



Annual Governance Statement for the Governing Body of St John's Catholic School for the Deaf

May 2018

In accordance with its legal obligations, the Governing Body of St John's Catholic School for the Deaf endeavours to operate at a strategic level, leaving the headteacher and the senior leaders responsible and accountable to it for the operational day to day running of the school.

The three core strategic functions of the Governing Body of St John's Catholic School for the Deaf 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.

Canon Law (Church law) also requires that Catholic schools are "...at least as academically distinguished as that in the other schools of the area" and the Governing Body of St John's Catholic School for the Deaf are mindful of this requirement in all that they do.

<p>Governance arrangements</p>	<p>The Governing Body of St John’s Catholic School for the Deaf is made up of 7 Foundation Governors, 3 Staff Governors (including the Headteacher), 1 elected Parent Governor, 1 Local Authority Governor.</p> <p>Foundation Governors are appointed by the Bishop of Leeds, not simply 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 religious character. In order to ensure that the school’s religious character is protected and that the school is being conducted in accordance with the tenets of its religious designation, Governing Bodies of Catholic schools must always have a majority of Foundation Governors.</p> <p>The full Governing Body meets once each term, and we also have a number of committees to consider different aspects of the school in detail. At St John’s Catholic School for the Deaf, we have 4 committees. We also have committees that meet if required to consider pupil discipline and staffing matters.</p> <p>A list of serving Governors is set out at Appendix 1</p> <p>Teaching and Learning Committee</p> <p>Objectives :</p> <ul style="list-style-type: none"> • To review and monitor the quality of pupils’ learning and achievement • To ensure a broad and balanced curriculum is delivered • To review developments in the school’s curriculum • To ensure relevant policies are up to date <p>Finance, Property and General Purposes Committee</p> <p>Objectives :</p> <ul style="list-style-type: none"> • Review and monitor the financial performance against the school development plan • Submit the annual financial plan to the main Governing Body for approval • Review the production of statutory accounts • Review property maintenance and management (in conjunction with the Diocese of Leeds)
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Human Resources Committee

Objectives :

- Formulating, setting and approving personnel policies
- Reviewing staff grading and salaries
- Terms and conditions of employment including disciplinary and capability procedures
- Monitoring the effectiveness of the staff appraisal process

Student Care Committee

Objectives :

- To review safeguarding and pupil welfare
- To monitor the quality of care
- To monitor arrangements to promote the health and well-being of pupils including for the recording, storage and administration of medication
- To formulate and monitor care policies

Premises, Grounds and Health and Safety

Objectives

- To monitor compliance with health and safety legislation and best practice
- To formulate and review policies relating to health and safety
- To monitor the maintenance and development of the premises
- To monitor the maintenance and development of the grounds

<p>Governors' attendance record</p>	<p>Governors have excellent attendance at meetings. See Appendix 2 for details of individual governors' attendance at meetings.</p>
<p>The work that we have done on our Committees and in the Governing Body</p>	<p>Over the past year, the Governing Body has focused on improving outcomes for our extremely varied group of pupils. We have worked on the School Vision for the next five years. We have been briefed on the school's new assessment systems, further informing our knowledge of pupil performance, and progress tracking has been demonstrated to us.</p> <p>We discussed school policies to be updated and ratified by the Governing Body. We responded to the findings of the latest Care Inspection, ensuring that all areas in the residential part of the school are completely safe for pupils. Safeguarding is a major focus of our work and we undertake training in this important area, as do the staff.</p> <p>We have been informed of the successful partnership work going on with the WVLP, allowing our pupils and staff to interact with those from other schools, learning from their practise and sharing our own good practice.</p> <p>We have been exercised by the need to refresh the Governing Body and plan for succession, looking to recruit new Foundation Governors and encourage new Governors to consider acting as Chair/Deputy.</p> <p>Much of our work this year concerned the school's property portfolio and possible future redevelopment of our buildings. This work continues into the new year.</p> <p>Governors are often in school, to participate in recruitment, carry out the teachers' performance management, meeting with staff or participating in school events, like the liturgical celebrations or the Photographic Exhibition.</p> <p>The Teaching and Learning Committee has scrutinised and updated all policies within its remit. It has informed itself of work carried out in Science through a presentation. Sixth Form provision, including Vocational Courses, has been investigated in the light of decreasing availability of courses suitable for some of our pupils. We also had an in-depth description and analysis of enrichment activities available for all pupils, but especially those who are residential pupils. The work to help our students develop into adults in the outside world was impressive as they learn to budget, shop, meal plan and cook for each other, as well as enjoying recreational activities such as sport and cinema visits.</p>

The Premises, Grounds and Health and Safety committee continue to receive advice from DE Ford regarding health and safety. During the year DE Ford audited departments in the school identified as being higher risk, and the resulting action plan will be monitored during 2017/18.

The committee have reviewed the Health & Safety and Maintenance policies, and inspected examples of the school's risk assessments for various activities, situations and locations.

The committee review the security of the school site, and recommended the installation of fencing and gates. Costed plans to refurbish and upgrade certain parts of the school building have been reviewed and implemented, including replacement of windows in the school gym, redecorating and new carpets to several areas, essential roof repairs and the removal of an old incinerator.

At each meeting the committee tour selected areas of the school premises and grounds to enhance their understanding of the school's facilities.

