

St Herbert's CE Primary and Nursery School



Annual Governance Statement 2022 - 2023

School name	St Herbert's CE Primary & Nursery School
School address	Trinity Way, Keswick, CA12 4HZ
Telephone number	017687 73017
Contact email address	admin@stherberts.cumbria.sch.uk
School website	www.stherberts.cumbria.sch.uk

The core functions of the Governing Body

The core functions of a Governing Body are defined by the Department for Education (DfE):

- 1. Ensuring clarity of vision, ethos and strategic direction*
- 2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff;*
- 3. Overseeing the financial performance of the organisation and making sure its money is well spent'*

The conduct of the Governing Body

In carrying out these core functions, Governors must be mindful of the need to:

- Act with integrity, objectivity and honesty and in the best interests of the school*
- Be open about the decisions we make and the actions we take, and prepared to explain these decisions and actions to interested parties*
- Accept the 'Seven Principles of Public Life'; selflessness, integrity, objectivity, accountability, openness, honesty and leadership'*

Our Governing Body has a Code of Conduct which is reviewed and agreed annually. All Governors are required to abide by this Code of Conduct. Governors also operate within our clear, Christian vision and values. In all of their work they endeavour to make wise decisions to ensure that everyone in the school community is treated with dignity. Through this, they create a strong, positive team that strives with hope to ensure the best outcomes for all of the pupils, families and staff in the school. By working closely with staff all governors know the school well and are an integral part of its day to day operation.

The legal constitution of the Governing Body

The Governing Body was legally constituted on 28 September, 2015 (*source - Instrument of Government document*).

Category of Governor	Ex-officio, appointed or elected on to the Governing Body
Headteacher	x1 ex-officio
Staff Governor	x1 elected
Parent Governors	x2 elected
Local Authority Governor	x1 appointed
Foundation Governors	x5 appointed and x2 ex-officio
<i>Total number of Governors</i>	<i>12</i>

Current membership of the Governing Body of St Herbert's CE Primary & Nursery School

Category of Governor	Full Name	Term of Office ends
Headteacher	Michael Craig	Ex-officio
Staff Governor	Helen Danby	31/08/26
Parent Governors	Martin Sluce	04/07/25
	Richard Procter	11/06/23
Local Authority Governor	Karen Harwood	04/07/26
Foundation Governors	Charles Hope	Ex-officio
	Andy Murphie	Ex-officio
	Diane Pratt	10/10/23
	Linda Tee	07/06/24
	Christine White	23/05/25
	Angus Wightman	19/11/25
	Claire Williams	10/05/26

How we organise to carry out our duties

The Clerk to our Governing Body is Annabel Scott. The Clerk is responsible for arranging meetings, taking minutes and following up on all actions. The Clerk also advises on procedural matters and plays a key role in the work of the Governing Body. Governors are volunteers who apply for and are appointed to their roles (except for the Headteacher). Governors are independent and have equal status to each other. A Chair and Vice Chair are elected by the Governing Body and they work closely together with the Headteacher and the Clerk. At the start of the academic year 2022/2023, the following Chairs and Vice Chairs were elected:

- Chair of the Full Governing Body – Andy Murphie
- Vice Chair of the Full Governing Body – Charles Hope (interim)
- Chair of the Curriculum and Standards Committee – Angus Wightman
- Chair of the Resources Committee - Richard Procter

The Full Governing Body meets at least five times across an academic year. Every Governor is also a member of at least one of our two Committees which meet at least termly. These Committees are:

- The **Resources Committee** which has a focus on:
 - Financial policy and planning
 - Financial monitoring
 - Premises
 - Staffing
- The **Curriculum and Standards Committee** which has a focus on:
 - curriculum planning and delivery
 - standards, assessment and improvement
 - engagement

Specific sub-committees and panels of the Governing Body are convened, as required, as per the school's procedures for addressing:

- Formal Complaints
- Staff Grievance and Discipline issues
- Pupil Discipline (Exclusions) issues
- Appeals
- Headteacher's performance management

Link Governors

The Governing Body appoints individual Governors, known as Link Governors, to monitor key aspects of school life. Our current Link Governors are:

Name of Governor	Link Governor area of responsibility
Helen Danby	Creative Arts and Music
Karen Harwood	Science
Charles Hope	Safeguarding, Pupil Premium & SEND
Andy Murphie	Literacy & PHSE
Diane Pratt	SEND
Richard Procter	Humanities
Martin Sluce	Health & Safety and Computing
Linda Tee	PE & Sports Premium
Christine White	RE & Collective Worship
Angus Wightman	RE & Collective Worship
Claire Williams	Maths & MFL

Governing Body effectiveness and impact in 2021/2022

This statement has been written in two parts. First by the Rev Charles Hope, Chair of Governors covering the Autumn and Spring term; then as Rev Hope was given sabbatical leave by the Bishop of Carlisle, by the Rev Andy Murphie, the Vice Chair acting up as Acting Chair for the summer term.

