

St Joseph's Catholic Primary School

September 2025

Annual Governance Statement for the academic year 2024-25

In accordance with the Government's requirement for all governing bodies the 3 core strategic functions of the School Local Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the leadership team to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff;
3. Overseeing the financial performance of the school and making sure its money is well spent.

As a Catholic school the Governing Body must also focus on preserving and developing the Catholic character of the school

Governors work with the Headteacher and senior leadership team to drive the strategic development of the school and raise standards of achievement. Governors need to know their school well.

Governance Arrangements

St Joseph's Catholic Primary School is an academy, being a constituent school of The Rosary Trust which is the Catholic Multi-Academy Trust [MAT] for North East Essex. The school has a Local Governing Committee which is accountable to the Trustees of the Rosary Trust and the Bishop of Brentwood. The Committee is made up of Foundation governors, the Headteacher, Parent governor(s), a staff governor and 1 additional co-opted governor.

As a Catholic school the Governing Body must also focus on preserving and developing the Catholic character of the school. Foundation Governors are appointed by Bishop Alan, the Bishop of Brentwood to represent his education policy in the school and are people offering the skills required for the effective governance and success of the school. At our school the Foundation governors are members of the wider church community

	and include the Parish Priest. The staff governor is appointed by the school. All parents and full-time carers of pupils are eligible for election as parent governors. The additional governor is a person offering relevant additional skills and is appointed by the Local governing Body. The Local Governing Body meets once each term with an additional business meeting during the Autumn term. We also have Committees which meet to consider different aspects of the school in detail and report to the Local Governing Body. At St Joseph's we have a Resources Committee which focuses on finance, personnel and premises matters, Pupils' and Curriculum related matters, Admissions and Pay and Performance Committees. We also have committees that meet as required to consider governor development, pupil discipline and staffing matters.
Attendance record of governors	The attendance record of Governors is published on the school website. Most of our meetings are held in school, although we enable governors to join meetings via Zoom if they are unable to attend in person. In common with other schools we have carried a number of vacancies on the Local Governing Body. However, we were very pleased to welcome a new Foundation Governor at the end of this year. We have reduced the number of meetings this year to improve efficiency and at the same time to assist the Headteacher's workload. A total of 10 formal meetings were scheduled in the course of the year. One meeting was cancelled due to sickness. All others took place as planned and were "quorate" (i.e. sufficient numbers of governors were in attendance to ensure that decisions could be made).
The work that we have done through our committees.	Local Governing Committee The Committee had a busy year but were aware of time constraints on our Headteacher who was also spending two days per week teaching. To this end we reduced some meetings and included much of the Pupil and Curriculum Committee work to the wider LGC as this was an area where duplication could occur. The School Development Plan (SDP) sets out the key priorities for the year ahead. In 2024-25 these were: to follow on from our successful Catholic Schools Inspection (CSI) and aim for outstanding outcomes by implementing the new RE curriculum, and enhancing RE planning, assessment and collective worship; to increase the number of children achieving greater depth in English and Maths; to raise writing outcomes across the school and to further develop assessment processes in foundation subjects and RE. This plan was monitored through the termly Headteacher's report and the Governors Visits and Monitoring programme.

In addition to the SDP priorities, the monitoring programme included The Governors monitoring programme not only included governors' special responsibilities such as Safeguarding, Health and Safety, SEND and pupil premium grants.

The Committee must comply with the Rosary Trust's policies which are regularly received by members at our meetings. In addition we have reviewed and approved a number of local school-based policies covering Child Protection, SEND, pupil behaviour, curriculum and premises matters. Our policies are published on the school website.

The Governing Body action plan was reviewed and progress was monitored by the Local Governing Board. This document includes Governors' activities, development and training. It contains a clear link to the strategic functions of the Local Governing Body and the priorities of the SDP. This year the action plan focussed on leadership; resources; continued to streamline the work of the LGB to increase effectiveness and ensured Governors had opportunity for training.

There was a focus on Inclusion and partnership working this year. Governors were very pleased to be part of the HEP (Harwich Education Partnership) Diversity Day in March. We also had a successful visit from Essex County Council Inclusion team which was part of the overall HEP Inclusion

The Resources Committee

This committee usually meets termly, but additional meetings are called if required. The committee examines the staffing arrangements, maintenance and development of the school premises and makes decisions about how the school should prioritise the budget. Support for financial management is provided by the Rosary Trust.

