

St Herbert's CE Primary and Nursery School



Annual Governance Statement 2025 - 2026

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
Governor	x1 appointed
<i>Total number of Governors</i>	<i>13</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	Vacancy	
	David Marriott	19/09/27
Local Authority Governor	TBC	
Foundation Governors	Emma Bain	27/02/28
	Charles Hope	Ex-officio
	Susan Leighton	27/02/28
	Andy Murphie	Ex-officio
	Linda Tee	08/06/28
	Angus Wightman	19/11/25
Governor	Claire Williams	10/05/26
	Richard Procter Martin Sluce	02/07/27 13/09/25

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 2025/26, the following Chairs and Vice Chairs were elected:

- Chair of the Full Governing Body – Andy Murphie
- Vice Chair of the Full Governing Body – Claire Williams
- 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:

- (i) The **Resources Committee** which has a focus on:
 - Financial policy and planning
 - Financial monitoring
 - Premises
 - Staffing
- (ii) 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
Emma Bain	Pupil Premium and Outdoor Learning
TBC	Science and Music
Charles Hope	Safeguarding
Susan Leighton	Early Years and Creative Arts
David Marriott	SEND
Andy Murphie	Literacy and PHSE
Richard Procter	Humanities
Martin Sluce	Health & Safety, Computing and Filtering & Monitoring
Linda Tee	PE and Sports Premium
Angus Wightman	RE and Collective Worship
Claire Williams	Maths and MFL

Governing Body effectiveness and impact in 2024/2025

During the school year, Governors continued to review their own effectiveness and be mindful of their core functions of vision, accountability and financial oversight. Once again, there were five full meetings of the Full Governing Board, alongside three each of the Resources Committee and the Curriculum and Standards Committee. All meetings were well attended and quorate, with apologies for absence recorded. As well as individual visits to the school made by Governors on separate occasions, a new termly programme of 'Governor Days' was introduced. The aim of these Governor Days was to offer a more strategic opportunity for Governors to meet with subject leads and observe the lessons or activities for which they were Link Governors. Governors also continued their support for and commitment to the school's wide range of opportunities for all children, including the well-established residential programme, walks, trips and in-school activities. In 2024-2025, the Full Governing Board (FGB) allocated time at the beginning of each of its meetings for a Governor Briefing – an opportunity to reflect on an issue relevant to the school and its governance. At the first meeting of the school year, Governors discussed staff wellbeing and best this can be supported by Governors in the school. A range of responses were discussed, including the role of Governors in supporting wellbeing, alongside staff surveys, awareness of trends and commitments to anonymity. The second FGB meeting shared feedback from the recent Governor Open Day. There was a consensus that this approach – time for class visits, opportunity for staff and link governors to meet, followed the FGB meeting – provided a helpful balance for Governors to fulfil their responsibilities without unduly inhibiting staff time for teaching and

learning. For the third FGB meeting, the briefing welcomed the Early Years Lead to discuss with Governors a proposed programme of '100 Things to Do Before Leaving St. Herbert's'. Governors offered suggestions and discussion was held around the strategic delivery of such a programme and how this might relate to the time commitments of children, staff and families, alongside a context accessibility and variety. The fourth FGB meeting was largely concerned with approval of the three-year budget but also included a strategic discussion about the impact of the Pupil Admission Numbers (PAN). The final FGB meeting of the school year reviewed challenges and accomplishments and considered what could be done better as a governing body. Supporting behaviour, the promotion of British Values and better understanding procurement processes were identified as a focus for strategic direction.

Selected Notes from FGB Meetings 2024-2025

First Meeting held on 30th September 2024

Governors once again reviewed and approved the instrument of governance. Also reviewed and approved were Terms of Reference for the Curriculum and Standards and Resources Committees. Committee allocation of Governors and their Link Governor roles were confirmed. The Governor Code of Conduct was circulated for review and acceptance. The Annual Governance Statement was reviewed and agreed. Governors asked questions of the Headteacher regarding classroom space, suitability and working environment, alongside a strategic question about the programmed replacement of iPads. A Curriculum update was received on science. A number of policies were reviewed and approved. Governors asked whether staff were aware of how to access the Whistleblowing Policy, should they wish to do so. Questions were also asked about the robustness of policies and if staff had the opportunity to consider these in the context of staff meetings. Further questions were asked about the medical conditions policy. A Headteacher Appraisal process was agreed. The new edition of Keeping Children Safe in Education (KCSIE) was noted and discussed. Governors asked questions about mental health training, the checking of training for agency staff, safer recruitment and the procedure for deputising for the Headteacher and Deputy Headteacher if both were out of school. A discussion and resolution were held on the Purchasing of School Energy.

Second Meeting held on 2nd December 2024

Governors discussed action taken towards the poor quality of the school field, following previous works undertaken by United Utilities. Transport costs for school swimming were also discussed. Governors asked questions about the rationale for the Pupil Admission Numbers. The creation of a school Multi Use Games Area (MUGA) and potential means of funding was discussed alongside the use of sports funding. Governors asked the Headteacher questions about school attainment and the benefits and difficulties of the data systems used to provide evidence. The Headteacher Appraisal outcome was notified to the FGB. Governors also asked the Headteacher to clarify the disadvantaged pupil data and asked further question about the Pupil Premium strategy. Admissions, Attendance and the Child Protection and Safeguarding policies were reviewed and approved.