Autumn and Spring Term

With the Autumn term the return to post-COVID normality continued. The Governing Body met in person, in school, with governor visits and governor open days recommencing.

However, it was the appointment process for a new Headteacher that dominated governor activity in the Autumn term. We were extremely grateful to Mrs Shelagh Hughes in giving us over a year's notice of her intention to retire at the end of the Summer Term 2022. This enabled us as governors to meet in the Summer term 2021 and plan how we were going to run the recruitment process with the support of Mrs Rachel Laverack of Cumbria County Council and Mrs Vanessa O'Dea, then Director of Education for the Diocese of Carlisle.

Normally an Appointment Committee for a new Headteacher of five people is considered large enough, but in the Summer term we had seven volunteers. All were keen to participate. All did the training (including three of us doing the Safer Recruiting Training run by the NSPCC) and research recommended by Mrs Laverack and Mrs O'Dea. All attended all the planning meetings, participated in the email correspondence and the two days of the interviews themselves – which also involved all the candidates meeting pupils and staff, teaching a class, leading assembly and doing two desk top exercises as well as the formal interview with the panel.

Ultimately it was a unanimous decision to appoint Mr Michael Craig as the new Headteacher for our school from September 2022. A huge thank you to our external advisors, colleagues in school and the children and all the candidates who put themselves forward for this daunting process. And of course, to Mrs Hughes for facilitating this process in her school. Looking to September 2022 we wished Michael well as he prepared to join us whilst finishing well at his previous school.

The theme that emerged in the Autumn term was finishing well. And certainly, there was no slacking off the pace in the final months of Mrs Hughes being with us. Two other members of staff also were due to leave in the Summer of 2022 and all worked well to ensure that their final few months with us at St Herberts were memorable for everyone and good learning too for the children.

The governors worked with Mrs Hughes to ensure the life of school continued to be very active and challenging for everyone in the post-COVID environment, with recovery plans adding something extra to the normal work of the school, whilst also working on the theme of transition to new leadership. This continued into the summer term and work on the new staffing structure as other members of staff also retired (see next section).

December 2022 also saw the resignation of our clerk Ms Karen Holden who had done sterling work supporting the governors throughout the appointment process. Her rigour and attention to detail helped the process go very smoothly indeed. Thank you, Mrs Annabel Scott, for taking on the role of Clerk.

May I add my personal thanks to Mrs Hughes for all her support to me and to us as Governors and wish her well as she moved into what is likely to be a very busy retirement.

Summer term onwards

The summer term continued the consolidation of the school's return to a full timetable after two years of disruption. A full programme of visits, walks and outdoor learning was undertaken, supported in many instances by Governor participation. The School Budget was approved in May – it was considered stable, but with ongoing monitoring needed. Governors supported the work of transition led by Shelagh Hughes and Michael Craig. Encouragement was given to both to 'end well' in their respective roles and Governors offered their sincere thanks to Shelagh, and to Amarjit Mann and Cath Gaskell, who were also retiring (our thanks to Amarjit and Cath for all their work and dedication to the life of our school). Governors were pleased to welcome Annabel Scott as the new Clerk.

Governors in particular worked on the following: identifying a candidate to fill the LA Governor Role; receiving and asking questions on reports received from the Curriculum and Standards Committee (including an early view on SATs), and from the Resources Committee; catch up and

achievement data was reviewed and noted in its context of 'Covid recovery'; questions were asked by Governors about the health and wellbeing of staff; mid year attainment data was presented and key factors that the school would need to work on as a result were noted; it was agreed that Governors would have a presentation of the new RE scheme of work at the September meeting; it was also agreed that the Clerk would draw up a FGB Meeting Planner to integrate with the three core functions (vision, accountability, financial oversight) and suggested relevant training; the introduction and progress of CPOMS into school was discussed.

In September 2022, Governors shared an overview of their thoughts on the effectiveness and impact of the governing body for 2021/2022, and identified the following as key elements of the highlights, successes and challenges for the FGB over the last academic year:

The appointment of a new Headteacher and the dedication and commitment of the governing body in supporting this process; the platinum jubilee celebrations that were enjoyed by staff, pupils and governors; Governor days had been a welcome return; Link Governors and monitoring visits had been successful and a good insight into the school; the amount of extra curriculum activities that had taken place including walks and sleepovers etc and the return of swimming lessons; the school learning to live with Covid and the resilience of staff, governors and pupils have been a positive; the school and pupils represent the community and the partnership is strong between them.