The HR committee has reviewed and updated a number of policies including the Pay Policy (Teachers), Disciplinary and Whistleblowing policies. They have kept staffing levels under review and have discussed and authorised recruitment as vacancies and staffing requirements have changed, whilst taking into account budgetary constraints. Supervision arrangements for Speech and Language specialists have been adjusted.

The Care committee have reviewed child protection records and carried out an annual safeguarding audit as is good practice. The committee has considered the half termly unannounced reports of the Independent Visitor and ensured that all recommendations have been implemented in full. The members receive reports of any child protection issues and have been informed of any incidents and their outcomes. The committee works to capture the learning from any incidents and to identify any necessary changes in policy or procedure. Members of this committee are appointed as Safeguarding Governor, and Child Protection Governor.

All policies within the remit of the committee have been reviewed and updated. Members have examined enhanced arrangements for care staff development including the increased availability of management training opportunities, the introduction of best practice files and the establishment of the resource room. The committee have prompted the greater involvement of parents in the steps to success programme and have encouraged measures to capture and celebrate the pupil voice.

	<p>The Finance and General Purposes Committee has overseen the school budget, closely monitoring anticipated pupil numbers and the effect on the budget. The end of year draft accounts were presented to the Diocesan Trustees by the Business Manager and the Chair of Governors. Best Value was always assured by the use of tenders and quotations where applicable. Funds were made available by this committee once curriculum needs were identified. The committee continues to manage the school's property portfolio, with input from the diocese as appropriate.</p> <p>Minutes of Governing Body and Committee meetings are public documents – you can ask at the school office if you would like to see any of the minutes of our meetings.</p>
<p>Governors' future plans for the school</p>	<p>The Teaching and Learning committee will focus interest on areas of the curriculum such as Sport, IT and Art and will focus on the work of the transition department. It will continue to be updated on pupil progress.</p> <p>The care committee will oversee the further evolution and embedding of 'Steps to Success' the personal development assessment framework used at St John's.</p> <p>The committee will ensure that additional initiatives are introduced to both capture and act upon the pupil voice and to include parents in the process of promoting their child's development.</p> <p>The Human Resources committee will review outcomes of staff appraisals, and related staff development activities. Requirements relating to DBS re-checks will be re-visited. The committee has been strengthened with the addition of Mr Geoff Riley to its membership.</p> <p>The Premises, Grounds and Health & Safety committee will focus on the following areas in 2017/2018:</p> <ul style="list-style-type: none"> • Implementing action plans from the departmental health & safety audits • Implementing action plans from the school's latest fire risk assessment • Further improving site security <p>The Finance and General Purpose committee will examine the school's systems for predicting future income and continue to get best value for the school from the property portfolio.</p>

How you can 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, Mrs Barbara Auty chairofgovernors@bostonspa.org.uk
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Appendix 1 – List of Serving Governors (updated March 2018)

Chair of Governors	-	Mrs B Auty (Foundation governor/Child Protection Governor)
Vice Chair of Governors	-	Rev D Arblaster (Foundation governor/Safeguarding Governor)
		Mrs A Bradbury (Head Teacher)
		Mr T Forbes (Foundation governor)
		Mrs M Lynch (Foundation governor)
		Mr G Myers (Foundation governor)
		Vacancy – Foundation Governor
		Vacancy – Foundation Governor
		Mr M Hobson (LEA representative)
		Mrs J Peacock (non-teaching governor)
		Mrs S Barlow (teacher governor)
		Mr G Riley (parent governor)
Clerk	-	Mandy Dowson

The Finance and General Purposes Committee

Members : Mr G Myers (Chair)
Mr T Forbes
Mrs M Lynch
Mrs C Taylor (in attendance)
Mrs A Bradbury

Premises, Grounds and Health and Safety Committee

Members : Mrs J Peacock (Chair)
Mr G Riley
Cll M Hobson
Mrs C Taylor (in attendance)

The Teaching and Learning Committee

Members : Mrs M Lynch (Chair)
Mrs B Auty
Mrs S Barlow
Mrs A Bradbury
Mrs C Baldwin (in attendance)

Human Resources (and student care) Committee

Members : Mrs B Auty (Chair HR)
Mrs A Bradbury
Rev D Arblaster (Chair Student Care)
Mrs C Taylor (in attendance)
Mr D Phipps (in attendance)

Appendix 2 – Governors Attendance Record for 2016/2017 academic year

Governor	Full Governing Body	Premises Grounds and Health and Safety Committee	Teaching and Learning Committee	Finance, Property and General Purpose Committee	Human Resources Student Care Committee
Rev David Arblaster	Attended all meetings				Attended all meetings
Barbara Auty (Vice Chair)	Attended 3 out of 4 meetings				Attended all meetings
Sandra Barlow	Attended all meetings		Attended all meetings		
Ann Bradbury (Headteacher)	Attended all meetings			Attended all meetings	Attended all meetings
Terry Forbes	Attended all meetings			Attended all meetings	
Marie Lynch	Attended all meetings		Attended all meetings	Attended all meetings	
Graham Myers	Attended 2 out of 4 meetings			Attended all meetings	
Geoff Riley	Attended 3 out of 4 meetings	Attended all meetings	Attended all meetings		
Jim Snowball	Attended all meetings	Attended all meetings			
Jackie Peacock	Attended all meetings	Attended all meetings			
Anne Winfield (Chair)	Attended 3 out of 4 meetings		Attended all meetings	Attended all meetings	