



## **Annual Governance Statement**

### **St. Patrick's Catholic College, a Voluntary Catholic Academy**

#### **Purpose**

In this governance statement the term 'Governing Body' is used to describe the Local Management Board (LMB) of St. Patrick's Catholic College.

This governance statement has been prepared and published by the Local Management Board of St. Patrick's Catholic College in compliance with our duty to report on the ways in which we have fulfilled our obligations and responsibilities relating to (i) our overarching duty to conduct the Academy in accordance with its Catholic character and (ii) our core functions (explained below) during the 2015-16 academic year.

A list of serving governors is set out at **Appendix 1**.

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

As the LMB of a Catholic Academy, our overarching responsibility lies in ensuring that the Academy is conducted in accordance with its Catholic character at all times, and this overriding duty (which is also a legal duty) permeates everything that we do. Further, in accordance with our legal obligations, the LMB endeavours to operate at a strategic level, leaving the Head Teacher and the Academy's senior leaders responsible and accountable to us for the operational day-to-day running of the Academy. It is by achieving these aims that we can be sure that our Academy has effective governance.

The three core functions of the Local Management Board are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Headteacher to account for the educational performance of the Academy and its pupils, and for the internal organisation, management and control of the Academy, including performance management of staff; and
3. Overseeing the financial performance of the Academy, in line with Trust procedures, and making sure its money is well spent.

As an integral part of the vision for the holistic formation of children and young people Canon law (Church law) also requires that Catholic schools (which includes academies) are "...at least as academically distinguished as that in the other schools of the area" (806§2) and the Board are mindful of this requirement in all that we do.



### **Scope of Local Management Board Responsibilities**

As Governors we acknowledge that we have responsibility for ensuring that St. Patrick's Catholic College, as part of the Our Lady of Light Catholic Academy Trust, has an effective and appropriate system of control, financial and otherwise. However, such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only a reasonable and not absolute assurance against material misstatement or loss.

The LMB has delegated the day-to-day responsibility to Mrs Clare Humble, the Headteacher of St Patrick's Catholic College, a Voluntary Catholic Academy, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreements between the Our Lady of Light Catholic Academy Trust and the Secretary of State for Education. The Headteacher is also responsible for reporting to the Board of Directors any material weaknesses or breakdowns in internal control within St. Patrick's Catholic College.

### **Governance Arrangements**

#### **Composition of the Board of Directors**

The LMB is made up of 7 Foundation Governors\*\* and 1 Staff Governor (the Head teacher is an ex officio member), 2 Parent Governors, 0 Local Authority Governors(s) and 0 Co-opted Governor(s)\*.

\*\* The term Foundation Governor is used in this document to describe those academy directors appointed to the board by the Bishop of the Diocese in which the Academy is situated. The Bishop not only appoints his Foundation Governors because of their particular skills, but, more importantly, for the strict purpose of ensuring, on his behalf, the Catholic character of the Academy. Foundation Governors are also under important legal duties to preserve and develop the Academy's Catholic character. In order to ensure that the Academy's Catholic character is protected and that it is being conducted in accordance with the tenets of its Catholic designation, LMBs of Catholic schools and academies must always have a majority of Foundation Governors.

The Diocesan Bishop is Canonically responsible for his schools and academies. He ensures that the Catholic ethos of the school/academy is maintained, particularly through the appointment of Foundation Governors, but also through overseeing the appointment of members of staff and through Diocesan inspection, in order to ensure that the school/academy is fulfilling the objects cited in its Instrument of Government/Articles of Association and the trust deed under which the school/academy was established.

\* Co-opted Governors are appointed by the Governing Body and are people who, in the opinion of the Governing Body, have the skills required to contribute to the effective governance and success of the school/academy.



### **LMB's work this year and Governors attendance at full Board meetings**

This year, the Governing Body established itself as a part of the Our Lady of Light Catholic Academy Trust. The differences of being part of a Trust, rather than a single academy, has meant that the committee structure of the LMB has had been looked at regarding their terms of reference, to fit in with the Board. As ever, a School Development Plan was agreed to further improve outcomes for the young people that the school serves and this plan addressed the key issues of: Quality of Assessment; Teaching & learning; Personal behaviour and Well-being; the Effectiveness of Leadership & Management and Pupil Outcomes.

The full Local Management Board has met 10 times during the year.

We have not cancelled a Board meeting because it was not "quorate" (the number of Governors needed to ensure that legal decisions can be made).

Overall Governors have excellent attendance at Governing Body meetings.

Individual Governors' attendance during the year at LMB meetings can be found at **Appendix 2**.

### **Committees work this year and Directors attendance at Committee meetings**

The LMB of St. Patrick's Catholic College has three different committees, these are as follows. The Resources Committee which focuses on finance, premises and some personnel matters; School Improvement Committee, focusing on matters relating to Teaching & Learning and progress and attainment across the school; and finally, an Admissions Committee looking solely at Admissions to the Academy.

Individual Governors' attendance during the year at Committee meetings can be found at **Appendix 3**.

