.A.</p>	<p>.  P.P is a school governor.</p>

<p><b>Academy status. Collaborative working.</b></p>	<p>An academy order was placed on the school in 2019. The school is working with the Diocese of Lancaster for it to be accepted into the Multi academy trust that the Diocese is setting up.</p>	<p>The school has entered into the process of joining the Mater Christi Multi academy Trust multi academy.</p>
<p><b>What we do well as a governing Body.</b></p>	<p>Monitor standards and keep senior management to account.  Review and amend policies and procedures. on a regular basis.  Work together as governors supporting one another. committees are effective and efficient.  Have good relationships with staff, pupils and parents / carers.  Attendance at meetings.  visit the school on a regular basis.  Monitor the budget.  Diligent in safeguarding and child protection.  Setting strategic intents.</p> <p>Looking outward onto the educational landscape.  Embracing positive change.</p>	<p><b>EVIDENCE.</b>  Meeting minutes.  policies and procedures review dates/ minutes.  tasks taken by individual governors to lessen the corporate workload. - named actions, meeting minutes.  committee minutes.  Head Teacher's governor reports. Governor Coordinator visit records</p> <p>Working towards the establishment of a vision.  Evidence.  Strategic action plan.  Working with the diocese in preparation of joining the Mate Christi Trust in September 2021.  Working with senior management.  Working as a corporate body.  Keeping in touch with educational developments and information.</p>

<p><b>Areas for improvement. Moving Forward.</b></p>	<p>Giving other governors plenty of time to read and digest committee reports.          Be more aware of local and national initiatives.          Follow up answers to questions asked.          Reporting back from courses attended to share information          Signing in in the Governors', 'signing in book indicating the purpose of the visit.          Reporting back to the main governor meeting          learning walk responses.</p>	<p>Governors to visit the school at least once a term / talk to the subject coordinator at least twice in the academic year.          More equal share of the questioning. *          Support / mentor new governors.          Appoint at least 1 parent governor.          Increase attendance at C&amp;W meetings.          1 more governor on the finance committee.          Governors to carry out a curriculum walk.          Identify visit purpose in the Governors' 'signing in' book.          Monitor the school's practice of their Equality Act.          Marketing strategies.          Support the school in a proactive parent / carers' programme.          Work with other schools in the Mater Christi Trust as well as the local schools.          A governance strategic plan is in the process of being formulated to link into the school and M.A.T plans.</p>
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