This year in common with other schools St Joseph's faced cost pressures due. The Committee reviewed the budget plan and its implementation was closely monitored. With careful adjustments a balanced budget was set for 2025-26 and agreed by the Rosary Trust. This indicates ongoing pressures and will be closely monitored.

The school has an establishment of teachers which enables us to run 4 full time classes, with learning support assistants to assist in Class and support pupils with SEND. A HLTA acts as Pastoral Lead and a part time SENCo (special educational needs co-ordinator) has been working 2 days per week.

	Health and Safety inspections were carried out during the year which showed the school premises to be in good order. The final work on the new fire doors was completed during the year, and perimeter fencing plus a new secure front gate was undertaken during the summer 2024 in time for the new school year. The Committee was pleased to support the initiative of creating a new sensory space in the craft room. This was led by our SENCO, Mrs Varley and funded through the efforts of the school's PTA. Governors Development Group The Governors Development Group met and considered governor changes and vacancies, the arrangements for streamlining our meetings and identifying the expectations in relation to training. The Chair of Governors also provided an update on Ofsted requirements, and the group considered staff well-being and arrangements for the Diversity festival. Governors can take part in a range of training opportunities via the National Governance Association, Essex County Council and Brentwood Diocese, and in-house training for Safeguarding. All Governors receive training on Safeguarding and Prevent. Other training undertaken included Complaints management, updates from Brentwood Diocese and Essex Schools Governance and Induction for new governors. Minutes of Local Governing Body meetings are public documents – you can ask at the school office if you would like to see minutes of our meetings.
Future plan for the governors	As well as ensuring that we have relevant and up to date policies, and appropriate staffing arrangements the Local Governing Body seeks to continually improve the school and maintain its Catholic ethos, check on performance and ensure available funds are deployed to best effect to support the priorities set out in our school development plan.
How you can contact the Governing Body	We welcome suggestions, ideas and feedback from parents – please contact the Chair of Governors via the school office. You can see the full list of governors and more information about what we do, on the Governors' page of the school website – www.st-josephs-dovervourt.essex.sch.uk For information about the Rosary Trust trustees and members please visit the Trust website – www.therosarytrust.co.uk

Governors of St Joseph's Catholic Primary School 2024-25

Name	Category of Governor	Appointing Body	Current term of office expires on	Served on Committees	Positions of Responsibility	Meetings attended 2024-25
Richard Colley	Additional governor	Local governing body	Annual review	Resources Pupils and Curriculum Admissions Pay Staff Recruitment Governors Building Fund	Chair of Resources Committee Health and Safety Buildings and Grounds	7
Sheila Davis	Foundation	Diocese of Brentwood	22/11/25	Pupil and Curriculum Admissions Headteacher performance Pay Staff Recruitment Governors Building Fund	Chair of the Local Governing Body Chair of Pupils and Curriculum Committee Safeguarding Link governor HT performance management SEND from February 24	9
Kathryn Hirst	Foundation	Diocese of Brentwood	31/08/28	Pupils and Curriculum Staff Recruitment Head Teacher performance	VICE Chair Quality of Education (English) Spiritual, Social and moral development HT performance management	4

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Samantha Golding	Headteacher	School		Pupils and Curriculum Resources Admissions Staff Recruitment Pay Governors Building Fund	Headteacher	8
Father Joseph Whisstock	Foundation	Diocese of Brentwood	31/08/25	Pay Appeals Governors Building Fund	Parish Priest	4
Greg Gueizelar	Parent	Parents and carers of school pupils	September 2026	Resources Pay	Maths Pupil Premium and Sports Premium grants	5
Emma Warner	Parent	Parents and carers of school pupils	Resigned 31 st Jan 2025	Pupils and curriculum Recruitment	SEND until end of January 25	1
Cathleen Cortis-Mack	Foundation	Diocese of Brentwood	4 th October 2027	Pupils and Curriculum Recruitment	EYFS School Website Wellbeing	7
Mark Michalkiewicz from May 2025	Foundation	Diocese of Brentwood	21 st May 2029			1