Full Governing Body and Committee meeting attendance

Our Governors have excellent attendance at meetings and we have never cancelled a meeting because it was not 'quorate' (the number of Governors needed to be present to ensure that legal decisions can be made). The table below highlights Governor attendance at meetings in the last academic year, 2021/2022:

Governor	Number of Full Governing Body Meetings attended in 2021 - 2022	Number of Resources Committee Meetings attended in 2021 - 2022	Number of Curriculum & Standards meetings attended in 2021 – 2022
Rachel Frampton	5 out of 5	N/A	3 out of 3
Charles Hope	3 out of 5	2 out of 3	N/A
Shelagh Hughes	5 out of 5	3 out of 3	3 out of 3
Andy Murphie	5 out of 5	N/A	3 out of 3
Diane Pratt	5 out of 5	N/A	2 out of 3
Richard Procter	4 out of 5	3 out of 3	N/A
Martin Sluce	4 out of 5	1 out of 3	N/A
Linda Tee	5 out of 5	3 out of 3	N/A
Christine White	5 out of 5	N/A	2 out of 3
Angus Wightman	5 out of 5	N/A	3 out of 3
Claire Williams	4 out of 5	1 out of 3	N/A

Governing Body Register of Interests 2022 - 2023

Name of Governor	Declaration of personal or business interest 2022 – 2023
Michael Craig	Headteacher of St Herbert's VA CE Primary & Nursery School Member of NAHT Co-opted Governor of West Lakes Academy, Flimby Primary School Previous Director of Cumbria Teacher Training
Helen Danby	Nil
Karen Harwood	Public Health Practitioner in Children and Families Public Health 5-19 service at North Integrated Care, role funded by LA Registered dietitian Member of British Dietetic Association Spouse Councillor of Allerdale Borough Council and Cumberland Unitary Authority Council
Charles Hope	Trustee at Battersby Hall Charity; Borrowdale Institute; Abraham Fisher Charitable Trust; Borrowdale Charitable Trust; Friends of Keswick St John's; also Keswick St John PCC; Borrowdale PCC; Threlkeld PCC; St John in the Vale PCC Member of Society for the Study of Theology; Ecclesiastical Law Society; Fellow of Royal Geographical Society Ex-officio Governor at Borrowdale C of E School since 2016 Co-opted Governor and Chair of Keswick School Local Governing Board since 2016 Trustee of Keswick School Charitable Trust
Andy Murphie	Wife employed at the school, trustee with Keswick Community Emergency Recovery Partnership (KCEP), Jessie Agnes Pearson Trust (JAP) and Crosthwaite PCC, possible school hire of church premises
Diane Pratt	Nil
Richard Procter	Nil
Martin Sluce	Member of NASUWT union
Linda Tee	Trustee of Crosthwaite Church
Christine White	St John's PC committee member, Thornthwaite-cum-Braithwaite WI committee member, daughter-in-law's sister works at the school.
Angus Wightman	Trustee of King's Church, Keswick
Claire Williams	Trustee of Friends of St Herbert's Member of Crosthwaite PCC

Find out more about our school

- Link to Ofsted report:
<https://reports.ofsted.gov.uk/provider/21/134789>
- Our school's performance data can be found here:

[https://www.compare-school-performance.service.gov.uk/school/134789/st-herbert's-cofe-\(va\)-primary-and-nursery-school/primary](https://www.compare-school-performance.service.gov.uk/school/134789/st-herbert's-cofe-(va)-primary-and-nursery-school/primary)

- Link to the school's website:
<https://www.stherberts.cumbria.sch.uk/>
- Link to the school's pupil premium statement:
<https://www.stherberts.cumbria.sch.uk/information/policies.html>
- Link to the school's PE and sport premium information:
<https://www.stherberts.cumbria.sch.uk/information/policies.html>
- Link to Parent View which seeks parents' opinions on aspects of our school, from the quality of teaching, to dealing with bullying and poor behaviour.
<https://parentview.ofsted.gov.uk/parent-view-results/survey/result/22424/10>

How to contact the Governing Body

As a Governing Body, we always welcome suggestions, feedback and ideas. You can contact our Chair of Governors, Andy Murphie, via the school office or he can be emailed at admin@stherberts.cumbria.sch.uk.

Please ensure you mark your email to the attention of Andy Murphie.