Third Meeting held on 3rd March 2025

In the context of the Headteacher's report on attendance, Governors asked about the impact of the financial penalties for families taking leave during term time. Discussion also took place, and questions were asked about behaviour and safeguarding. Governors followed up questions about the way in which attainment data was presented at a previous meeting, by asking questions of clarification about the school's new assessment tool. Further questions were asked about the school field and also about MUGA fundraising efforts. Updates were received about SEND, Staffing and Pupil Premium. The Schools Financial Value Standard (SFVS) was formally approved. Feedback was received from Governors about recent monitoring visits in Early Years, KS1, English, Collective Worship and Literacy.

Fourth Meeting held on 7th May 2025

Action on Governor recruitment processes was agreed. The Three-Year Budget was discussed and approved. Further discussion took place regarding admissions and the benefits and challenges of managing numbers, staffing and finance in the current financial climate. Governors were asked for help supporting pupils in reading and scribing for the forthcoming SATs tests. The Headteacher was also asked about the attendance at preparatory after school sessions.

Fifth Meeting held on 1st July 2024

Meeting dates for the next academic year were reviewed and agreed. Governors asked which staff members held a mountain leader qualification. Further questions were asked regarding school performance and assessment, noting encouragements and recognising areas for development. In addition, information was requested about English as an Additional Language (EAL) funding. A question was asked about any known factors affecting persistent absence. The hard work of the school and staff on attendance was commended. A discussion took place, and questions asked, regarding the challenges of funding for EHCPs and the delays in the process currently being experienced. A number of policies were reviewed and approved, and it was noted that the school's Emergency Plan, to include a school lockdown policy and practice, was to be reviewed and updated. A Governor monitoring visit on outdoor learning was discussed. Breakfast and After School provision and costs were discussed, along with parking and the use of AI in school. The Headteacher, Staff and Governors were thanked for their hard work and commitment throughout the school year.

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 table below highlights Governor attendance at meetings in the last academic year, 2024/2025:

Governor	Number of Full Governing Body Meetings attended in 2024 – 2025	Number of Resources Committee Meetings attended in 2024 - 2025	Number of Curriculum & Standards Meetings attended in 2024 – 2025
Emma Bain	4 out of 5	N/A	3 out of 3
Michael Craig	5 out of 5	3 out of 3	3 out of 3
Helen Danby	5 out of 5	N/A	2 out of 3
Karen Harwood	3 out of 3	N/A	2 out of 2
Charles Hope	3 out of 5	2 out of 3	N/A
Susan Leighton	5 out of 5	N/A	3 out of 3
David Marriott	5 out of 5	N/A	3 out of 3
Andy Murphie	5 out of 5	3 out of 3	3 out of 3
Richard Procter	4 out of 5	3 out of 3	N/A
Martin Sluce	4 out of 5	3 out of 3	N/A
Linda Tee	5 out of 5	2 out of 3	N/A
Angus Wightman	3 out of 5	N/A	2 out of 3
Claire Williams	4 out of 5	3 out of 3	N/A

Governing Body Register of Interests 2025-2026

Governor	Declaration of personal or business interest 2025-2026
Emma Bain	Data Manager, King James I Academy, Bishop Auckland Previously employed at CEM Durham University (now Cambridge CEM)
Michael Craig	Headteacher of St Herbert's VA CE Primary & Nursery School Member of NAHT
Helen Danby	Member of Staff
Charles Hope	Director of Carlisle Board of Finance, Director of Mitre Housing Association, Battersby Hall Charity, Borrowdale Institute, Borrowdale Community Trust, Trustee Abraham Fisher Trust, Friends of Keswick St John's, Great Clifton Education Trust, Keswick St John PCC Borrowdale PCC, Threlkeld PCC, St John in the Vale PCC, Fellow of the Royal Geographical Society, Member of the Ecclesiastical Law Society, Member of Society for the Study of Theology, Governor at Borrowdale Primary School, Co-opted Governor and Chair of Keswick School Local Governing Board since 2016, Trustee of Keswick School Charitable Trust
Susan Leighton	Member of St John's Church, Keswick. Grandchildren attend St Herbert's School
David Marriott	CEO of Ubuntu Education Solutions (providing career advancing solutions for teachers in Africa)
Andy Murphie	Spouse employed at St Herbert's School PCC Trustees for Crosthwaite Church & Thornthwaite with Newlands Trustees of Jessie Agnes Pearson Trust Chair of Trustees Keswick Community Emergency Recovery Partnership (KCEP)
Richard Procter	Nil
Martin Sluce	Member of the NASUWT union Employed by Keswick School as a Teacher (part time basis)
Linda Tee	Nil
Angus Wightman	Trustee of King's Church, Keswick
Claire Williams	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, or via the Clerk Annabel Scott on clerk@stherberts.cumbria.sch.uk.