### **Minutes of Board and Committee meetings**

Minutes of Governing Body and Committee meetings are public documents - you can ask Mrs Nicki Fletcher, Clerk to the LMB, if you would like to see a copy of the minutes. Mrs Fletcher can be contacted at: [Nicki.Fletcher@Stockton.gov.uk](mailto:Nicki.Fletcher@Stockton.gov.uk)

### **Review of Value for Money**

As part of the Our Lady of Light Catholic Academy Trust, St. Patrick's Catholic College follows their financial policy and processes. The Accounting Officer of the Trust has responsibility for ensuring that the Academy delivers good value in the use of public resources. The Accounting Officer understands that value for money refers to the educational and wider societal outcomes achieved in return for the taxpayer resources received.



The Accounting Officer considers how the Trust's use of its resources has provided good value for money during each academic year, and reports to the Board where value for money can be improved, including the use of benchmarking data where available. The Accounting Officer for the Academy has delivered improved value for money during the year by starting to look at the economies of scale provided in Service Level Agreements subscribed to by the academies in the Trust. The Accounting Officer, as a serving Headteacher has also been involved in looking with the other Head teachers, into ways in which the staff resources and physical resources can be shared more efficiently between the academies in the Trust.

### **The purpose of the system of internal control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can, therefore, only provide reasonable and not absolute assurances of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Academy's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in St. Patrick's Catholic College, a Voluntary Catholic Academy for the period 1 September 2016 to 31 August 2017.

### **Capacity to handle risk**

As part of the Our Lady of Light Catholic Academy Trust, the Board of Directors has reviewed the key risks to which the Trust (and therefore, the Academy) is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Board is of the view that there is a formal ongoing process for identifying, evaluating and managing the Trust's significant risks that has been in place for the period 1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2017 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Resources Committee of the Trust with findings reported and recommendations made to the Board.

### **The risk and control framework**

The Trust's system of internal financial control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability. In particular, it includes:

- Comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the Governing Body;
- Regular reviews by the Finance and General Purpose Committee of reports which indicate financial performance against the forecast and of major purchase plans, capital works and expenditure programmes;
- Setting targets to measure financial and other performance;
- Clearly defined purchasing (asset purchase or capital investment) guidelines;
- Delegation of authority and segregation of duties;



- Identification and management of risks.

The Board of Directors of the Trust has considered the need for a specific internal audit function and has decided that Evolution Accountancy Firm be appointed to carry out internal checks and the nature of the work that they have been engaged to perform, for example:

- To appoint Jessica Smith (Baldwins Accountants) as internal auditor.

The internal auditor's role involves performing a range of checks on the Trust's financial systems. The internal auditor checks that the Trust is following the Financial Policy that was agreed after conversion to academy status. In particular the checks carried out in the current period included

- Accounts and reconciliations
- Risk Management
- Testing of control account/bank reconciliations
- Purchasing
- Management of data
- Corporate Governance

On a termly basis the auditor prepares a statement that is reported by the Financial Manager to the Board, through the Audit /Finance Committee on the operation of the systems of control and on the discharge of the Governing Body's financial responsibilities.

The auditors have delivered their schedule of work as planned. All risks found across the Trust Academies were deemed to be 'low risk' and have been remedied throughout the financial year by close working between the Chief Financial officer and the School Business Managers and the Accounting Officer working alongside this team.

### **Review of Effectiveness**

As the Accounting Officer of the Trust has the overall responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- The work of the internal auditor
- The work of the external auditor
- The financial management and governance self-assessment process (if relevant)
- AVEC support services – budget setting

The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Finance/Audit Committee and a plan to address weaknesses (if relevant) and ensure continuous improvement of the system is in place.



**How to contact the Local Management Board**

We always welcome suggestions, feedback and ideas from parents, carers and the wider school/academy and Parish communities – please contact the Clerk to the Governors, Mrs Nicki Fletcher, on [Nicki.Fletcher@stockton.gov.uk](mailto:Nicki.Fletcher@stockton.gov.uk) or Mrs Peggy Swinhoe, Chair of the Local Management Board on [contact-us@stpatrickscscc.org](mailto:contact-us@stpatrickscscc.org)

**How to contact the Board of Directors of the Our lady of Light Catholic Academy Trust**

We always welcome suggestions, feedback and ideas from parents, carers and the wider school/academy and Parish communities – please contact the Company secretary, Mrs Lucy Emmerson, on [Lucy.Emmerson@stockton.gov.uk](mailto:Lucy.Emmerson@stockton.gov.uk) or Mr Kevin Duffy, Chair of the Board on [directorofschools@dioceseofmiddlesbrough.gov.uk](mailto:directorofschools@dioceseofmiddlesbrough.gov.uk)

This governance statement is approved by order of the members of the Board on 31 October 2017 and signed on its behalf by:

**Mrs Peggy Swinhoe**  
**Chair of the LMB**

**Mrs Clare Humble**  
**Headteacher**



**REGISTER OF GOVERNOR INTERESTS**

**NAME OF SCHOOL: ST PATRICK'S CATHOLIC COLLEGE – 2016/17 Academic Year**

**From September 2015, Governing Bodies are required to publish on their website, information about their governors:**

Name, Category & Appointing Body	Term of Office	Committees	Official Responsibility	Attendance at Local Management Board	Attendance at Committee	Nature of Interest			Resignation Date
						Pecuniary (you or a close connection – see point 1)	Governor in another school/education establishment	Spouse, partner or relative working in school or with business interests (see point 2.)	
Mrs Clare Humble Headteacher	N/A	SIC RES ADM	Headteacher	5 out of 5	4 out of 4 3 out of 3 1 out of 1	Nil	Nil	P Humble – Senior Partner Greystone Legal	N/A
Mr Andrew Smith Staff Governor Appointed By Staff	08.09.2015 - 07.09.2019	RES		3 out of 5	3 out of 3	Nil	Nil	Nil	N/A
Mrs Jane Hobbs Parent Governor Appointed by Parents	29.10.2015 - 28.10.2019	SIC INT		1 out of 5	2 out of 4	Nil	Nil	Nil	N/A
Mr Sean Conway Foundation Governor Appointed by the Diocese	08.09.2015 – 07.09.2019	ADM PR COM HEA		4 out of 5	0 out of 1 3 out of 3	Nil	Nil	Nil	N/A
Very Rev Canon Patrick Hartnett Appointed by the Diocese	08.09.2015 - Ex Officio	SIC RES PC&D INT	Vice Chair of the Local Management Board  Chair of Resources Committee	1 out of 5	2 out of 4 1 out of 3	Nil	Governor on St Therese of Lisieux Catholic Primary Academy	Ni	N/A
Dr James Nevison Foundation Governor Appointed by the Diocese	19.02.2013 – 18.02.2017	SIC RES PR APP	H & S Link Governor	3 out of 5	4 out of 4 2 out of 3 3 out of 3	Partner – Denmark Street Surgery, Darlington from February 2006	Nil	Nil	N/A



# ST PATRICK'S Catholic College



	Re-appointed 18.02.2017 – 17.02.2021								
Mr Kevin O'Donnell Foundation Governor Appointed by the Diocese	08.09.2015 - 07.09.2019	SIC ADM COM PC&D HEA	Chair of School Improvement Committee	5 out of 5	4 out of 4 1 out of 1	Teacher at St Patrick's Catholic Primary Academy	Nil	Nil	N/A
Mrs Margaret Swinhoe Foundation Governor Appointed by the Diocese	08.09.2015 - 07.09.2019	SIC RES PR ADM PC&D NOM	Chair of the Local Management Board  SEN Link Governor  Safeguarding / LAC Link governor	3 out of 5	4 out of 4 2 out of 3 3 out of 3 1 out of 1	Member of the board of ONE IT (2015)		Duncan Swinhoe (Son) – Managing Director at ZRP Architecture - 2011 Matthew Swinhoe (Son) – Managing Director at Gensler's Architecture – 2012 James Swinhoe (Son) SLT New Voice Media (IT) - 2005 Rebecca Simpson (Daughter) Vice Principle Global Head of Chain (procurement) at Wood Group - 2016 Andrew Swinhoe (Son in Law) Director at Techmahindra - 2017	N/A

**SIC – School Improvement Committee, RES – Resources Committee, PC&D – Pupil Care and Discipline, PR/PM – Pay Review & Performance Management**

**ADM – Admission Committee,**



## REGISTER OF GOVERNOR INTEREST GUIDANCE

Governors must declare any relevant business interests as well as the details of any other educational establishments they govern. The register must also set out any relationships between governors and members of the schools staff including spouses, partners and relatives. It is important to address any perception of a conflict of interests by making clear where such potential personal or pecuniary interests might apply; this might be a conflict between personal interests and the interests of the school or the Council when dealing with outside organisations or individuals.

Note 1. Pecuniary interest includes current employment, businesses (of which partner/proprietor), company directorship, charity trusteeship and other conflict.

Note 2. Personal Interests can also include business involvement/company directorship or trusteeships or family or close connections to the governor (for example a company the school might have contracts with).

Examples (potential conflicts):

- A governor whose spouse/partner is employed by the school – *Should not take part in discussion regarding the school's pay policy or any staffing matter that might impact on their partner. Both direct and indirect decisions might impact on the salary range of senior staff e.g. increasing pupil numbers.*
- A governor involved with any committee group, business or after school club who hire part of the school – *Should not be party to discussion involving the use of the school or their charging policy.*
- A governor who is a supplier of goods or services to the school – *Should not take part in decisions regarding the letting of contracts for that type of goods or services where a sub-contract relationship might exist.*

The register of governor interests must also include details of attendance record at the governing body meetings and committees over the year and reviewed and updated on an annual basis indicating also when a governor steps down.

Associate governors must be included on the register and it should be clear when they have voting rights.

The school is required to maintain a similar register of staff interests that should also be reviewed annually – as specified in the NCC code of conduct. Staff had previously been included with the governor's declarations but in light of the governing body register of interests being required to be published on the school web site, a separate register should be drawn up. Staff governors will need to be included on both registers.